AGENDA

I. Call to Order
II. Roll Call
III. Opening Statement
IV. Recognition of Outgoing Board Members
   - Rev. Dr. Shelley D. Best; 2014 – 2016
   - Matthew K. Poland; 2012 - 2016
   - Mayor Pedro Segarra; 2012 - 2016
V. Dialogue Session
   1. Parent and Student Comment
   2. Public Comment
VI. Reports
   1. Report of the Chair
   2. Report of the Superintendent
   3. Committee Reports
      - Parent & Community Engagement Committee
VII. Business Agenda
A. Items in Order of Importance
   1. Administrative Appointments (Supt et al.)
      
      That the Hartford Board of Education approves the Superintendent’s recommendation to appoint the following individuals to the positions indicated:

a) Katherine Leonard to the position of Principal at Breakthrough II North Campus, effective March 16, 2016;

b) Christine McCarthy to the position of Principal at Expeditionary Learning Academy at Moylan, effective March 16, 2016.
2. Acceptance of Funds and Contract Approval: Nellie Mae Education Foundation – Imaj Associates $152,155 (Supt et al.)

In July of 2015, the Board approved the District Level Systems Change (DLSC) grant, a three year grant award from the Nellie Mae Education Foundation. These funds are supplemental to the original grant award, and will go to support communications and engagement work associated with implementing the HPS Strategic Operating Plan, specifically putting students at the center of their learning. Through this funding, Nellie Mae Education Foundation provides the professional communications supports and services of Imaj Associates to create family and community learning modules and webinars, student-centered learning communications materials, and website development services for the HPS/Hartford Public Library partnership called Boundless. In addition, the funds will be used to purchase communications software and supplies.

a. That the Hartford Board of Education authorizes the Superintendent to accept funds in the amount of $152,155 from the Nellie Mae Education Foundation,

b. Furthermore, that the Hartford Board of Education authorizes the Superintendent to approve the contract with Imaj Associates for the term delineated in the contract ending June 30, 2016.

B. Consent Agenda

3. Authorization by the Board of Education: E-Rate Funding Application $514,561.32 (Supt. et al)

That the Hartford Board of Education approves the Superintendent’s recommendation to endorse the applications filed by Metro Hartford Information Services (MHIS) on behalf of the district for E-Rate funding. Payment of the applicant’s share, at a cost not to exceed $514,561.32, is included in the current MHIS budget request for 2016-17.

4. Acknowledgment of: iboss Web Gateways – No additional funding (Supt. et al)

MHIS is charged with safeguarding the users, data, and infrastructure of both the Hartford Public Schools and the City of Hartford’s network system. One part of these multilayered protections is providing the filtering of network traffic in compliance with the Children’s Internet Protection Act (“CIPA”).

Currently the Hartford Public Schools access the internet through the Connecticut Education Network. In addition to the security provided by that service Hartford also employs Fortigate firewalls coupled with iboss Web Gateways to provide enhanced filtering and protections for our students and staff. The iboss Web Gateway is a newer addition to the infrastructure and allows the security staff to not only protect users from offensive and
dangerous content on the internet, but also allows comprehensive protection against malware and intrusion threats.

The Federal Communications Commission (FCC) rules indicate that any school or library receiving E-Rate reimbursement must remain compliant with CIPA. As a part of that, the Board of Education must be made aware of and acknowledge any changes in conditions that could affect CIPA compliance, and have it on record at a regular board meeting. To that end, MHIS is bringing forth the addition of the iboss gateway adding an additional layer of security for our network and users.

That the Hartford Board of Education acknowledges the addition of The iboss Web Gateway and asserts that the Hartford Public Schools continues to exceed the requirements of CIPA in protecting our children.

VIII. Adjournment
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AGENDA

ITEM # 1

NEW BUSINESS

MARCH 15, 2016

SCHOOL ADMINISTRATIVE APPOINTMENTS

DR. SCHIAVINO-NARVAEZ

MS. ALLEN

BACKGROUND

All staff selections for positions at the rank of principal or higher require Board of Education approval.

