Hartford Board of Education  
Special Meeting – Tuesday, March 5, 2013  
Hartford Public High School, 55 Forest Street,  
Hartford, Connecticut 06105  

AGENDA  

I. Call to Order (5:30 p.m.)  
II. Roll Call  
III. Workshop Session  
   A. School Climate Data Review  
   B. Talent Management Report  
II. Business Agenda  
   1. Contract Approval: Parent Academy LLC $79,166 (Supt. Et al)  
      The Hartford Board of Education authorizes the Superintendent to execute a contract between Hartford Public Schools and the Parent Academy, LLC, for the operation of the Parent Academy beginning February 1, 2013 and ending June 30, 2013 in the amount of $79,166.  
III. Executive Session (Review of responsibilities and performance of Cabinet members: Jennifer Allen, Paula Altieri, Carole Collins-Ayanlaja, Jill Cutler-Hodgman, Alexander Nardone, Kelvin Roldan, Donald Slater, and Jonathan Swan)  
IV. Adjournment  

Upcoming Board of Education Meetings  
*** BoE Regular Meeting: Tuesday, March 19, 2013 at 5:30 p.m. at America’s Choice at SAND 1750 Main Street, Hartford, CT 06120. ***  
*** BoE Workshop Meeting: Tuesday, April 9, 2013 at 5:30 p.m. at University High School of Science and Engineer, 351 Mark Twain Drive, Hartford, CT 06112. Topic: Budget Workshop ***
AGENDA

ITEM #1

NEW BUSINESS

MARCH 5, 2013

CONTRACT APPROVAL:
THE PARENT ACADEMY, LTD

AMOUNT
$79,166

DR. KISHIMOTO
MR. GENAO

FUNDING SOURCE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

BACKGROUND

The Connecticut State Department of Education (CSDE) is supporting Family Engagement in student achievement through the establishment of Parent Academies. Families, school staff and community members make important contributions to student success and the best results come when all three work together as equal partners.

The grant encouraged Hartford Public Schools to partner with a community based organization for the planning and implementation of the Parent Academy Program.

Through a Request for Qualifications process, it was recommended by the Review Committee that the Parent Academy be chosen to partner with the district.

Collaboratively the Hartford Public Schools and the Parent Academy, Ltd. applied to the State of Connecticut, Department of Education for a Parent Academy grant.

In January 2013 the collaborative was awarded the grant in the amount of $79,166 to implement the Hartford Parent Academy. The Parent Academy is providing matching funds totaling $59,375.

The contract between the Hartford Public Schools and the Parent Academy, LLC will start on February 1, 2013 and end June 30, 2013.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute a contract between Hartford Public Schools and the Parent Academy, LLC, for the operation of the Parent Academy beginning February 1, 2013 and ending June 30, 2013 in the amount of $79,166.

That the Hartford Board of Education also authorizes the Superintendent to make the necessary reductions should the State of Connecticut reduce its commitment to the Parent Academy.
1. Briefly describe the purpose of the contract:

The grant will provide classes and workshops to approximately 250 parents in or near 8 of the targeted school sites across the district, city community/recreation centers and the Hartford Public Library. The potential school site location are as follows: (1) Asian Studies at Dwight/Bellizzi, 2) Early Reading Lab at Ramon E. Betances School, 3) María C. Colon Sánchez School, 4) Latino Studies Academy at Burns School, 5) John C. Clark School, 6) Martin Luther King Jr. (MLK) School, 7) Simpson Waverly, 8) Fred D. Wish.

The classes and workshops will have a focus in the following areas: Parent Education and Homeschool Engagement.
2. Please indicate the population to be served.

While the classes and workshop will be open to all Hartford Public school parents who have an interest, the targeted population consists of approximately 250 parents in the school communities of Asian Studies at Dwight/Bellizzi, Early Reading Lab at Betances, Maria C. Colon Sanchez, Latino Studies Academy at Burns, John C. Clark, Martin Luther King, Jr., Simpson-Waverly, Fred D. Wish, and the Hartford Public Library.

