



Sunshine Law Request
from the
Missouri Attorney General's Office



ATTORNEY GENERAL OF MISSOURI
ERIC SCHMITT

April 20, 2022

Mickey Schoonover
Custodian of Records
Pattonville School District
11097 St. Charles Rock Road
St. Ann, MO 63074
Sent via email to mschoonover@psdr3.org

RE: Sunshine Law Request

Dear Ms. Schoonover:

I write to request copies of the following public records pursuant to Chapter 610 of the Missouri Revised Statutes:

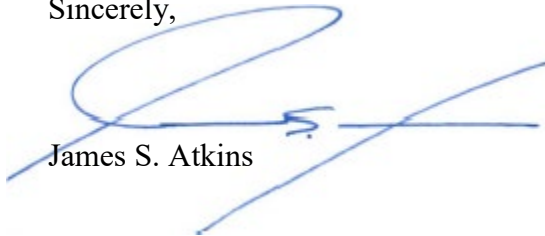
1. All contracts, including scope of work agreements, with any consulting company or entity (whether for profit, or not-for-profit) that provides justice, diversity, equity or inclusion training (or any similar training regardless of how titled or referenced) entered into by the Pattonville School District during calendar years 2020, 2021 or 2022 including, but not limited to, any contract for services with Educational Equity Consultants.
2. All invoices, paid and unpaid, from Educational Equity Consultants, or any other consulting company or entity as described in request number one with which the district engaged, received by Pattonville School District during calendar years 2020, 2021 and 2022.
3. All presentations and training materials provided to the district by Educational Equity Consultants, or any other consulting company or entity as described in request number one. As used in this request, "presentations and training materials" means any document – whether hard copy or electronic – provided or used during any portion of justice, diversity, equity or inclusion training including, but not limited to, Power Point presentations, charts, graphs, pictograms, articles or demonstrative exhibits.

I request that all responsive records be produced electronically, or be made available immediately for inspection.

This request seeks documents that are in the public interest because they are likely to contribute to a better understanding of the operations or activities of Pattonville School District. In addition, this is not a request for commercial purposes. For these reasons, pursuant to § 610.026.1(1), RSMo, the Missouri Attorney General's Office requests a waiver of any fees associated with processing this request for records.

Thank you for your time and attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'James S. Atkins', is written over a horizontal line. The signature is stylized with a large loop at the beginning and a long horizontal stroke.

James S. Atkins



Responsive Documents

from the School District



Jaime E. Welborn, Ph.D.; Founder & Consultant
JWE Education Consulting, LLC
dba Midwest Collaborative for Cultural Proficiency in Schools
241 Dogwood Meadow Court
Saint Peters, MO 63376

Cultural Proficiency
Letter of Intent to Provide Services

Submitted to:
Dr. Tim Pecoraro, Superintendent of Schools
Pattonville School District

Dear Dr. Pecoraro:

Thank you for contacting JWE Education Consulting, LLC regarding the facilitation of Cultural Proficiency work and related consultation services during the upcoming 2020-2021 school year. I, founder and consultant of JWE Education Consulting, LLC, Jaime E. Welborn, am happy to provide my expertise in Cultural Proficiency Leadership by facilitating discussions and support intended to lead individuals, departments, and your school district toward increased culturally proficient educational practice. This is a letter of intent for JWE Education Consulting, LLC to provide the described services and enter into an independent contract agreement with Pattonville School District (PSD).

Terms of Proposed Service

Dr. Jaime E. Welborn will work as a consultant in Pattonville School District with agreed upon roles and responsibilities for one calendar year. She will provide up to 52 days, the equivalent of 364 hours, of services and support related to implementing the Cultural Proficiency Framework throughout the district. The services and support will include, but not be limited to, working with the Cultural Proficiency Committee, planning and facilitating training sessions with administration, faculty, and support staff, working with the district's CSIP Team, and supporting the work in individual buildings and departments throughout the district.

Due to COVID-19, training and support will be facilitated face-to-face and/or virtually. Dr. Welborn will work with Dr. Pecoraro and his designees during planning sessions to help build capacity for leading the equity work and supporting the district in sustaining the equity work.

