

Arlington Public Schools
“Providing the means to accomplish dreams”

Supportive Information Sheet

**Subject: APPROVAL OF ARLINGTON SCHOOL DISTRICT
CONTRACTS AND PERSONAL SERVICES
AGREEMENTS**

Action

Page(s): Seven (7), including cover

Submitted by: Deborah Borgens, Executive Director of Financial Services

Date: March 9, 2009

Background Information:

Arlington School District schools, programs and departments enter into many contracts with outside vendors and service suppliers.

Administrative Consideration:

In order to keep the Board informed and to assure that all contracts are adequately reviewed and approved, we will regularly submit contracts and personal service agreements to the Board for action.

As new contracts are signed and existing contracts are gathered, a list containing a short description, costs, and dates of those contracts will be presented. In many cases, an additional summary, with further detail, will be provided for individual contracts.

We expect to have a few more additions as we continue to gather together all 08-09 and ongoing contracts.

Superintendent’s Recommendation:

That the Board approves the Arlington School District Contracts and Personal Services Agreements listed.

**Arlington Public Schools
Contracts and Personal Services Agreements**

Contractor	Fund Designation	Description	Department/ School	Amount	Notes
CONTRACTS					
<u>ASB</u>					
Jenny Dow	ASB	Assist Girls Soccer team goalies	AHS	\$1,000	8/25/08-11/9/08
Mobile One	ASB	DJ for TOLO	AHS	\$600	1/24/09
Mobile One	ASB	DJ for Senior Dinner Dance	AHS	\$600	3/12/09
<u>BUILDING/DEPT SPECIFIC</u>					
The Village Photographer	General	09-10 School Photography agreement	Trafton	no cost - students purchase photos	10/6/09 - 11/17/09
<u>DISTRICTWIDE</u>					
Shelgren Financial Group, Inc.	General	Provide 403B compliance services. There is no cost to district after start-up.	Personnel	\$1300/start up fees only	Ongoing from 5/1/09

* Denotes item is a revenue source for the District

Contract Description

Contractor Name: Jenny Dow

Dates: 8/25/08 – 11/09/08

Cost: \$1,000

School/Department: Arlington High School ASB

Approver: Tom Roys, Athletic Director

Description:

Jenny Dow was hired to assist the coaches of the Girls' Soccer Team by coaching goalies for the fall 2008 sports season. Payment to be paid by ASB Athletics.

Contract Description

Contractor Name: Mobile One Disc Jockey

Dates: 1/24/09

Cost: \$600.00

School/Department: Arlington High School ASB

Approver: Faye Britt

Description:

Hayden Hall of Mobile One Disc Jockey provides DJ services for school dances.
This contract is for TOLO on 1/24/2009.

Contract Description

Contractor Name: Mobile One Disc Jockey

Dates: 3/12/09

Cost: \$600.00

School/Department: Arlington High School ASB

Approver: Faye Britt

Description:

Hayden Hall of Mobile One Disc Jockey provides DJ services for school dances.
This contract is for the Senior Dinner Dance on 3/12/2009.

Contract Description

Contractor Name: The Village Photographer

Dates: 10-6-09 – 11/17/09

Cost: No cost to school – students purchase photos

School/Department: Trafton Elementary

Approver: Megan Bryson/Ed Aylesworth

Description:

The Village Photographer will provide all photographic services, including:

- **Individual fall portraits of all students and staff**
- **Fall classroom group portraits of all classrooms and staff and District Employees**

Contract Description

Contractor Name: Shelgren Financial Group, Inc.

Dates: ongoing from 5/1/2009

School/Department: ASD, Personnel Dept.

Approver: Shirley Case

Description:

This is a contract to adhere to IRS regulations regarding 403(b) administration. Shelgren Financial Group, Inc. is an affiliate of Security Benefit. They will provide monitoring of our employees' 403(b) plans to provide certain non-discretionary plan administration, plan compliance and related services for the Plan. There is no cost to the district beyond the setup fees of \$800.00 for Provider fee and \$500.00 Implementation Fee.

The fees for service are paid as a part of the employees' 403(b) plan.

The Board approved the recommendation from Personnel earlier this year to enter into contract with CPI, Qualified Plan Consultants; however a serious deficiency in customer service required another third party administrator. No contract was signed with CPI, Qualified Plan Consultants. This contract replaces the previously approved provider, but the services remain the same.

This contract will be ongoing unless Arlington School District or Shelgren Financial Group, Inc. elect to terminate with written notice.