Hartford Board of Education
Regular Meeting – Tuesday, June 23, 2015
Journalism & Media Magnet Academy
150 Tower Avenue, Hartford, CT 06112
5:30 p.m.
AGENDA

I. Call to Order
II. Roll Call
III. Opening Statement
IV. Dialogue Session
   1. Parent and Student Comment
   2. Public Comment
V. Reports
   1. Report of the Chair
   2. Report of the Superintendent
   3. Committee Reports
      o Finance & Audit Committee
      o Parent & Community Engagement Committee
      o Policy Committee
      o School Choice & Facilities Committee
VI. 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. Corinne Clark Barney to the position of Principal, Early Reading Lab at Betances School, effective July 1, 2015;
   b. Audrey Boulough to the position of Principal, High School, Inc., effective July 1, 2015;
   c. Sherri Tanner to the position of Principal, STEM Magnet School at Annie Fisher, effective July 1, 2015.

2. Contract Approval: The CauseWay Agency $350,000 (Supt et al.)

   The Hartford Public Schools will contract with the CauseWay Agency in the next phase of the Choice Marketing and Recruitment campaign. The HBOE Choice Campaign requires an updated plan to meet the new demands of the current
educational marketplace. A competitive RFP was issued on April 2, 2015 and a review committee recommended The CauseWay Agency.

That the Hartford Board of Education authorizes the Superintendent to execute a contract with the Causeway Agency for the term delineated in the contract ending June 30, 2016, at a cost not to exceed $350,000, renewable annually for a term of three years.

3. Approval of Site for Kinsella High School (Supt. et al.)

As part of the Sheff negotiations Kinsella Magnet High School of Performing Arts was approved for expansion to a 9-12 high school and the Hartford Public School administration has identified a property at 275 Windsor Street for the new school location. The faculty and school SGC have been consulted, and support this location.

The State Department of Education requires the grant application identifies a site for the new Kinsella Magnet High School of Performing Arts before the grant expires, June 30, 2015.

That the Hartford Board of Education approves the site for Kinsella Magnet High School of Performing Arts.

4. Contract Continuation Approval: Teachscape $116,675 (Supt et al.)

Hartford Public Schools has contracted with Teachscape since March 2012. The 2015-16 school year, will mark Teachscape’s fourth full school year of implementation. Teachscape is a web-based platform that supports HPS in its core business of teaching and learning. Services received include observation and evaluation system, and observation training and assessment. Benefits include paperless processing of evaluation documents, performance data reporting tool, and a professional learning resource.

That the Hartford Board of Education authorizes the Superintendent to execute a contract with Teachscape, Inc. for the term delineated in the contract ending June 30, 2016, at a cost not to exceed $116,675.

5. First Reading: Various Hartford Public Schools Policies (Policy Committee)

That the Hartford Board of Education accepts the first reading of the following policies:

b. Revised Policy No. 4112.8 – Nepotism: Employment of Relatives
c. Revised Policy No. 4118.1 – Nondiscrimination
B. Consent Agenda

6. Acting 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. Desmond Caldwell to the position of Acting Principal, Environmental Sciences Magnet School at Mary Hooker, effective July 1, 2015;
   b. Maribel Corbett to the position of Acting Principal, M.D. Fox Elementary School, effective July 1, 2015.

7. Approval of Educational Specifications for the renovation of Martin Luther King Jr. School (Sup et al.)

   On June 8, 2015, the Hartford City Council approved a resolution authorizing the City and Board of Education to apply for a School Construction Grant from the Connecticut Department of Administrative Services for up to $68 million to renovate as-new the Martin Luther King Jr. School located at 25 Ridgefield Street, Hartford, CT. The State grant will reimburse the City for approximately 80% of eligible project costs. The application deadline for the School Construction Grant is June 30, 2015.

   That the Hartford Board of Education authorizes the Superintendent to approve the educational specifications for the renovation of Martin Luther King Jr. School, at a cost not to exceed $68 Million.

8. Approval of School Construction Plans and Ed042 Submittal – Clark School (Supt et al.)

   The State Department of Construction Services, Office of School Facilities (OSF) requires that School Building Committees and Boards of Education certify that they have approved the final construction documents for school construction projects prior to OSF review of the plans. Once the plans are reviewed and approved by OSF, the projects are allowed to go out to bid.

   At this time ARCADIS/O&G Program Management has reviewed and recommends approval of the construction package for the below listed activities which will advance the construction project being performed at the following school:

   Clark School – State Project #TMP-064-PJCD
   Phase 1 – Pilot Remediation Effort

   That the Hartford Board of Education approves the final plans and authorizes the consultants to submit the documents for the Pilot Remediation phase of work for
the above referenced school project, to the Office of School Facilities for their review and approval.

9. Contract Continuation Approval: the Connecticut Business & Industry Association Education Foundation / Lighthouse School Initiative Management Fee - $110,736 (Supt et al.)

On June 17, 2014, the Hartford Board of Education approved Sarah J. Rawson School to be a Hartford Public Schools Lighthouse School. Rawson continues to develop its Science, Technology, Engineering, Arts and Math (STEAM) model to improve student achievement, provide an exciting neighborhood school opportunity to new and existing families and contribute toward stabilizing the neighborhood’s residential patterns. The Connecticut Business & Industry Association Education Foundation (CBI-EF) will continue to manage the scope of this project.

That the Hartford Board of Education authorizes the Superintendent to execute a contract with the Connecticut Business and Industry Association Education Foundation for the term delineated in the contract ending June 30, 2016, at a cost not to exceed $110,736.

10. Contract Continuation Approval: American Appraisal $183,000 (Supt et al.)

The Fixed Asset inventory will provide the HPS with an accurate record of its investment in fixed assets and also improve internal control over these assets and provide for an accurate insurance recovery in the case of a loss.

That the Hartford Board of Education authorizes the Superintendent to execute a contract with American Appraisal, Inc. for the term delineated in the contract ending June 30, 2019, at a cost not to exceed $183,000.

11. Acceptance of Funds: Travelers Foundation Grant $375,000 (Supt et al.)

Travelers is a long-standing funder of Hartford Public Schools. Through support via grant funding as well as extensive employee engagement in our schools, Travelers has been and is a major partner in advancing the priorities of the district focused on student achievement.

That the Hartford Board of Education authorizes the Superintendent to accept funds in the amount of $375,000 from Travelers Foundation and allocate said funds according to agreed upon grant guidelines.
12. Acceptance of Funds: Travelers Grant/Ingenuity Fund $137,000 (Supt et al.)