3. What are the expected outcomes and benefits to HPS students?

Our broad purpose is to engage parents in raising high-functioning and motivated children to succeed in Hartford Public Schools. The desired outcome is to yield children of Parent Academy graduates who outperform their peers on the DIAL Kindergarten readiness test, K-3rd grade GRA’s (Development Reading Assessments), 3rd, 8th and 12th grade CMT and 10th grade CAPT test, GPA, attendance, grade retention, and graduation.

4. How is success evaluated? If this is a continuation of contract, please provide the most recent evaluation.

This is a new program/contract and an "end of program evaluation and report" will be submitted to the State Department of Education by Hartford Public Schools and our partner the Hartford Parent Academy. The Hartford Parent Academy will administer quality control of all classes and workshops.

The Parent Academy, in collaboration with HPS, will ensure implementation of an independent evaluation of the program and prepare a report on its effectiveness and impact.

The Parent Academy will contract with Dr. Eileen Gonzalez from the Neag School of education at UCONN to conduct this independent evaluation.

This evaluation will review:

- Parent reading logs
- Parent pre and post surveys and tests
- Parent Engagement Plans
- Student assessment data for children of Parent Academy graduates
Contract For Professional Services
By And Between
The Hartford Board of Education
And
The Parent Academy

This Contract for Professional Services (the “Contract”) is made and entered into by and between the HARTFORD BOARD OF EDUCATION, a municipal body and state agent established pursuant to Chapter IX, Section 1 of the Charter of the City of Hartford, Connecticut, having an address and place of business at 960 Main Street, 8th Floor, Hartford, CT 06103, acting herein by Dr. Christina M. Kishimoto, Superintendent, (“HBOE”) and THE PARENT ACADEMY, Ltd. non-profit Community based agency, having an address and place of business at 31 Pratt Street-3rd Floor, Hartford, CT 06103, acting herein by Mary Phil Guinan, its Board Chair (“Academy”).

HBOE and the Parent Academy, Ltd. do mutually covenant and agree as follows:

1. Scope of Services:

The Parent Academy, Ltd. shall perform those professional services and provide the related materials, all as specified in the Scope of Services set forth in Exhibit A attached hereto and made a part hereof (collectively, the “Services” or “Project”).

2. Term:

The term of this Contract shall commence on February 1, 2013 and end on June 30, 2013, unless terminated earlier pursuant to Section 11 below (the “Term”).

3. Compensation:

The total amount of compensation to be paid to the Parent Academy, Ltd. by HBOE for Services provided by or on behalf of the Parent Academy, Ltd. in accordance with this Contract shall not exceed Seventy-Nine Thousand and One Hundred and Sixty Six ($79,166) Dollars (the “Contract Price”), which Contract Price shall be payable as set forth below. The Parent Academy, Ltd. acknowledges and agrees that the Contract Price constitutes the full compensation to the Parent Academy, Ltd. for the Services to be performed hereunder, and includes all costs and expenses to be incurred by or on behalf of the Parent Academy, Ltd. in performing the Services.

The Parent Academy, Ltd. shall submit numbered invoices monthly for Services rendered in accordance with this Contract. Such invoices shall include the following:

a. Certification by the Parent Academy, Ltd. that the Services invoiced were provided;
b. A description of the Services invoiced including attendance of names and schools of participants.
c. A written progress report concerning provision of the Services, if required by HBOE.
Upon receipt of invoices for services provided, disbursement of funds to the Parent Academy, Ltd. will be made on the following schedule:

- March 5, 2013, retroactive payment for services rendered February 1, 2013 thru March 1, 2013.
- March 5, 2013, 25% up front

The remaining balance will be made in equal payments for the remaining months of the grant as follows:

- April 5, 2013
- May 5, 2013
- June 5, 2013

HBOE’s obligation to make any payments for any Services rendered hereunder is expressly contingent upon the Parent Academy, Ltd. having satisfactorily performed the same. The Parent Academy, Ltd. agrees to meet with HBOE representatives to discuss the Parent Academy’s Ltd. performance of the Services, as HBOE deems necessary. HBOE reserves the right to suspend or terminate this Contract in the event that the Parent Academy, Ltd.’s performance is not in compliance with the terms of this Contract.