RECOMMENDATION

That the Board of Education approves the Superintendent’s recommendation to appoint the following individuals to the positions indicated:

<table>
<thead>
<tr>
<th>Name</th>
<th>Salary</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katherine Leonard</td>
<td>$119,262</td>
<td>Principal, Breakthrough II</td>
<td>March 16, 2016</td>
</tr>
<tr>
<td>Christine McCarthy</td>
<td>$119,262</td>
<td>Principal, Expeditionary Learning Academy @ Moylan</td>
<td>March 16, 2016</td>
</tr>
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</table>
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AGENDA

ITEM # 2

NEW BUSINESS

ACCEPTANCE OF FUNDS AND CONTRACT APPROVAL:
NELLIE MAE EDUCATION FOUNDATION-
IMAJ ASSOCIATES

AMOUNT
$152,155

FUNDING SOURCE
NELLIE MAE
EDUCATION FOUNDATION

MARCH 15, 2016

DR. SCHIAVINO-NARVAEZ
MS. TAVERA

BACKGROUND

These are supplemental funds to the District Level Systems Change (DLSC) grant that the Board accepted on July 28, 2015. The funds support communications and engagement work associated with implementing the HPS Strategic Operating Plan, specifically putting students at the center of their learning. Through this funding, Nellie Mae Education Foundation provides the professional communications supports and services of Imaj Associates to create family and community learning modules and webinars, student-centered learning communications materials, and website development services for the Hartford Public Schools/Hartford Public Library partnership called Boundless. In addition, the funds will be used to purchase communications software and supplies.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to accept funds in the amount of $152,155 from the Nellie Mae Education Foundation and furthermore; that the Hartford Board of Education authorizes the Superintendent to approve the contract with Imaj Associates according to the agreed upon grant guidelines.
Acceptance of Funds and Contract Approval:
Nellie Mae Education Foundation Supplemental Communications Funds
Imaj Associates

Executive Form

1. Context/Overview

In alignment with the HPS Strategic Operating Plan, a major emphasis in our district’s transformation will be on systems change to ensure coherence and a ‘through line’ to putting students at the center of their learning throughout our operations. The District Level Systems Change (DLSC) grant which was accepted on July 28, 2015 directly supports this work. We have been granted supplemental funds to specifically support associated communications and engagement efforts.

2. Purpose for contract or grant (Include brief information on the major areas where funding will be used: salaries, professional development, operations, etc.)

The funds support communications and engagement work associated with implementing the HPS Strategic Operating Plan, specifically putting students at the center of their learning. Through this funding, Nellie Mae Education Foundation provides the professional communications supports and services of Imaj Associates to create family and community learning modules and webinars, student-centered learning communications materials, and website development services for the HPS/Hartford Public Library partnership called Boundless. In addition, the funds will be used to purchase communications software and supplies.

3. Targeted populations to be served

The goals of the DLSC grant serve the entire district. There are five major areas of work that directly support the HPS Strategic Operating Plan:
- Develop systems-level student-centered learning approach to ensure educational excellence and equity for every child
- Transform role of central office to serve schools and principals in support of accelerating teaching and learning for all students
- Build teacher and leader capacity to center their work on the needs, interests, and growth of students
- Ensure high quality schools of choice for all students through improving neighborhood schools and the overall performance of all schools and all students

"Every student and every school thrives"
• Strengthen public understanding and support by developing and fostering meaningful engagement, effective communications, and deeper relationships that advance city-wide collaboration and shared commitment to student-centered learning.

4. Expected outcomes and benefits (Include goal alignment with SOP & HPS programs)

The funds and contract with Imaj Associates will develop communications resources for all stakeholders including schools, students, families, and the community aimed at building understanding and engagement in putting students at the center of their learning.