Travelers is Hartford Public Schools’ top corporate donor and an active partner in the district’s reform. The Ingenuity Fund is a source of funds for projects determined to be priorities of the district’s strategic plan and which fall into the Travelers funding guidelines.

That the Hartford Board of Education authorizes the Superintendent to accept funds in the amount of $137,000 from the Travelers Ingenuity Fund which is held at Hartford Foundation for Public Giving and allocate said funds according to agreed upon grant guidelines.

13. Reauthorization of Healthy Food Certification Statement

The Hartford Board of Education adopts the Healthy Foods and Beverages in Hartford Public Schools Policy and submits the Healthy Food Certification Statement for 2015-2016 stating “will meet said standards during the period of July 1, 2015 – June 30, 2016”.

14. Approval of the Board of Education Meeting Schedule for 2015-16 School Year (The Board)

VII. Adjournment
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AGENDA

ITEM # 1

NEW BUSINESS

JUNE 23, 2015

SCHOOL ADMINISTRATIVE APPOINTMENTS

DR. SCHIHAVINO-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>Corrine Clark</td>
<td>$119,262</td>
<td>Principal, Betances Early Reading Lab</td>
<td>July 1, 2015</td>
</tr>
<tr>
<td>Audrey Boutag</td>
<td>$135,000</td>
<td>Principal, High School, Inc.</td>
<td>July 1, 2015</td>
</tr>
<tr>
<td>Sherri Tanner</td>
<td>$123,466</td>
<td>Principal, STEM Magnet at Annie Fisher</td>
<td>July 1, 2015</td>
</tr>
</tbody>
</table>
"This page [is] intentionally left blank."
AGENDA

ITEM # 2

NEW BUSINESS

JUNE 23, 2015

CONTRACT APPROVAL:
THE CAUSEWAY AGENCY

DR. SCHIAVINO-NARVAEZ
DR. CAMPBELL

AMOUNT
$350,000

FUNDING SOURCE
GENERAL & SPECIAL FUNDS

BACKGROUND

Over the past three years, the Office of School Choice has led a successful marketing and branding campaign to inform and engage Hartford resident families and those of the Greater Hartford region, to understand the school selection process and the various Hartford school options available through the District Choice and Regional School Choice lotteries. New tools and products were developed to provide families with a greater understanding of the school selection options based on an All-Choice System, enabling them to select from a wide variety of school types, models and themes that best fit the interest of their child(ren).

The next phase of reform undertaken by the HBOE will focus on addressing issues of equity, access and varying school performance as an important next level focus for the district as a whole. It is anticipated the focus on equity will serve as a cornerstone of the year round Choice Marketing and Recruitment Campaign. The Office of School Choice seeks to deepen its message and the reach of information to all families, particularly those who may be underrepresented in the school selection process. School Choice is a key tenant of the Hartford’s education reform agenda and is a foundational vehicle for assisting local and regional families to access quality educational opportunities for their children.

The HBOE Choice Campaign requires an updated plan to meet the new demands of the current educational marketplace. A competitive RFP was issued on April 2, 2015 and a review committee recommended one of the three vendors. The new vendor will continue the branding of the Choice Recruitment and Marketing campaign by providing an overarching, integrated message for the various school options and opportunities available in Hartford to local and regional residents, including district schools, magnet schools and specific open choice schools.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute a contract with the Causeway Agency for the term delineated in the contract ending June 30, 2016, at a cost not to exceed $350,000, renewable annually for a term of three years.
The CauseWay Agency
Choice Marketing & Recruitment Campaign

Executive Form

1. Context/Overview

Over the past three years, the Office of School Choice has led a successful marketing and branding campaign to inform and engage resident Hartford families and those of the Greater Hartford region, to understand the school selection process and the various Hartford school options available through the District Choice and Regional School Choice lotteries. New tools and products were developed to provide families with a greater understanding of the school selection options based on an All-Choice System, enabling them to select from a wide variety of school types, models and themes that best fit the interest of their child(ren).

The next phase of reform undertaken by the HBOE will focus on addressing issues of equity, access and varying school performance as an important next level focus for the district as a whole. It is anticipated the focus on equity will serve as a cornerstone of the year round Choice Marketing and Recruitment Campaign. The Office of School Choice seeks to deepen its message and the reach of information to reach all families, particularly those families who may be underrepresented in the school selection process.

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

To implement a multi-lingual Choice Marketing and Recruitment campaign targeted at Hartford resident families and those of the Greater Hartford Region that will enable Hartford Public Schools to meet enrollment goals and compliance standards.

3. Targeted populations to be served

All Hartford resident families and those of the Greater Hartford Region; with special attention made to underrepresented populations including Special Education families and English Language Learner families.
4. Expected outcomes and benefits (Include goal alignment with SOP & HPS programs)
   a. Develop the next phase of the year round Choice Marketing and Recruitment campaign highlighting the various school options and opportunities available in Hartford for local and regional families.
   b. Simplify messaging and products that focus on the school selection process to spur parent engagement and increase access for families that may be traditionally underrepresented in the school choice process.
   c. Ensure targeted recruitment in urban and suburban markets to increase the compliance and enrollment benchmarks for the Hartford Magnet Schools as required by the State Department of Education Regional School Choice Office (RSCO).
   d. Develop new materials to pilot important on-the-ground efforts to increase outreach in areas such as Prekindergarten/Kindergarten enrollment, High School options, and Magnet school recruitment.
   e. Effectively communicate the story of Hartford Public Schools and why families choose HPS to educate their child.
   f. Increase knowledge and skills regarding effective marketing principles of Choice partners for a well-resourced foundation within Hartford Public Schools.

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 term of the contract shall commence upon contract execution, anticipated by July 1, 2015. This is based on a three (3) year agreement renewable annually based on performance and availability of continued funding for the project. The Campaign will be fully up and running with key messaging and accessible information to intended audiences no later than September 1, 2015.

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:

"Every student and every school thrives"

960 Main Street Hartford, CT 06103 • www.hartfordschools.org
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?

The HBOE Choice Campaign requires an updated plan to meet the new demands of the current educational marketplace. A selection committee appointed by the Superintendent of Schools, Dr. Beth Schiavino-Narvaez, reviewed the proposals submitted in response to the RFP.