4. Performance Standards:

Both parties shall perform all Services in a timely manner with professional skill and competence, and in accordance with: (i) generally accepted practices of, and pursuant to a standard of care exercised by, professionals providing similar services under like circumstances; (ii) all applicable laws, rules, regulations, orders and permits of any federal, state, or local governmental or quasi-governmental entity having jurisdiction over this Contract, including but not limited to those ordinances pertaining to affirmative action and the living wage; (iii) the terms and conditions of this Contract as delineated in the Scope of Services set forth in Exhibit A attached hereto and made part of.

5. Evaluation Standards:

The Parent Academy, Ltd. and HBOE agree that they will fully cooperate with one another in the development and implementation of a system for the continuous evaluation of the Services to be provided pursuant to this Contract. HBOE reserves the sole right to evaluate the Parent Academy Ltd.’s performance pursuant to this Contract, and the Parent Academy, Ltd. agrees to comply with all performance evaluation determinations made by HBOE. The Parent Academy, Ltd. further agrees to comply with all reasonable recommendations regarding the Parent Academy, Ltd.’s performance made by HBOE as a result of such evaluation; provided, however, that HBOE agrees to provide the Parent Academy, Ltd. with any and all reports and records related to such evaluation that can be provided under applicable law. The Parent Academy, Ltd. agrees that its failure to comply with reasonable recommendations of HBOE pursuant to
any such evaluation shall be considered a breach of this Contract and may result in termination of this Contract.

6. Anti-Discrimination and Affirmative Action:

Parent Academy, Ltd agrees to abide by all applicable provisions of the Hartford Municipal Code, state law, and federal law regarding discrimination in employment in performing this Contract. Parent Academy, Ltd. shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, mental or physical disability, marital status or sexual preference. Parent Academy, Ltd. shall take affirmative action to ensure that applicants are employed, and that employees are treated, without regard to their race, color, religion, age, sex, national origin, mental or physical disability, marital status or sexual preference. Such action shall include, but not be limited to the following: employment; upgrading; demotion; transfer; recruitment; recruitment advertising; layoff; termination; rates of pay or other forms of compensation; and selection for training and apprenticeship. Parent Academy, Ltd. shall incorporate or cause to be incorporated, the provisions of this clause in all subcontracts it enters into pursuant to this Contract.

7. Personnel:

It is expressly understood and agreed that this is a Contract for Services and is not a contract of employment, so that Parent Academy, Ltd. its subcontractors and their respective employees, agents, contractors, suppliers and representatives shall not be entitled to any employment benefits such as vacation, sick leave, insurance, or workers’ compensation or retirement benefits.

8. Indemnification:

The Parent Academy, Ltd. hereby agrees to defend, indemnify and hold harmless HBOE, the City of Hartford (the “City”), and their respective officers, agents and employees against all suits, claims or liabilities of every nature arising out of or as a consequence of the acts, omissions or negligence of the Parent Academy, Ltd., its subcontractors, and/or any of their respective employees, agents, contractors, suppliers, and/or representatives in performance of this Contract.

9. Insurance:

The Parent Academy, Ltd. shall furnish the following insurance coverage within ten (10) days of the Parent Academy’s, Ltd. execution of this Contract. Such coverage shall remain in full force for the duration of the Term, including all extensions thereof. All renewal certificates shall be furnished at least thirty [30] days prior to policy expiration.