5. Alternative options (alternative sources, best priced solutions, etc.)

N/A

6. Performance/Measurement: progress, success & next steps (current progress report and/or evaluation/monitoring plan.)

The DLSC grant includes a comprehensive public engagement and internal data collection process. In addition, NMEF has contracted with an outside consultant to partner with awarded districts to design an evaluation and monitoring plan and support the process.

7. Is this a sole source vendor? ☒ Yes ☐ No ☐ N/A

If sole source vendor, please specify why the purchase qualifies as sole source procurement:

a. Why is the requested vendor the only one that can satisfy the requirements and what are the unique properties that are unavailable with any other vendor?

Imaj Associates is the sole TA provider for communications support to Nellie Mae Education’s DLSC grantees.

b. Any other information that supports the need for the sole source request.

8. For grants only:

a. Identify partnerships and their financial commitment included in the grant

N/A

b. Please attach a copy of the grant abstract and other applicable documents

N/A
2/15/16

Client: Hartford Public Schools (HPS)
Re: Scope of Projects 2016
Contact: Michele Puhlick, HPS
Imaj Contact: Jemi Ouellette, Pattl Mellarango

IMAJ ASSOCIATES SCOPE OF SERVICES

1. Development of Student Centered Workshop Modules
   We will create a set of workshop modules to enable turnkey training on two core areas related to Student-Centered Learning.

   Scope of Services:
   1. Plan and brainstorm event dynamics and workshop agendas
   2. Create a web microsite that can be embedded into existing site
   3. Create a Facilitator Guide for pdf download
   4. Create e-pub version of Facilitator Guide with embedded link to existing video and either w/o walk-through and/or external video walk-through of guide
   5. Video: Create walk-through video of Guide
   6. Create tools (2-hr module) for facilitators including:
      • Presentation in PPT with talking points
      • Facilitator Notes
      • Multiple Activities handouts
      • File: template

Project Fees
Initial design of fliers and ad templates

Total .................................................................................................................................................. $3,200

1. Content development and creation of (3) 2-hour modules or (2) 2-hour modules with microsite tutorial including:
   a. PowerPoint/Prezi
   b. Facilitator notes
   c. Handouts/activities
   d. Final delivery of each module ready for turn-key.

11 william reynolds ln rd • west kingston ri • 02892
www.imajassociates.com • 401-491-9665
Total.........................................................................................................................$15,275

2. Develop three 2 Min. videos using students and teachers to “show” what blended learning and personalized learning “look like” through their stories.

Scope of Services:
1. Plan and brainstorm with HPS team
2. Storyboards, scripting
3. Direction, interviews, one day of shooting,
4. Gather translations for subtitles
5. Several days of in-studio post-editing

Produce (3) edits............................................................................................................$18,550

3. SCL Self-paced Webinars
Create (3) Student-Centered Learning topics modules in 1-hr webinar format.

Scope of Services:
1. Meet with HPS team to brainstorm
2. Video of the presenter portions of the above modules including the presentation of the Power Point/Prezi in segments to accommodate the self-paced method of delivery.
3. Shoot video on-site of presentations
4. In-studio editing to create 1-hr webinars

Total..........................................................................................................................$18,000

4. Branding and Marketing for Centers of Innovation

Scope of Services:
1. Develop a brand for the High School Centers of Innovation (HSCOI):
2. Design logo
3. Assist with formulating brand language
4. Create look (grids and use of images) for communications surrounding the centers

Total..........................................................................................................................$4,500

5. Create Banners/signage for each of the seven high schools.

Design .......................................................................................................................$2,500
Print production............................................................................................................$9,000
6. Print production outdoor, all weather lamp flags
   Total ........................................................................................................ $6,000
7. Create 8 brochures: @ $3,500 each content and design
   Total ........................................................................................................ $28,000
8. High School Centers of Innovation Video Design and Production – 6 Min Video
9. Create storyboard and script
10. Video shooting: 2 days; 2 locations
11. Shooting B-Roll
12. Post/editing
13. Final production of six-minute video
14. Production of three to four, 1-2 min edits for future/social/event use including one video specifically for the Hartford Student Internship Program (HSIP): SCL Approach within the High School Center of Innovation on Personalized Learning
   Total ........................................................................................................ $20,000