In phase one, the selection committee developed a short list of at least three (3) proposals to advance to phase two. In phase two, the selected respondents were required to present their skills and qualifications based on the selection rubric to the selection committee. Once the committee completed its evaluation, a recommendation for The Causeway Agency was forwarded to the Superintendent of Schools for her review and approval. The Causeway Agency works exclusively with leading non-profit organizations and government agencies to:

- Enhance awareness
- Stimulate brand connection
- Activate and educate consumers, citizens, parents and collaborators

The Causeway Agency takes on work that matters to improve communities and the people that help them thrive.

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
May 28, 2014

Robert Schultz, President
The CauseWay Agency
21 Charles Street, Suite 201
Westport, CT 06880

Robert Schultz:

Thank you for responding to our Request for Proposal number 5633 for the Choice Marketing and Recruitment Campaign.

Proposals have been reviewed and a decision was made to award a Contract to your company for these Services. This award is contingent to EEO Certification, tax status, finalization of scope and form of Contract.

Please note that you are also required to file a Certificate of insurance which names the City and Hartford Public Schools as an additional insured as indicated in the general specifications. Worker’s compensation is to be at Connecticut statutory limits.

Information regarding these required forms is located at www.hartford.gov/purchasing/documents.htm. Do not initiate work until a contract has been executed.

We appreciate your time and effort in preparing this proposal and look forward to doing business with your company. You will soon be contacted to discuss the next steps. If you have any questions please feel free to contact me.

Sincerely,

[Signature]

William Diaz
Procurement Specialist
## DISCOVERY PHASE

<table>
<thead>
<tr>
<th>Planning Session</th>
<th>Planning Session with Hartford Public Schools Office of School Choice, key stakeholders, and The CauseWay Team</th>
<th>COST</th>
</tr>
</thead>
</table>
| Market Research  | Project Goals: To determine opportunities for advancing “Choice” among parents of school-age children in the Greater Hartford region by understanding both the existing strengths and deficiencies/areas of opportunity. **Rigorous screening criteria will be applied**  
- **The School Mosaic**: Awareness of the variety of options and what they offer  
- **Competitive Conditions**: Perception of process for admission, acceptance and attendance  
- **Social/Cultural Composition**: Assumptions about student profiles associated with the various school options  
- **Word on the Street**: Perceived opportunities/deterrents for success  
- **Message Consumption**: Identifying trusted communications outlets for sharing the story | $2,500 |

<table>
<thead>
<tr>
<th>Audience:</th>
<th>Methodology:</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents of school-age children (n=100)</td>
<td>Online survey</td>
<td>$30,240</td>
</tr>
<tr>
<td>School administrators (n=6)</td>
<td>Telephone interview/online option</td>
<td>$1,629.30</td>
</tr>
<tr>
<td>Superintendent and Cabinet (n=8)</td>
<td>Telephone interview/online option</td>
<td>$1,955.16</td>
</tr>
<tr>
<td>Magnet &amp; District Principals (n=6)</td>
<td>Telephone interview/online option</td>
<td>$1,737.92</td>
</tr>
</tbody>
</table>
The CauseWay Agency  
Scope of Services

<table>
<thead>
<tr>
<th></th>
<th>Telephone interview/online option</th>
<th>$1,737.92</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPED/ELL Directors (n=5)</td>
<td>Telephone interview/online option</td>
<td>$1,629.30</td>
</tr>
<tr>
<td>R5CO/SDOE (n=5)</td>
<td>Telephone interview/online option</td>
<td>$1,737.92</td>
</tr>
<tr>
<td>Teachers/Guidance Counselors (n=6)</td>
<td>Telephone interview/online option</td>
<td>$1,737.92</td>
</tr>
<tr>
<td>Students (n=50)</td>
<td>Online survey</td>
<td>$2,281.02</td>
</tr>
</tbody>
</table>

**DELIVERABLES**

<table>
<thead>
<tr>
<th>Collateral Materials</th>
<th>EST. QUANTITY</th>
<th>PRINT COST</th>
<th>CREATIVE COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Future Guide</td>
<td></td>
<td>$7,840</td>
<td></td>
</tr>
<tr>
<td>Open House Cards (6x9 – 4 versions)</td>
<td></td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>PreK/Kindergarten Brochure (5 ¼ x 11 trifold)</td>
<td>10,000</td>
<td>$2,800</td>
<td></td>
</tr>
<tr>
<td>Postcard template (5 ½ x 8 ½)</td>
<td></td>
<td>$2,100</td>
<td></td>
</tr>
<tr>
<td>Poster templates (16x20)</td>
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<td>$1,400</td>
<td></td>
</tr>
<tr>
<td>Individual School Brochures</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>(52 schools x 250)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Tools/</td>
<td></td>
<td>$14,300</td>
<td></td>
</tr>
<tr>
<td>Choice Website Refresh/Redesign/Maintenance</td>
<td>20 hours at $150/hour</td>
<td>$3,000</td>
<td></td>
</tr>
<tr>
<td>(Need to perform a technical audit with login access to finalize this price)</td>
<td></td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>Content Updates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Media Enhancements – new templates for Facebook and Twitter</td>
<td></td>
<td>$4,250</td>
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</tr>
<tr>
<td>Online Tool/20-step decision tree</td>
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<td></td>
<td>(contingent upon use of a common CMS)</td>
</tr>
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### The CauseWay Agency
#### Scope of Services

<table>
<thead>
<tr>
<th>Creative Advertising</th>
<th>3</th>
<th>$16,440</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Print</td>
<td>2</td>
<td>$24,750 (4 total spots)</td>
</tr>
<tr>
<td>• Radio</td>
<td></td>
<td>$37,640</td>
</tr>
<tr>
<td>• Television</td>
<td>1</td>
<td>$6,000</td>
</tr>
<tr>
<td>• Billboards</td>
<td>4</td>
<td>$5,760</td>
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<tr>
<td>• Online (Pandora, Facebook)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photo Shoots</td>
<td>3 full-day shoots</td>
<td>$6,800</td>
</tr>
<tr>
<td>Translation</td>
<td></td>
<td>$7,710</td>
</tr>
<tr>
<td>English &amp; Spanish translation services for all products including radio, print, media, &amp; web.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Placement &amp; Campaign</td>
<td></td>
<td>$125,000</td>
</tr>
<tr>
<td>Over a 7 month period, placement of print, TV, radio, billboard, online, transit (and other out of home) Advertising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PRESS KIT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Materials to include:</td>
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<td></td>
</tr>
<tr>
<td>• Fact-sheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Biography page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Hartford Choice Program Overview page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Success Profile page (i.e. success story on positive impact Hartford Choice has made as told by a student)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The CauseWay Agency
Scope of Services