HBOE and City shall be named as an additional insured as their interests may appear on all insurance required hereunder except workers’ compensation and professional liability insurance. All insurance must be issued by an insurance company licensed to conduct business
in the State of Connecticut and have an A. M. Best rating of no less than A-VII. All, deductibles are the sole responsibility of the Parent Academy, Ltd. to pay and/or indemnify.

a) Commercial general liability insurance with a broad form endorsement including coverage for property damage as well as endorsements for contractual liability, independent contractors, premises operations, products and completed operations and personal injury coverage insuring against damages to persons and property including, but not limited to, loss of life with limits no less than $1,000,000 combined single limit per occurrence for bodily injury, personal injury, or property damage. If a general aggregate is used, the general aggregate shall apply separately to the project or the general aggregate limit shall be $200,000.

b) Workers' Compensation Insurance must be maintained by the Parent Academy, Ltd. in accordance with Connecticut statutes.

c) Automobile Liability with limit of no less than $500,000 combined single limit per accident. Coverage extends to owned, hired and non-owned automobiles. If Parent Academy, Ltd. does not own vehicle used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract then automobile coverage is not required.

d) If deemed necessary by the HBOE, Professional liability insurance shall be maintained with a limit of not less than $1,000,000 per claim. If written on a claim made basis, the retro date, if any, shall be prior to the effective date of the contract.

It is further agreed the amount of insurance required herein does not, in any way, limit the liability of the Parent Academy, Ltd. by virtue of its promise to hold the HBOE harmless so in the event any claims results in a settlement or judgment in any amount above the limits set in the above sections, the Parent Academy, Ltd. shall be liable to, or for the benefit of, the HBOE, for the excess.

Both parties hereby expressly agree that the provision of such insurance in the amounts thereof do not in any way limit the Parent Academy's, Ltd. obligation under Section 8 of this Contract.

10. Conflict of Interest:

Both parties agree that no member of the governing body of HBOE or its designees or agents, and no other public official who exercises any function or responsibility with respect to this Contract shall have any personal or financial interest, direct or indirect during the individual’s tenure or thereafter, in connection with this Contract. The Parent Academy, Ltd. shall cause the immediately preceding sentence to be incorporated into all subcontracts it enters pursuant to this Contract.
11. Parent Academy, Ltd. Default.

11.1 Events of Default
Any of the following occurrences or acts shall constitute an Event of Default under this Contract:

(i) Whenever the Parent Academy, Ltd. shall do, or permit anything to be done, whether by action or inaction, contrary to any of the covenants, agreements, terms or provisions contained in this Contract which on the part or behalf of the Parent Academy, Ltd. are to be kept or performed, and the Parent Academy, Ltd. fails to correct any such breach within ten (10) days after the Parent Academy, Ltd. receipt of written notice of such breach from HBOE; or

(ii) If any determination shall have been made by competent authority such as, but not limited to, any federal, state or local government official, or a certified public accountant, that the Parent Academy, Ltd. management or any accounting for its funding, from whatever source, is improper, inadequate or illegal, as such management or accounting may relate to the Parent Academy’s performance of this Contract; or

(iii) whenever an involuntary petition shall be filed against the Parent Academy, Ltd. under any bankruptcy or insolvency law or under the reorganization provisions of any law of like import, or a receiver of the Parent Academy, Ltd. or of or for the property of the Parent Academy, Ltd. shall be appointed without the acquiescence of the Parent Academy, Ltd. or whenever this Agreement or the unexpired balance of the term would, by operation of law or otherwise, except for this provision, devolve upon or pass to any person, firm or corporation other than the Parent Academy, Ltd. or a corporation in which the Parent Academy, Ltd. may be duly merged, converted or consolidated under statutory procedure, and such circumstance under this subparagraph shall continue and shall remain undischarged or unstayed for an aggregate period of sixty (60) days (whether or not consecutive) or shall not be remedied by the Parent Academy, Ltd. within sixty (60) days; or

(iv) whenever the Parent Academy, Ltd. shall make an assignment of the property of the Parent Academy, Ltd. for the benefit of creditors or shall file a voluntary petition under any bankruptcy or insolvency law, or whenever any court of competent jurisdiction shall approve a petition filed by the Parent Academy, Ltd. under the reorganization provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever a petition shall be filed by the Parent Academy, Ltd. under the arrangement provisions of the United States Bankruptcy
Code or under the provisions of any law of like import, or whenever the Parent Academy, Ltd. shall desert or abandon the Project; or

(v) If any competent authority shall have determined that the Parent Academy, Ltd. is in default of any federal, state or local tax obligation; or

(vi) Pursuant to Resolutions passed by the City’s Court of Common Council on March 4, 1996 and January 13, 1997, if Parent Academy, Ltd. or any of its principals are in default of any tax or other financial obligations which are owed to the City. Default shall be considered to have occurred under this subsection when any payment required to be made to City is more than thirty (30) days past due.