5. Boundless Website Development
   Scope of Services
   1. Conduct discovery and planning for first phase of partnership website
   2. Develop site architecture
   3. Create base site/program
   4. Assist with marketing to launch of priority areas of hub
   5. On-site and in-studio work and technical resources.
   Total ........................................................................................................ $24,000

Grand Total for Project Scope ........................................................................ $149,025

Timeline:
March 2016 – November 2016

Payment Schedule:
April 1, 2016 .................................................................................................. $75,025
June 1, 2016 .................................................................................................. $50,000
November 1, 2016 ....................................................................................... $24,000
AGENDA

ITEM# 3

MARCH 15, 2016

NEW BUSINESS

AUTHORIZATION BY THE BOARD OF
EDUCATION: E-RATE APPLICATION

DR. SCHIAVINO-NARVAEZ
MS. SITARU

AMOUNT
$514,561.32

FUNDING SOURCE
MHIS BUDGET

BACKGROUND

The Schools and Libraries Program of the Universal Service Fund makes discounts available to eligible schools and libraries for telecommunication services, internet access, and internal connections. The E-Rate program is intended to ensure that schools and libraries have access to affordable telecommunications and information services.

Each year the Universal Service Administrative Company requires that each local school board endorse the applications filed by the district administration and commit to funding its share (the non-discounted portion) of the applications. The Hartford Board of Education has passed similar resolutions since this program requirement was initiated after a recommendation of program auditors.

<table>
<thead>
<tr>
<th>Priority Area</th>
<th>Pre-Discount Amount</th>
<th>E-Rate Reimbursement Amount</th>
<th>Ineligible Items</th>
<th>BOE Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOE-Category 1</td>
<td>$1,013,924.28</td>
<td>$784,162.14</td>
<td>$86,149.44</td>
<td>$315,911.58</td>
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<tr>
<td>BOE-Category 2</td>
<td>$1,016,278.53</td>
<td>$863,836.75</td>
<td>$46,207.96</td>
<td>$198,649.74</td>
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<tr>
<td>Totals</td>
<td>$2,030,202.81</td>
<td>$1,647,998.89</td>
<td>$132,357.40</td>
<td>$514,561.32</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Priority Area</th>
<th>Pre-Discount Amount</th>
<th>E-Rate Reimbursement Amount</th>
<th>Ineligible Items</th>
<th>Library Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library - Category 1</td>
<td>$98,929.20</td>
<td>$84,744.60</td>
<td>$16,596.72</td>
<td>$30,781.32</td>
</tr>
<tr>
<td>Library - Category 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>$98,929.20</td>
<td>$84,744.60</td>
<td>$16,596.72</td>
<td>$30,781.32</td>
</tr>
</tbody>
</table>

Please note: The BOE is not responsible for the library share of the E-rate application and supporting budget. However, since the BOE is the head of the consortium, the information is included here for the approval to apply on behalf of the consortium.
RECOMMENDATION

That the Hartford Board of Education, a legally authorized board under Connecticut State Law:

1. Authorizes the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered and Certification Form for the services and/or products, for the fiscal year 07/01/2016 - 06/30/2017.

2. Authorizes payment of the applicant's share subject to the following conditions:
   A. Approval of funding of the discounted portion by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and
   B. Receipt of services during the fiscal year 07/01/2016 - 06/30/2017.
E-RATE FUNDING APPLICATION

Executive Form

1. Context/Overview

The Schools and Libraries Program of the Universal Service Fund makes discounts available to eligible schools and libraries for telecommunication services, internet access, and internal connections. The E-Rate program is intended to ensure that schools and libraries have access to affordable telecommunications and information services.

2. Purpose for contract or grant (Include brief information on the major areas where funding will be used: salaries, professional development, operations, etc.)