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scope of work for material development to include:</strong></td>
<td></td>
</tr>
<tr>
<td>• Information gathering</td>
<td></td>
</tr>
<tr>
<td>• Writing of materials</td>
<td></td>
</tr>
<tr>
<td>• Editing</td>
<td></td>
</tr>
<tr>
<td>• Approval processes</td>
<td></td>
</tr>
<tr>
<td>• *Cost estimates for materials in one language (English)</td>
<td>$2,660</td>
</tr>
<tr>
<td><strong>TRAINING SESSION</strong></td>
<td></td>
</tr>
<tr>
<td>• Key Messages (information gathering, development, editing and approval process)</td>
<td>$1,520</td>
</tr>
<tr>
<td>• Preparation time</td>
<td></td>
</tr>
<tr>
<td>• 2 Hr training session</td>
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<tr>
<td><strong>Miscellaneous Expenses</strong></td>
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<tr>
<td>Travel, FedEx, etc.</td>
<td>$975</td>
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</tbody>
</table>
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AGENDA

ITEM # 3

NEW BUSINESS

APPROVAL OF: SITE FOR KINSELLA MAGNET HIGH SCHOOL OF PERFORMING ARTS

JUNE 23, 2015

DR. SCHIAVINO-NARVAEZ
DR. SLATER

AMOUNT
$33.3 MILLION

FUNDING SOURCE
STATE CONSTRUCTION GRANT
95% REIMBURSEMENT RATE

BACKGROUND

As part of the Sheff negotiations Kinsella Magnet High School of Performing Arts was approved for expansion to a 9-12 high school to accommodate the strong desire of students who want to continue their education at a performing arts school. Currently, Kinsella High School has expanded to grades 9, 10, and 11 and will expand to grade 12 in the 2015-2016 school year. The high school is currently being incubated at a temporary site; 245 Locust Street until a permanent site can be located.

The building specification recommendations for the new Kinsella High School: 85,000-95,000 square feet, an auditorium that will seat 600 and enough classroom space to accommodate 400 students. Hartford Public Schools administration has identified a property at 275 Windsor Street for the new Kinsella Magnet High School of Performing Arts. The budget for this project is $33.3 million. The faculty and School Governance Council have been consulted, and support this location.

The State Department of Education requires the grant application identifies a site for the new Kinsella Magnet High School of Performing Arts before the grant expires on June 30, 2015.

RECOMMENDATION

That the Hartford Board of Education approves the site for Kinsella Magnet High School of Performing Arts.
Approval of Site for Kinsella Magnet High School of Performing Arts

Executive Form

1. Context/Overview

As part of the Sheff negotiations Kinsella Magnet High School of Performing Arts was approved for expansion to a 9-12 high school to accommodate the strong desire of students who want to continue their education at a performing arts school. Currently, Kinsella High School has expanded to grades 9, 10, and 11 and will expand to grade 12 in the 2015-2016 school year. The high school is currently being incubated at a temporary site; 245 Locust Street until a permanent site can be located.

The building specification recommendations for the new Kinsella High School: 85,000-95,000 square feet, an auditorium that will seat 600, and enough classroom space to accommodate 400 students. Hartford Public School administration has identified a property at 275 Windsor Street for the new Kinsella Magnet High School of Performing Arts. The budget for this project is $33.3 million. The faculty and school SGC have been consulted, and support this location.

The State Department of Education requires the grant application identifies a site for the new Kinsella Magnet High School of Performing Arts before the grant expires, June 30, 2015.

Over the past 3 years, the Hartford Public School administration has investigated several possible sites, but all have been deemed unfeasible. Please see chart below.

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

To create a permanent location for Kinsella Magnet High School of Performing Arts in Hartford.

3. Targeted populations to be served

The Kinsella Magnet High School of Performing Arts’ administration, students, families and community.
4. Expected outcomes and benefits (Include goal alignment with SOP & HPS programs)

The permanent location meets the needs of providing a facility for the Kinsella Magnet High School of Performing Arts' growing enrollment.

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

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

N/A

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
"This page [is] intentionally left blank."
AGENDA
ITEM # 4

NEW BUSINESS

JUNE 23, 2015

CONTRACT CONTINUATION APPROVAL:
TEACHSCAPE

DR. SCHIAVINO-NARVAEZ
MS. ALLEN

AMOUNT
$116,675

FUNDING SOURCE
SPECIAL FUNDS

BACKGROUND

The Hartford Public Schools (HPS) has contracted with TeachScape since March 2012. The 2015 – 2016 school year will mark TeachScape’s fourth full school year of implementation. TeachScape is a web-based platform that supports HPS in its core business of teaching and learning.

The Hartford Public Schools will receive services from two of TeachScape’s platforms:

- TeachScape REFLECT – Observation and Evaluation System
- TeachScape FOCUS – Observation Training and Assessment System

The Hartford Public Schools receive benefits regarding teachers and administrators in three basic areas:

I. Paperless Processing of Evaluation Documents

- Satisfies all required CT State Department of Education evaluation documents
- Annual processing of approximately 5300 classroom / site observations, 4000 student learning objectives, 1900 stakeholder engagement objectives, and 1900 summative evaluations
- Real time access to current and previous years evaluation documents

II. Performance Data Reporting Tool

- Data sorted by district, school, evaluator
- Evaluation and observation completion status
- Score distribution
- Domain and Component Averages
- Individual Progress
III. Professional Learning Resource

- Supports induction of new administrators through observer proficiency assessment
- Supports annual administrator observer calibration program
- Supports new teacher induction program
- Provides practice classroom videos sorted by teacher performance areas
- Provides various learning activity training tutorials

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute a contract with Teachscape, Inc. for the term delineated in the contract ending June 30, 2016, at a cost not to exceed $116,875.
Teachscape

Executive Form

1. Context/Overview

Hartford Public Schools has contracted with TeachScape since March 2012. The 2015 – 2016 school year will mark TeachScape’s fourth full school year of implementation. TeachScape is a web-based platform that supports HPS in its core business of teaching and learning.