11.2 Election of Remedies

If any Event of Default hereunder shall have occurred and be continuing, either party may elect to pursue any one or more of the following remedies, in any combination or sequence:

(i) Suspend Project operation;

(ii) Require the other party to correct or cure such default in accordance with the RFP response submitted to the State of Connecticut; and/or

(iii) Terminate this Contract for cause in accordance with Section 12 hereof.

The selection of any remedy shall not prevent or prohibit either party from pursuing any other remedy and shall not constitute a waiver by HBOE of any other right or remedy.

12. Termination of Contract

12.1 Termination for Cause

Upon the occurrence of any Event of Default, as set forth in Section 11.1 hereof, either party may terminate this Contract by giving five (5) days' written notice thereof to the other.

12.2 Termination for Non-availability of Funds

In the event HBOE shall not have Connecticut State Department of Education funds available for the Project, HBOE may terminate this Contract following written notice thereof to the Parent Academy, Ltd.
12.3 **Termination at Will**

HBOE or the Parent Academy, Ltd. may terminate this Contract at any time by giving thirty (30) days prior written notice thereof to the other party.

12.4 **Payment upon Termination**

In the event this Agreement is terminated pursuant to Sections 12.2 or 12.3 above and unless the Parent Academy, Ltd. is in default hereunder, HBOE shall make full payment to the Parent Academy, Ltd. for all Services performed in accordance with this Contract up to and including the date of termination within thirty (30) days of such date of termination and presentation of the Parent Academy's, Ltd. invoices therefore in accordance with Section 3 above. If Parent Academy, Ltd. is in default, the party shall return unexpended funds for uncompleted deliverables, as delineated in the RFP response, as of the effective date of termination.

13. **Amendment:**

This Contract may be amended or modified only by a written amendment or modification duly executed by the parties to this Contract.

14. **Subcontracts:**

The Parent Academy, Ltd. may subcontract a portion of the Services to be provided under this Contract with the prior consent of HBOE; provided, however, that HBOE shall not be liable for the payment of any wages or other expenses to such subcontractors.

15. **Disclaimer of Third Party Beneficiary:**

Nothing contained in this Contract shall be deemed to confer upon any person any right as a third party beneficiary of this Contract. Nor shall the Parent Academy, its employees, representatives, assigns, or subcontractors be deemed agents or employees of HBOE or the City.

16. **Records:**

The Parent Academy, Ltd. agrees to establish and maintain fiscal control and accounting procedures to assure proper accounting for all funds paid by HBOE to the Parent Academy, Ltd. pursuant to this Contract. The Parent Academy, Ltd. further agrees to maintain all records and documents respecting this Contract and performance of this Contract until an audit acceptable to HBOE has been completed and all questions arising there from have been resolved, or until three (3) years after disbursement of the final payment under this Contract has been made, whichever occurs first.
All costs and expenditures incurred by the Parent Academy, Ltd. pursuant to this Contract shall be supported by properly executed payrolls, time records, invoices, vouchers, receipts, leases, or similar documentation. The Parent Academy, Ltd. shall make available all records and documents relating in any way to performance of this Contract for examination by HBOE or its designee during normal business hours as often as deemed necessary by HBOE.

17. Reports and Records:

The Parent Academy, Ltd. shall furnish HBOE with such reports and other information concerning the Services performed pursuant to this Contract as may be required by HBOE from time to time. All information, reports and other documents prepared by the Parent Academy, Ltd. in performance of this Contract shall be the sole and exclusive property of HBOE, and shall not be made available to any individual or organization without the prior written consent of HBOE.