Each year the Universal Service Administrative Company requires that each local school board endorse the applications filed by the district administration and commit to funding its share (the non-discounted portion) of the applications. The Hartford Board of Education has passed similar resolutions since this program requirement was initiated after a recommendation of program auditors.

3. Targeted populations to be served

   Entire District

4. Expected outcomes and benefits (Include goal alignment with SOP & HPS programs)

   Increased funding to support communication, technology and network infrastructure for schools.

5. Alternative options (alternative sources, best priced solutions, etc.)

   None

6. Performance/Measurement: progress, success & next steps (current progress report and/or evaluation/monitoring plan.)

"Every student and every school thrives"
NA

7. Is this a sole source vendor?  ☐ Yes  ☐ No  ☒ N/A

If sole source vendor, please specify why the purchase qualifies as sole source procurement:
   a. Why is the requested vendor the only one that can satisfy the requirements and what are the unique properties that are unavailable with any other vendor?
   b. Any other information that supports the need for the sole source request.

8. For grants only:
   a. Identify partnerships and their financial commitment included in the grant
   b. Please attach a copy of the grant abstract and other applicable documents
AGENDA

ITEM # 4

NEW BUSINESS

ACKNOWLEDGMENT OF:
IBOSS WEB FILTERING

MARCH 15, 2016

DR. SCHIAVINO-NARVAEZ
MS. SITARU

BACKGROUND

Metro Hartford Information Services (MHIS) is charged with safeguarding the users, data, and infrastructure of both the Hartford Public Schools’ and the City of Hartford’s network system. One part of these multilayered protections is providing the filtering of network traffic in compliance with the Children’s Internet Protection Act (“CIPA”).

Currently the Hartford Public Schools access the internet through the Connecticut Education Network. In addition to the security provided by that service Hartford also employs Fortigate firewalls coupled with iboss Web Gateways to provide enhanced filtering and protections for our students and staff.

The iboss Web Gateway is a newer addition to the infrastructure and allows the security staff to not only protect users from offensive and dangerous content on the internet, but also allows comprehensive protection against malware and intrusion threats.

No additional action is required, this agenda item is intended to inform Board members and the public that Hartford Public Schools continues to exceed the requirements of CIPA in protecting our children.

RECOMMENDATION

That the Hartford Board of Education acknowledges the addition of The iboss Web Gateway and asserts that the Hartford Public Schools continues to exceed the requirements of CIPA in protecting our children.
iBoss Web Filtering and CIPA Compliance
Executive Form

1. Context/Overview

As a school system that receives ERate program discounts, the Hartford Public Schools is subject to the Children’s Internet Protection Act (CIPA) enacted by Congress in 2000 and updated in 2011. CIPA requires that Districts block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors).

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Hartford Public Schools first enacted Acceptable Use Policies on September 14, 1999; these policies were most recently revised on September 18, 2012, after the 2011 CIPA update.

With the internet filtering provided through MHIS coupled with the approved BOE Acceptable Use Policies and in school education regarding online behavior, Hartford Public Schools maintains CIPA Compliance.

2. Targeted populations to be served

Entire District

3. Expected outcomes and benefits (Include goal alignment with SOP & HPS programs)

CIPA Compliance and overall safety for Hartford students and staff accessing our network

4. Alternative options (alternative sources, best priced solutions, etc.)

N/A

5. Performance/Measurement: progress, success & next steps (current progress report and/or evaluation/monitoring plan.)

“Every student and every school thrives”
N/A

6. Is this a sole source vendor? □ Yes □ No □ N/A

If sole source vendor, please specify why the purchase qualifies as sole source procurement:
  a. Why is the requested vendor the only one that can satisfy the requirements and what are the unique properties that are unavailable with any other vendor?

  b. Any other information that supports the need for the sole source request.

7. For grants only:
  a. Identify partnerships and their financial commitment included in the grant

  b. Please attach a copy of the grant abstract and other applicable documents