The Hartford Public Schools will receive services from two of TeachScape’s platforms:

- TeachScape REFLECT – Observation and Evaluation System
- TeachScape FOCUS – Observation Training and Assessment System

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

The Hartford Public Schools receive benefits regarding teachers and administrators in three basic areas:

I. Paperless Processing of Evaluation Documents
   - Satisfies all required CT State Department of Education evaluation documents
   - Annual processing of approximately 5300 classroom / site observations, 4000 student learning objectives, 1900 stakeholder engagement objectives, and 1900 summative evaluations
   - Real-time access to current and previous years evaluation documents

II. Performance Data Reporting Tool
   - Data sorted by district, school, evaluator
   - Evaluation and observation completion status
   - Score distribution
   - Domain and Component Averages
   - Individual Progress

"Every student and every school thrives"
III. Professional Learning Resource

- Supports induction of new administrators through observer proficiency assessment
- Supports annual administrator observer calibration program
- Supports new teacher induction program
- Provides practice classroom videos sorted by teacher performance areas
- Provides various learning activity training tutorials

3. Targeted populations to be served

All district teachers, administrators and select central office support personnel

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

The following three outcomes support Goal 1, 2 and 3 of the Strategic Operating Plan (SOP) with respect to the areas of improving the quality instruction, the fidelity of relevant curriculum implementation, and the capacity building of innovative leaders.

1) Increased support for HPS' core business of teaching and learning through various professional resources regarding instructional leadership
2) Increased alignment of teacher and administrator performance data reports to professional learning needs
3) Increased efficiency in the processing of teacher and administrator evaluations

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

This is a renewal of a current contract. Alternative web-based platforms would require a significant increase in cost from both a professional learning and financial aspect.

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

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:

"Every student and every school thrives"
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
# Service Item

<table>
<thead>
<tr>
<th>Service Item</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Focus for Observers Annual License</strong></td>
<td>25</td>
<td>$399.00 / user</td>
<td>$9,975.00</td>
</tr>
<tr>
<td>A self-paced, online solution for training, assessing, and maintaining observer proficiency when applying the Framework for Teaching Evaluation Instrument to teaching practice. Includes: • Training Program • Scoring Practice • Proficiency Assessment • Calibration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Focus for Observers Annual License - Recertification</strong></td>
<td>175</td>
<td>$299.00 / user</td>
<td>$62,325.00</td>
</tr>
<tr>
<td>A self-paced, online solution for training, assessing, and maintaining observer proficiency when applying the Framework for Teaching Evaluation Instrument to teaching practice. Includes: • Training Program • Scoring Practice • Recertification Assessment • Proficiency Assessment Extension (If required) • Calibration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Focus for Teachers Annual License</strong></td>
<td>125</td>
<td>$35.00 / user</td>
<td>$4,375.00</td>
</tr>
<tr>
<td>A self-paced online solution that trains teachers on the value, structure, and content of the Framework for Teaching and guides teachers on applying the Framework to their practice. Includes: • Master-scored videos illustrating effective teaching • Reflective exercises that reinforce instructional strategies • Framework Component Modules</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reflect Annual License</strong></td>
<td>2,000</td>
<td>$35.00 / user</td>
<td>$70,000.00</td>
</tr>
<tr>
<td>A customizable observation and evaluation system that allows classroom observers and instructional leaders to conduct survey-based classroom walkthroughs and rubric-based teaching observations and evaluations. Includes: • Survey-based classroom walkthrough tools and rubric-based observation and evaluation functionality • Capability to integrate multiple measures of teaching performance • Reporting tools that monitor trends and patterns and provide actionable feedback • Compatibility with smartphones, tablets, and laptop computers</td>
<td></td>
<td></td>
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</tbody>
</table>
**Program Management**
Monthly project management to include creating weekly reports and preparing mid year and year end reports. Onsite check-in meetings quarterly.

<table>
<thead>
<tr>
<th></th>
<th>Annual</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$20,000.00</td>
<td>$20,000.00</td>
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</tbody>
</table>

**Program Management - One time discount.**

<table>
<thead>
<tr>
<th></th>
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<th>Annual</th>
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</thead>
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<td></td>
<td>($20,000.00)</td>
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</table>

**One time Concessions/Discount**
Concessions related to rubric discrepancy and reporting issues.

<table>
<thead>
<tr>
<th></th>
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</tr>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

**Total** $116,675.00

### Payment Schedule

<table>
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<tr>
<th>Net 30 upon receipt of Purchase Order or signed quote</th>
<th>Amount of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$116,675.00</td>
</tr>
</tbody>
</table>

Total Cost $116,675.00

**Please Note:**
1. Prices are valid for sixty (60) days and do not include hardware or sales tax, if applicable.
2. License fees are based on the number of users/sites purchased in the license and not actual usage by the end-user. License fees are non-refundable.
3. Unless specified above, license is valid for twelve (12) months from receipt of administrative login and password(s).
4. All users must agree to the End User License Agreement upon activation.
5. All user have access to unlimited technical support during help desk hours.

**Please FAX PO with a copy of this proposal and your tax-exempt certificate to:**
Fax: 415.651.9348

**Remit Payments to:**
Teachscape
P.O. Box 69242
San Jose, CA 95161-9242

**Corporate address:**
Teachscape
665 Montgomery St., 3rd Floor
San Francisco, CA 94111
(NEW ADDRESS AS OF 2/23/16)
Tax ID # 77-0695467

For additional information, please contact your Teachscape account executive, Susan Wiley at susan.wiley@teachscape.com or (415) 688-1420.

### To be completed by customer:

Please select one of the following options:
- [ ] A purchase order is not required.  Please invoice me.
- [ ] A purchase order is attached.
- [ ] A purchase order is in process and will be issued by (please insert date): ______________

By signing below, Customer representative agrees to the terms and conditions herein, certifies that他知道 has full authority to make purchasing commitments for the Customer, and is requesting to be invoiced for the above services and products.

**Signature**

**Name:** ____________________________

**Title:** ____________________________

**Date:** ____________________________

(To pay by credit card, please contact Wendy Walker at wendy.walker@teachscape.com or (415) 740-3808).
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AGENDA

ITEM # 5

JUNE 23, 2015

NEW BUSINESS

FIRST READING: VARIOUS REVISED
HARTFORD PUBLIC SCHOOLS POLICIES

THE BOARD

BACKGROUND

• The proposed revised policy updates the current policies.
• Changes to the current policies are highlighted and underlined.

The following policies have been updated to reflect changes in federal and state law:

2. Policy No. 4112.8 – Nepotism: Employment of Relatives
3. Policy No. 4118.1 - Nondiscrimination

RECOMMENDATION

That the Hartford Board of Education accepts the first reading of the revised Policy No. 4111.1 on Affirmative Action: Equal Employment Opportunity; Policy No. 4112.8 – Nepotism: Employment of Relatives and Policy No. 4118.1 on Nondiscrimination.
Personnel -- Certified/Non-Certified

Affirmative Action: Equal Employment Opportunity

The Board of Education will provide equal employment opportunities for all persons without regard to race, gender, color, religious creed, national origin, religion, age, veteran status, sex, sexual orientation, gender identity or expression, disability, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability, or abilities unrelated to the performance of the duties of the position. The Board of Education directs the Administration to set as a goal the recruitment, selection and employment of qualified people among all racial and ethnic groups.