18. Copyright:

No reports or other documents produced pursuant to this Contract shall be the subject of any copyright or other intellectual property right of either party.

Nothing in this Agreement or any subsequent action by either party under the Scope of Services in Exhibit A shall delegate, assign or authorize the use within the City of Hartford of the name Parent Academy, any expansion or portion thereof, a name trademarked in the City of Hartford on April 15, 2009, by any party other than the Parent Academy, Ltd.

19. Assignment:

Parent Academy, Ltd. shall not assign or transfer any interest in this Contract without the prior written consent of HBOE.

20. Severability:

If any provision of this Contract is held invalid, the remainder shall not be affected if such remainder would continue to conform to the terms of applicable law.

21. Governing Law:

This Contract shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Connecticut and the City’s Municipal Code without regard or resort to conflict of laws principles.

22. Notices:

Revised 12/2011
All notices, approvals, demands, requests, or other documents required or permitted under this Contract shall be deemed properly given if hand delivered or sent by express mail courier service or United States registered or certified mail, postage prepared, as follows:

To HBOE: Hartford Board of Education
960 Main Street
Hartford, CT 06103
Attn: Eduardo V. Genao, Assistant Superintendent, Early Literacy and Parent Engagement

With Copy to: Corporation Counsel
550 Main Street
Room 210
Hartford, CT 06103

To the Contractor: The Parent Academy
31 Pratt Street – 3rd Floor
Hartford, CT 06103
Attn: Executive Director

Revised 12/2011
23. Entire Agreement:

This Contract contains the entire understanding between the parties hereto and supersedes any and all prior understandings, negotiations, and agreements, whether written or oral, between them respecting the subject matter of this Contract.

24. Non-Waiver:

Any failure of HBOE or Parent Academy, Ltd. to insist upon strict compliance by the other with the terms of this Contract shall not be deemed a waiver of their respective rights under this Contract. Each party shall have the right to insist upon strict compliance with this Contract by the other, and neither party shall be relieved of any obligation to comply with this Contract, by reason of the failure of the other to comply with or otherwise enforce the provisions of this Agreement.

25. Security Checks:

Pursuant to HBOE Policy 4112.5, Parent Academy, Ltd. shall provide the HBOE with proof that no employee who may have contact with any student is listed on any Sex Offender Registry.
IN WITNESS WHEREOF, HBOE and Parent Academy, Ltd. have executed this Contract as of the Commencement Date.

Witness

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HARTFORD BOARD OF EDUCATION

By: Dr. Christina M. Kishimoto
Superintendent

Date: ________________

Witness

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THE PARENT ACADEMY, Ltd.

By: Mary Phil Guinan
Board Chair

Date: ________________

Approved As to Form and Legality

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Corporation Counsel

Date ________________

Revised 12/2011
EXHIBIT A

SCOPE OF SERVICES
SCOPE OF SERVICES

Overview
The Hartford Public Schools is partnering with the Parent Academy, Ltd., to implement the Hartford Parent Academy. Through the partnership between Hartford Public Schools and the Parent Academy, Ltd., we seek to help parents take advantage of opportunities to get involved in their children’s education. The program will serve approximately 250 Hartford resident parents over the five month grant period beginning February 1, 2013 and ending June 30, 2013. Over those five months, the Hartford Parent Academy, Ltd. will implement parenting education, home school engagement and language development curricula in accordance with the Connecticut State Board of Education’s standards for family and community engagement, as set forth in RFP #402, dated September 28, 2012:

- Parenting education: support the family’s essential role in encouraging children’s learning at every age and in developing positive parent-child relationships
- Communicating and creating a welcoming school climate: promote ongoing, meaningful, two-way communication between parents and schools, and develop personal relationships between schools, families, and students
- Volunteering: involve families in instruction and support, both in school and at home
- Support learning at home: involve families in learning and enrichment activities that support their children’s education
- Decision-making and advocacy: help families develop and strengthen their leadership skills in school decision-making, especially decisions related to student performance and school improvement
- Collaborate with the community: take advantage of community resources which support learning, act as a resource to the community, and offer opportunities for community service

To further these objectives, the Hartford Parent Academy, Ltd. will provide classes and workshops in the following program pathways: Parents are Teachers, Parents are Learners, Parents are Advocates, and Parents are Leaders.