Dates of Service

July 1, 2020 – June 30, 2021

Contracted days and hours will be agreed upon by Dr. Jaime E. Welborn and Dr. Tim Pecoraro or his designee. When a date conflict arises for Dr. Welborn or PSD, she will work with Dr. Pecoraro or his designee to reschedule the date if appropriate and/or necessary. While Dr. Welborn will work an average of 1 day per week during the dates of service, this may not be every week. Similarly, there may be times when Dr. Welborn works more than one day during any given week to meet the district's needs. The maximum number worked during these dates of service may not exceed 52 days or 364 hours. The need for the work and number of days and hours for the upcoming month will be determined in a meeting by the 15th of each previous month. Planned and completed dates of service will be monitored by PSD and JWE Education Consulting, LLC HERE.

Fees for Service

Dr. Jaime E. Welborn will work up to 52 days in PSD, as a consultant, for \$385/day, the equivalent of \$55/hour. An invoice will be sent to PSD by the first of each month for the previous month's number of hours worked. Fees for planning and completed dates of service will be monitored by PSD and JWE Education Consulting, LLC HERE. Fees for these terms of service may not exceed \$20,022.00.

Cultural Proficiency Consultation Content

Each planning, implementation, or support session will allow participants to:

- Deepen their understanding of The Tools of Cultural Proficiency in their roles as educators.
- Learn about the use of practices related to cultural competence.
- Develop knowledge and strategies to reflect upon "their own practices and embrace culture as an asset" in their departments and schools.
- Begin their personal leadership journey towards Cultural Proficiency.
- Work with other educators to explore the current reality of cultural competence in their schools and explore potential avenues for improvement in order to meet all students' needs.

Thank you,

Jaime E. Welborn, Ph.D

Sample Proposed Dates of Work (Subject to Change in Planning)

1. Thursday, July 23, 2020 (New Teacher Planning)
2. Thursday, July 30, 2020 (New Teacher Orientation)
3. Friday, July 31, 2020 (New Teacher Orientation)
4. Thursday, August 6, 2020 (Principals' Retreat)
5. Friday, August 14, 2020
6. Friday, August 28, 2020
7. Friday, September 4, 2020
8. Friday, September 11, 2020
9. Wednesday, September 16, 2020 (Principals' Meeting)
10. Friday, September 25, 2020
11. Monday, September 30, 2020 (District Cultural Proficiency Committee)
12. Friday, October 9, 2020
13. Friday, October 16, 2020
14. Wednesday, October 21, 2020 (Principals' Meeting)
15. Friday, October 30, 2020
16. Friday, November 13, 2020
17. Friday, November 20, 2020
18. Wednesday, December 2, 2020 (District Cultural Proficiency Committee)
19. Friday, December 11, 2020
20. Friday, January 8, 2021
21. Friday, January 15, 2021
22. Friday, January 22, 2021
23. Friday, January 29, 2021
24. Friday, February 5, 2021
25. Friday, February 19, 2021
26. Friday, February 26, 2021
27. Friday, March 5, 2021
28. Friday, March 12, 2021
29. Friday, April 9, 2021
30. Friday, April 16, 2021
31. Friday, April 23, 2021
32. Friday, April 30, 2021
33. Friday, May 14, 2021
34. Friday, May 21, 2021
35. Friday, June 4, 2021
36. Friday, June 11, 2021
37. Friday, June 18, 2021
38. Friday, June 25, 2021