The Board of Education requests an annual report from the Superintendent concerning the extent to which the above mentioned Affirmative Action Program goals are being achieved.

No advertisement of employment opportunities may by intent or design restrict employment based upon discrimination as defined by law.

Legal Reference: Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited
10-153 Discrimination on account of marital status.
46a-60 Discriminatory employment practices prohibited.
46a-81a Discrimination on the basis of sexual orientation; Definitions
Connecticut General Statutes § 46a-81c Sexual orientation discrimination: Employment.
Title IX of the Education Amendments of 1972, 20 USCS § 1681, et seq.
Age Discrimination in Employment Act, 29 U.S.C. § 621
Americans with Disabilities Act, 42 U.S.C. § 12101
The Uniformed Services Employment and Reemployment Rights Act, 20 CFR 1002.18
Title II of the Genetic Information Nondiscrimination Act of 2008

Policy adopted: July 6, 1999
Policy updated: November 1, 2005
Policy revised: May 21, 2013
Policy updated:
Personnel - Certified/Non-Certified

Nepotism: Employment of Relatives

Board of Education members and school administrators in order to avoid both the reality and appearance of nepotism will make public any relationship the Board members or administrators have with any possible candidate for a position for which the Board member or administrator must give approval or has influence in such appointment.

For the purpose of this policy, relationship is defined as a member of the immediate family which means the mother, father, grandmother, grandfather, or a grandchild of the Board member or administrator, or of the spouse of the Board member or administrator, and the spouse, son, stepson, son-in-law, daughter, stepdaughter, daughter-in-law, brother, sister, or any relative living in the immediate household of the board member or administrator, or other close friendships or business relationships that could be construed as possibly causing a bias or loss of objectivity on the part of the Board member or administrator.

A Board member or administrator who has such relationship with any employee of the school system as of the effective date of this policy shall declare such relationship immediately. So far as possible, no administrator shall have supervisorial relationship to any member of his/ her family.

Legal Reference: Connecticut General Statutes

46a-60 Discriminatory unfair employment practices prohibited

7-479 Conflicts of interest

46b-38rr Merger of civil union into marriage by default. Exception.
Personnel – Certified/Non-Certified

Nondiscrimination

The conditions or privileges of employment in the school district, including the wages, hours, terms and benefits, shall be applied without regard to race, gender identity or expression, color, religious creed, national origin, age, sex, sexual orientation, veteran status, disability, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability, or abilities unrelated to the performance of the duties of the position. The Board of Education seeks to extend the advantages of public education with full equality of educational opportunity to all students and personnel. The board, any employee or any other person may not aid or compel the performance of an unfair labor practice as defined by law.

The Board will not make employment decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and terminations on the basis of race, color, religion, age, sex, gender identity or expression, marital status, sexual orientation, veteran status, national origin, ancestry, disability or genetic information, except in the case of a bona fide occupational qualification.

For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or family member. "Genetic information" may also include an individuals’ family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person’s core identity or not being asserted for an improper purpose.

Legal Reference:  Connecticut General Statutes

10-153 Discrimination on account of marital status.
46a-60 Discriminatory employment practices prohibited.
46a-81a Discrimination on the basis of sexual orientation: Definitions
Connecticut General Statutes § 46a-81c Sexual orientation
discrimination: Employment.
Title IX of the Education Amendments of 1972, 20 USCS § 1681, et seq.
Age Discrimination in Employment Act, 29 U.S.C. § 621
Americans with Disabilities Act, 42 U.S.C. § 12101
The Uniformed Services Employment and Reemployment Rights Act, 20 CFR 1002.18
Title II of the Genetic Information Nondiscrimination Act of 2008

Policy adopted: July 6, 1999
Policy updated: November 1, 2005
Policy revised: May 21, 2013

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
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AGENDA

ITEM # 6

NEW BUSINESS

SCHOOL ADMINISTRATIVE ACTING APPOINTMENTS

JUNE 23, 2015

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>Desmond Caldwell</td>
<td>$123,466</td>
<td>Acting Principal, Environmental Sciences Magnet School at Mary Hooker</td>
<td>July 1, 2015</td>
</tr>
<tr>
<td>Maribel Corbett</td>
<td>$119,262</td>
<td>Acting Principal, M.D. Fox Elementary School</td>
<td>July 1, 2015</td>
</tr>
</tbody>
</table>
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NEW BUSINESS

APPROVAL OF: EDUCATIONAL SPECIFICATIONS FOR THE RENOVATION OF MARTIN LUTHER KING JR. SCHOOL

AMOUNT
$68 MILLION

BACKGROUND
On June 8, 2015, the Hartford City Council approved a resolution authorizing the City and Board of Education to apply for a School Construction Grant from the Connecticut Department of Administrative Services for up to $68 million to renovate as-new the Martin Luther King Jr. (MLK) School located at 25 Ridgefield Street, Hartford, CT. The State grant will reimburse the City for approximately 80% of eligible project costs. The application deadline for the School Construction Grant is June 30, 2015.

Major goals of the MLK School renovate as-new construction project are to bring the school into full state and federal code compliance. Design standards, developed with input from the district stakeholders, will be implemented by the Hartford School Building Committee, and program managers will be responsible for the development of the project documents.

The school design will include measures that will allow MLK School to continue to facilitate activities before and after school hours, and throughout the calendar year. It is expected that MLK School will become a “community school” as currently is the practice in several Hartford Public Schools.

RECOMMENDATION
That the Hartford Board of Education authorizes the Superintendent to approve the educational specifications for the renovation of Martin Luther King Jr. School, at a cost not to exceed $68 Million.

JUNE 23, 2015
DR. SCHIAVINO-NARVAEZ
DR. DONALD SLATER

FUNDING SOURCE
CT DEPARTMENT OF ADMINISTRATIVE SERVICES SCHOOL GRANTS
Approval of Educational Specifications for the Renovation of
Martin Luther King Jr. School

Executive Form

1. Context/Overview

On June 8, 2015, the Hartford City Council approved a resolution authorizing the City and Board of Education to apply for a School Construction Grant from the Connecticut Department of Administrative Services for up to $68 million to renovate as-new the Martin Luther King Jr. (MLK) School located at 25 Ridgefield Street, Hartford, CT. The State grant will reimburse the City for approximately 80% of eligible project costs. The application deadline for the School Construction Grant is June 30, 2015.