The target school communities are as follows: Asian Studies Academy @ Dwight/Bellizzi, Early Reading Lab School @Retances, Latino Studies Academy @Burns, John C. Clark, Martin Luther King, Jr., Maria Sanchez, Frank T. Simpson Waverly, and Alfred E. Wish. The classes and workshops will take place throughout the city at or near the targeted schools, library, city recreation and community centers and other community sites.
The Parent Academy, Ltd. is responsible for overall project implementation and quality control. It will:

- recruit and hire all teachers other than those provided by Hartford Public Schools
- secure non-school class and childcare sites
- engage in parent outreach, recruitment and communication
- select and implement child development, parenting education, and language development curricula and materials
- develop and administer parent assessment and project evaluation

Program Components

Over the five-month period, starting February 1, 2013 and ending June 30, 2013, the Hartford Parent Academy, Ltd. will implement the following program components:

1. A four month, comprehensive course which combines language learning with parenting education and empowerment. Each course consists of 165 program hours. The milestones are: written pre-test, mid-course written exam, written post-test, and graduation.

2. Six (6) parenting education courses consisting of four (4) workshops each on child development, modeling oral language, identifying objects referents, home reading, educational play, other forms of cognitive stimulation, and use of environmental print.

3. Four (4) home-school engagement courses offered in proximity to or in the target schools: one course per site, 4 classes per course track. The courses to be offered, which will follow the same curriculum, will align with the program pathways of parents are teachers, parents are learners, parents are leaders, and parents are advocates. Some classes offered in a community may vary, depending on parent surveys. In addition, HPS may present individual workshops on an elective basis.

4. Assist parents participating in the home-school engagement courses in the development and completion of Parent Education Plans.

5. Administer pre and post-test/surveys to assess content knowledge and parental interests.

6. Collaborate with partners such as PURPOSE (Parents Using Resources to Promote Outstanding School Education), HART’s HOPE Project (Hartford Area Rally Together/Help ng Our Parents Engage), AchieveHartford!, the Hartford Public Schools, and other education support organizations to offer these classes and workshops.

Revised 12/2011
Evaluation and Documentation:
- The Parent Academy, in collaboration with HPS, will ensure implementation of an independent evaluation of the program and prepare a report on its effectiveness and impact.
- The Parent Academy, Ltd. has contracted with Dr. Eileen Gonzalez from the Neag School of Education at UCONN to collect data for an independent evaluation of effect on HPS students of the comprehensive course listed in part 1 above.
- This evaluation will review:
  ✓ Parent reading logs
  ✓ Parent pre and post surveys and tests
  ✓ Parent Engagement Plans
  ✓ Student attendance and/or assessment data, if available

The Hartford Public Schools will:

1. Act as Fiduciary Agent for this contract
2. Secure school sites
3. Supply Hartford Public Schools instructors
4. Perform parental outreach, recruitment and provide communications support
5. Provide School Engagement and related curricula and school engagement materials i.e. attendance records, sample report cards, and non-student specific standardized student assessments (i.e. NWEA map, etc.).
6. Act in a supportive role for child care, transportation, food, and refreshments
7. Encourage and facilitate communication, to the extent practicable, between HPS, FRC and Parent Academy Ltd. identified contact person.

The Parent Academy, Ltd. will:

1. Be responsible for project implementation and administration
2. Secure non-school sites
3. Register parents for classes
4. Perform parent outreach, recruitment and provide communications support
5. Provide child development, parenting education, language development, school engagement curricula and materials
6. Conduct assessments, surveys, project evaluation and manage quality control
7. Provide and coordinate child care
8. Provide and coordinate transportation
9. Provide and be responsible for insurance and liability
10. Provide food and refreshments

Revised 12/2011