Pattonville R-III

ACCOUNTS PAYABLE TRANSACTION REPORT

| Invoice # | Invoice Dt | Description | GL Key | GL Obj | Due Dt | PO No. | Check No. | Check Dt | Amount |
|------------------------------------|------------|--------------------------------|------------|--------|------------|----------|-----------|------------|-----------------|
| JAIME WELBORN (VN000004704) | | | | | | | | | |
| 480865 | 08/14/2020 | Cultural Proficiency Consultin | 12620IS009 | 631400 | 08/14/2020 | P0930577 | 01989279 | 08/14/2020 | 632.50 |
| Invoice 480865 Total: | | | | | | | | | 632.50 |
| 481017 | 09/01/2020 | Consulting fees | 12210CI022 | 631100 | 09/01/2020 | P0930743 | 01989502 | 09/20/2020 | 467.50 |
| Invoice 481017 Total: | | | | | | | | | 467.50 |
| 481111 | 10/15/2020 | Cultural Proficiency | 12620IS009 | 631400 | 10/15/2020 | P0930828 | 01989669 | 10/15/2020 | 783.75 |
| Invoice 481111 Total: | | | | | | | | | 783.75 |
| 481265 | 11/03/2020 | Cultural Proficiency - October | 12620IS009 | 631400 | 11/03/2020 | P0930975 | 01989917 | 11/19/2020 | 412.50 |
| Invoice 481265 Total: | | | | | | | | | 412.50 |
| 481331 | 12/08/2020 | Cultural Proficiency - Novembe | 12620IS009 | 631400 | 12/08/2020 | P0931005 | 01990062 | 12/09/2020 | 550.00 |
| Invoice 481331 Total: | | | | | | | | | 550.00 |
| 481486 | 01/05/2021 | December consulting | 12620IS009 | 631400 | 01/05/2021 | P0931159 | 01990320 | 01/14/2021 | 412.50 |
| Invoice 481486 Total: | | | | | | | | | 412.50 |
| 481626 | 02/05/2021 | January consulting | 12620IS009 | 631400 | 02/05/2021 | P0931314 | 01990559 | 02/17/2021 | 1,155.00 |
| Invoice 481626 Total: | | | | | | | | | 1,155.00 |
| 481715 | 03/10/2021 | February consulting | 12620IS009 | 631400 | 03/10/2021 | P0931406 | 01990705 | 03/10/2021 | 1,017.50 |
| Invoice 481715 Total: | | | | | | | | | 1,017.50 |
| 481956 | 04/15/2021 | March consulting | 12620IS009 | 631400 | 04/15/2021 | P0931612 | 01991146 | 05/04/2021 | 2,585.00 |
| Invoice 481956 Total: | | | | | | | | | 2,585.00 |
| 482038 | 05/13/2021 | April consulting | 12620IS009 | 631400 | 05/13/2021 | P0931724 | 01991264 | 05/13/2021 | 2,255.00 |
| Invoice 482038 Total: | | | | | | | | | 2,255.00 |
| 482271 | 06/15/2021 | April consulting | 12620IS009 | 631400 | 06/15/2021 | P0931945 | 01991646 | 06/15/2021 | 2,750.00 |
| Invoice 482271 Total: | | | | | | | | | 2,750.00 |
| 482577 | 08/20/2021 | Hours of Cultural Proficiency | 12620IS009 | 631400 | 08/20/2021 | P0932272 | 01992094 | 08/20/2021 | 1,800.00 |
| Invoice 482577 Total: | | | | | | | | | 1,800.00 |
| 482619 | 09/02/2021 | (17) Hours Cultural Proficienc | 12620IS009 | 631400 | 09/02/2021 | P0932330 | 01992192 | 09/02/2021 | 3,400.00 |
| Invoice 482619 Total: | | | | | | | | | 3,400.00 |
| 482779 | 10/12/2021 | 7 hours @200/hr | 12620IS009 | 631400 | 10/12/2021 | P0932525 | 01992493 | 10/12/2021 | 1,400.00 |
| Invoice 482779 Total: | | | | | | | | | 1,400.00 |

Pattonville R-III

ACCOUNTS PAYABLE TRANSACTION REPORT

| Invoice # | Invoice Dt | Description | GL Key | GL Obj | Due Dt | PO No. | Check No. | Check Dt | Amount |
|------------------------------------|------------|--------------------------------|------------|--------|------------|----------|-----------|------------|------------------|
| 482952 | 11/12/2021 | Cultural Proficiency training | 12620IS009 | 631400 | 11/12/2021 | P0932687 | 01992757 | 11/12/2021 | 1,500.00 |
| Invoice 482952 Total: | | | | | | | | | 1,500.00 |
| 483291 | 01/13/2022 | 8.5 hours during November for | 12620IS009 | 631400 | 01/13/2022 | P0932981 | 01993281 | 01/13/2022 | 1,700.00 |
| Invoice 483291 Total: | | | | | | | | | 1,700.00 |
| 483294 | 01/13/2022 | 8.5 Hours Cultural Proficiency | 12620IS009 | 631400 | 01/13/2022 | P0932980 | 01993281 | 01/13/2022 | 1,700.00 |
| Invoice 483294 Total: | | | | | | | | | 1,700.00 |
| 483511 | 03/03/2022 | Hours of Cultural Proficiency | 12620IS009 | 631400 | 03/03/2022 | P0933130 | 01993560 | 03/03/2022 | 1,600.00 |
| Invoice 483511 Total: | | | | | | | | | 1,600.00 |
| JUNE 30 | 07/19/2021 | Cultural Proficiency Contact | 12620IS009 | 631400 | 07/19/2021 | P0932169 | 01991952 | 07/19/2021 | 1,705.00 |
| Invoice JUNE 30 2021 Total: | | | | | | | | | 1,705.00 |
| Vendor Paid | | | | | | | | | 27,826.25 |
| Vendor Reversed | | | | | | | | | 0.00 |
| Vendor Waiting Payment | | | | | | | | | 0.00 |
| Vendor Unpaid | | | | | | | | | 0.00 |
| Vendor VN000004704 Total: | | | | | | | | | 27,826.25 |
| Grand Total | | | | | | | | | 27,826.25 |

