

(ATTACHMENT 1) ACTION ON MONTHLY FINANCE MATTERS: AUTHORIZATION TO MAKE PURCHASES; INFORMATIONAL REPORT ON CHANGE ORDERS IN EXCESS OF \$25,000; INFORMATIONAL REPORT ON CUMULATIVE PURCHASES IN EXCESS OF \$50,000; INFORMATIONAL REPORT ON MOBILE DATA TERMINALS; REPORT ON REVENUES AND EXPENSES; MONTHLY EXPENDITURE CONTROL REPORT; REPORT ON ADMINISTRATIVE AND SCHOOL FUND TRANSFERS; REPORT ON CONTRACTS UNDER \$50,000 AND CUMULATIVE TOTAL REPORT; REPORT ON MONTHLY GRANT AWARDS; ACCEPTANCE OF DONATIONS

Authorization to Increase Funds for the Lease Agreement with Xerox Corporation for Duplicating Equipment

The Administration requests authorization to increase funds on the current lease agreement with Xerox Corporation. The Division of Duplicating Services (“Duplicating”) provides a wide range of printing services for the District. The District currently leases duplicating equipment from Xerox Corporation for use in its print shop.

This current lease agreement runs from September 1, 2014, through August 30, 2017. The Board authorized the execution of this lease agreement in August 2014; however, at that time, funds were only requested for the base monthly charges for rental and an estimated 60,000 pages per year. Given that Duplicating performs a high volume of printing for the District, the pages utilized each year exceeds 60,000.

The amount previously authorized for this agreement was \$113,099.40 for the three-year term. That amount has already been exceeded. As such, the Administration is now requesting an increase of \$80,000 to cover base monthly charges and foreseeable overages for the remainder of the term.

Budget Code:

DUP-0-0DUP-DU-EMTC . (Duplicating Services – Maintenance Contracts)\$80,000

INFORMATIONAL REPORT ON CHANGE ORDERS IN EXCESS OF \$25,000

In compliance with Administrative Policy 3.09(10)(e)1, the Administration is reporting change orders to existing contracts whose collective net value exceeds \$25,000.

Contract: C024060

Center for Neighborhood Enterprise

On August 1, 2016, an extension for a second term through July 31, 2017, with this vendor was entered in the amount of \$1,900,000 for violence-reduction programming services at 11 MPS schools. On December 19, 2016, \$100,000 was added to fund the addition of North Division High School as the twelfth MPS school to receive these services.

Original Extension Amount: \$1,900,000

Increase: \$100,000

Adjusted Contract Amount: \$2,000,000

INFORMATIONAL REPORT ON CUMULATIVE PURCHASES IN EXCESS OF \$50,000

In compliance with Administrative Policy 3.09(6), the Administration is reporting cumulative purchases in excess of \$50,000 *within a single department or school* to ensure compliance with 3.09(6)(c), which states that purchases may not be broken into smaller purchases to avoid

meeting requirements. Approval of these purchases is not being sought, as each of the contracts will be paid using student funds; no MPS board funds will be used.

Wedgewood Park International Middle School's students will be taking a trip through Brightspark Travel, Inc., to Disney in Orlando, FL, in May 2017 for a performance workshop. Forty-five students and four chaperones will be in attendance. The purpose of this trip is to connect classroom learning with hands-on authentic experiences and to generate ideas for future learning.

Golda Meir School for the Gifted and Talented's sixth-grade students will be taking a trip through Explorica, Inc., to New Orleans, LA, in May 2017 for learning experiences. Forty-five students and six chaperones will be in attendance. The purpose of this trip is to offer authentic learning experiences that connect to in-class lessons.

Golda Meir School for the Gifted and Talented's eighth-grade students will be taking a trip through Lamar M. Lampkins (LML) Travel to New York, NY, in May 2017 for learning experiences. Eighty-four students and chaperones will be in attendance. The purpose of this trip is to offer authentic learning experiences that connect to in-class lessons.

INFORMATIONAL REPORT ON MOBILE DATA TERMINALS

The Administration offers the following informational report regarding purchases of Mobile Data Terminals (MDTs) for installation on school buses.

In May of 2015, the Board authorized the purchase of 970 MDTs. In December of 2015, the Board authorized the purchase of 1,000 mounts.

The following purchases have since been made without the Board's authorization, in compliance with Administrative Policy 3.09(5)(B)2b:

- 30 MDTs for \$16,470 in December 2015; and
- 50 MDTs and 50 mounts for \$33,700

The purpose of these purchases is to have replacement tablets readily available for bus contractors as issues arise from existing tablets already installed on buses requiring support or to install needed MDTs on new buses as contracted fleet counts change. Contractors will reimburse MPS upon installation of any new MDT. MPS assumes the annual maintenance costs for the software. Those amounts are authorized annually by the Board.