In an effort to provide continued educational services to the North End community, in a safe, healthy and academically appropriate facility, the existing MLK School will be renovated to as-new condition.

The original building was constructed in 1924 and the last renovation was made in 1977. All primary building systems, other than the structure, are beyond or at the end of their functional lifecycles.

Design standards, developed with input from the district stakeholders, will be implemented by the Hartford School Building Committee and program managers will be responsible for the development of the project documents.

The school design will include measures that will allow MLK School to continue to facilitate activities before and after school hours, and throughout the calendar year. It is expected that MLK School will become a "community school" as currently is the practice in several Hartford Public Schools.

It is recommended the Board of Education approve these educational specifications of the renovation of Martin Luther King Jr. School at a project cost not to exceed $68 million.

2. Purpose for contract or grant (Include brief information on the major areas where funding will be used: salaries, professional development, operations, etc.)
Major goals of the MLK School renovate as-new construction project are to bring the school into full state and federal code compliance, replace and repair all building systems, update the fire suppression system, include a new heating and air conditioning systems and install energy conservation measures where feasible.

3. Targeted populations to be served

The students, families, and staff of Martin Luther King Jr. School and the North End community.

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

To provide continued educational services to the North End community, in a safe, healthy and academically appropriate facility in a renovated as-new building.

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.)

N/A

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
EDUCATIONAL SPECIFICATIONS FOR
THE RENOVATION OF MARTIN LUTHER KING SCHOOL

1. PROJECT RATIONALE

In an effort to provide continued educational service to the Upper Albany Avenue neighborhood, in a safe, healthy and academically appropriate facility, the existing Martin Luther King, Jr. School (MLK), located at 25 Ridgefield Street, Hartford, CT, will be renovated to as-new condition.

2. LONG-RANGE PLAN

The long-range plan for the Hartford School District requires MLK School continue to serve as an elementary facility, in conformity with the District’s preferred Pre-K through 8th grade model.

3. PROJECT OVERVIEW

Constructed in 1924 as the original home of the Thomas Snell Weaver High School, the facility was added to in 1940 and was partially renovated in 1977. Serving as a neighborhood PK-8 school since shortly after the “new” Weaver High School was constructed in 1974, MLK School is not fully handicapped accessible. All primary building systems other than the structure are at or near the end of their functional lifecycles. Full code compliance, including fire suppression, new heating and air conditioning systems and energy conservation measures are also objectives of this project. State of Connecticut School Safety Infrastructure Standards and High Performance Building Standards will inform the design of the improvements.

As the neighborhood school enrollment in grades PK-8 is projected to require approximately 325 seats, and the facility contains sufficient square footage to support 750 students, an additional educational program requiring approximately 425 seats will be co-located in the facility. Such program is in the process of being identified.
The Hartford Public Schools Design Guidelines and Standards, current edition, developed with input from District stakeholders and as implemented by the Program Manager, are incorporated herein by reference and will govern the development of the project documents.

4. **BUILDING SYSTEMS**

   **Security:** An electronic security system featuring perimeter door contacts, audio and/or motion sensors and video cameras will be installed in the school. The school will be designed to restrict access to instructional areas of the school, to the extent practical, when community events take place during non-school hours. Principals of the School Safety Infrastructure Standards will be adopted throughout the design effort to enhance these traditional, baseline features.

   **Public Address:** The building public address system will cover all circulation, office and teaching areas. The type and capacity of the system will be determined through the integration of the School Safety Infrastructure Standards.

   **Technology:** The technology standards of Metro Hartford Information Systems will be employed to afford access to the latest in networking technology. All spaces indicated in the standards to have network connectivity will be provided with raceways for the appropriate transmission media. The cost of installing such media, required routing hardware and terminations will be included in the project budget. Wireless access points will supplement the wired network.

   **Phone System:** A comprehensive phone system will be integrated with the technology component of the project, and phones will be installed throughout the facility. All support and instructional spaces will be included. The type and capacity of the system will be determined through the integration of the School Safety Infrastructure Standards.

   **Clock and Bell System** The clock and bell system will serve all support and instructional spaces.

   **Fire Alarm:** An addressable fire alarm system providing coverage equivalent to a new building will be installed. Communications to Areas of Rescue Assistance will be included.

---

207 Main Street  
Hartford, Ct 06106  
ARCADIS/O&G Program Management  
Hartford School Construction Program  
P: 860-906-1577  
F: 860-906-1137
S. INTERIOR BUILDING ENVIRONMENT

Acoustics: Generally, suspended acoustical ceiling systems will be installed throughout the building. Classroom and corridor walls are constructed of masonry materials, providing acoustical separation. In specialized areas such as the media center, cafeteria, and medically sensitive classrooms, additional acoustical treatments will be installed. Carpet flooring use will be minimized, due to environmental concerns.

Lighting: Natural lighting will be utilized to the greatest practical extent within the facility. Artificial lights will be energy efficient and appropriate for the programmatic use of the space. Motion sensors will be installed where appropriate as an energy savings measure. Requirements of utility company efficiency programs will inform the lighting design.

HVAC: The hydronic heating system will be served by high efficiency gas boilers. Full air conditioning and mechanical ventilation will be provided. Energy saving strategies, such as air-to-air heat exchangers and waste heat recovery will be explored. A computerized energy management system will be installed. A range of HVAC systems, as appropriate to the constraints of the facility, will be explored to determine the most appropriate system for the building. Requirements of utility company efficiency programs will inform the lighting design.

Fire Protection: The completed facility will feature a full automatic sprinkler system. Special extinguishing systems will be employed at kitchen equipment locations. Portable fire extinguishers will be provided in accordance with fire codes.

Plumbing: All plumbing will comply with current codes and will seek to minimize water usage.