Jaime E. Welborn, Ph.D.
President/Consultant
JWE Education Consulting, LLC
DBA – Midwest Collaborative for Cultural Proficiency in Schools
241 Dogwood Meadow Court
Saint Peters, MO 63376



***Cultural Proficiency Consulting/Professional Services
Letter of Intent, August 8, 2021***

Submitted to:
Dr. Tim Pecoraro, Superintendent of Schools
Pattonville School District

Dear Dr. Pecoraro:

Thank you for contacting JWE Education Consulting, LLC regarding the facilitation of Cultural Proficiency work and related consultation services during the upcoming 2021- 2022 school year. I, founder and consultant of JWE Education Consulting, LLC, Jaime E. Welborn, am happy to provide my expertise in Cultural Proficiency Leadership by facilitating discussions and support intended to lead individuals, departments, and your school district toward increased culturally proficient educational practice. This is a letter of intent for JWE Education Consulting, LLC to provide the described services and enter into an independent contract agreement with Pattonville School District (PSD).

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Dr. Jaime E. Welborn will work as a consultant in Pattonville School District with agreed upon roles and responsibilities for one calendar year. She will provide up to the equivalent of 100 hours of services and support related to implementing the Cultural Proficiency Framework throughout the district. The services and support will include, but not be limited to, working with the Cultural Proficiency Committee, planning and facilitating training sessions with administration, faculty, and support staff, and supporting the work in individual buildings and departments throughout the district.

Due to COVID-19, training and support will be facilitated face-to-face and/or virtually. Dr. Welborn will work with Dr. Pecoraro and his designees during planning sessions to help build capacity for leading the equity work and supporting the district in sustaining the equity work.

Dates of Service

July 1, 2021 – June 30, 2022

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number of days and hours for the upcoming month will be determined in a meeting by the 15th of each previous month. Planned and completed dates of service will be monitored by Dr. Pecoraro or his designee and JWE Education Consulting, LLC [Pattonville Consultation 2021-2022 \(Jaime E. Welborn\)](#).

Fees for Service

Dr. Jaime E. Welborn will work up to 100 hours in PSD, as a consultant, for \$1400/day, the equivalent of \$200/hour. An invoice will be sent to PSD by the tenth of each month for the previous month's number of hours worked. Fees for planning and completed dates of service will be monitored by PSD and JWE Education Consulting, LLC [Pattonville Consultation 2021-2022 \(Jaime E. Welborn\)](#). Fees for these terms of service may not exceed \$20,022.00 unless agreed to by Dr. Pecoraro.

Cultural Proficiency Consultation Content

Each planning, implementation, or support session will allow participants to:

- Deepen their understanding of The Tools of Cultural Proficiency in their roles as educators.
- Learn about the use of practices related to cultural competence.
- Develop knowledge and strategies to reflect upon “their own practices and embrace culture as an asset” in their departments and schools.
- Begin their personal leadership journey towards Cultural Proficiency.
- Work with other educators to explore the current reality of cultural competence in their schools and explore potential avenues for improvement in order to meet all students’ needs.

Sample Proposed Tasks for 2021 - 2022 (Subject to Change in Planning)

- Continue work with the Cultural Proficiency Committee (Cara Hiripitiyage)
- Continue work with EL/Reading Specialists (Odetta Smith/Montize Aaron)
- Serve as a consultant to Dr. Pecoraro and Dr. Plummer
- Training for Support Staff
- Training for Principals
- Training with Heights Middle School Teachers
- Training with Holman Middle School Teachers
- Training with HS Counselors and Admin
- Pirate Rally
- Work to draw connections between Personalized Learning and Cultural Proficiency
- Vetting Cultural Proficiency Committee Resources - Organize on website; define ways that principals, teachers, and the community might use these.