Windows/Doors: Windows will be energy efficient and low maintenance and will allow for natural ventilation. Classrooms will be provided with glazing or door-mounted vision panels to promote security. Rated doors will be installed in accordance with fire code. All door locks will be key to a building master as well as a District-Wide grand master keying system. Principals of the School Safety Infrastructure Standards will be adopted throughout the design effort to enhance these traditional, baseline features.
6. **SITE DEVELOPMENT**

Site Acquisition: Not applicable.
Parking: Designated handicapped accessible parking spaces and passenger loading zone will be identified, with signage as appropriate. Staff and visitor parking will be provided on site.
Drives: Bus and parent drop off areas will be appropriately separated to ensure safety and enhance traffic efficiency.
Walkways: Curb ramps and walks will be provided in compliance with ADA.
Outdoor Athletic Facilities: A new accessible, age appropriate playscapes will be provided. The project will provide playground areas but does not envision athletic facilities, per se.
Landscaping: Minimal landscaping work will be performed.
Site Improvements: As appropriate to the final building/addition configuration. Principals of the School Safety Infrastructure Standards will be adopted throughout the design effort.

7. **CONSTRUCTION BONUS REQUESTS**

This project will request the following bonuses:

School Readiness: C.G.S. 10-285a(e)
Full-day Kindergarten: C.G.S. 10-285a(h)

8. **COMMUNITY USES**

The school will continue to facilitate activities before and after school hours, and throughout the calendar year. Uses will include but not be limited to the following:

- PTO will use the media center and conference rooms for meetings before and after school; the media center may be offered as an afterhours community resource
- Summer Enrichment Programs will be held here
- Neighborhood and City-wide Community Meetings take place in the evenings
- Youth club programs will be run here after school
- Community, sports and recreation groups will utilize the gym and outdoor play areas outside of school hours

207 Main Street  
Hartford, Ct 06106  
ARCADIS/O&G Program Management
Hartford School Construction Program  
P: 860-906-1577  
F: 860-906-1187
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AGENDA

ITEM # 8

NEW BUSINESS

APPROVAL OF: SCHOOL CONSTRUCTION PLANS AND ED042 SUBMITTAL
CLARK SCHOOL

JUNE 23, 2015

DR. SCHIAVINO - NARVAEZ
DR. SLATER

BACKGROUND

The State Department of Construction Services, Office of School Facilities (OSF) requires that School Building Committees and Boards of Education certify that they have approved the final construction documents for school construction projects prior to OSF review of the plans. Once the plans are reviewed and approved by OSF, the projects are allowed to go out to bid.

At this time ARCADIS/O&G Program Management has reviewed and recommends approval of the construction package for the below listed activities which will advance the construction project being performed at the following school:

    Clark School – State Project #TMP-064-PJCD
    Phase 1 – Pilot Remediation Effort

The Hartford School Building Committee will provide their approval of the documents at a special meeting in late June.

This initial effort to remove PCB containing materials is being performed to confirm the level of effort necessary to meet EPA guidelines for student occupancy. Once results are approved by EPA, the building wide scope of work will be known and future phases of work can be designed. This remediation effort is planned for summer 2015.

RECOMMENDATION

The Hartford Board of Education approves the final plans and authorizes the consultants to submit the documents for the Pilot Remediation phase of work for the above referenced school project, to the Office of School Facilities for their review and approval.
"This page [is] intentionally left blank."
AGENDA

ITEM # 9

NEW BUSINESS

JUNE 23, 2015

CONTRACT CONTINUATION APPROVAL:
LIGHTHOUSE SCHOOL MANAGEMENT FEE

DR. SCHIAVINO-NARVAEZ

AMOUNT
$113,736

MS. ENGLAND

FUNDING SOURCE
CT STATE DEPARTMENT
OF EDUCATION

BACKGROUND

On June 17, 2014, the Hartford of Education approved Sarah J. Rawson School to be a Hartford Public Schools Lighthouse School. Rawson School continues to develop its Science, Technology, Engineering, Arts and Math (STEAM) model to improve student achievement, provide an exciting neighborhood school opportunity to new and existing families and contribute toward stabilizing the neighborhood’s residential patterns. The model has a business and industry focus and is officially called STEAM: Business and Industry. The Connecticut Business & Industry Association Education Foundation (CBIA EF) will continue to manage the scope of this project.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute a contract with the Connecticut Business and Industry Association Education Foundation for the term delineated in the contract ending June 30, 2016, at a cost not to exceed $113,736.
1. Context/Overview

On June 17, 2014, the Hartford of Education approved Sarah J. Rawson School to be a Hartford Public Schools Lighthouse School. Rawson School continues to develop its Science, Technology, Engineering, Arts and Math (STEAM) model to improve student achievement, provide an exciting neighborhood school opportunity to new and existing families and contribute toward stabilizing the neighborhood’s residential patterns. The model has a business and industry focus and is officially called STEAM: Business and Industry. The Connecticut Business & Industry Association Education Foundation (CBIA EF) will continue to manage the scope of this project.

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

<table>
<thead>
<tr>
<th>Lighthouse School - Sarah J. Rawson</th>
<th>Budget</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>$3,000</td>
<td>.56 mile for PM/Administrator</td>
</tr>
<tr>
<td>Staff salaries - Project Manager</td>
<td>$77,438</td>
<td>1 FTE</td>
</tr>
<tr>
<td>Fringe benefits</td>
<td>$23,231</td>
<td>30%</td>
</tr>
<tr>
<td>Project Overhead 10%</td>
<td>$10,067</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$113,736</td>
<td></td>
</tr>
<tr>
<td>In-kind Contributions:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40% Executive Director Salary</td>
<td>$50,000</td>
<td></td>
</tr>
<tr>
<td>Fringe</td>
<td>$19,110</td>
<td></td>
</tr>
<tr>
<td>CBIA Communications</td>
<td>$1,100</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$70,210</td>
<td></td>
</tr>
</tbody>
</table>
3. Targeted populations to be served

Rawson School

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

Rawson School continues to develop its Science, Technology, Engineering, Arts and Math (STEAM) model to improve student achievement, provide an exciting neighborhood school opportunity to new and existing families and contribute toward stabilizing the neighborhood’s residential patterns.

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.)

N/A

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?

The agreement between the Hartford Public Schools and CBIA EF regarding the Rawson Lighthouse Project requires unique qualifications, knowledge, skill sets, and attributes. CBIA Education Foundation has played a critical part in the planning of this HPS Lighthouse School application and has significant experience working with the HPS in terms of STEM innovation and excellence in teaching. The CBIA Education Foundation also is a partner in the development of the HPS Academy for Engineering and Green Technologies.

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
SCOPE OF SERVICES

The CBIA Education Foundation will be subcontracted by Hartford Public Schools (HPS) for the management and enrichment of the Rawson School STEAM Lighthouse School Project.

CBIA Education Foundation will:

- Provide and oversee the CBIA EF Lighthouse School Project Manager, whose responsibilities include but are not limited to: daily collaboration with the principal and STEAM leadership team at Rawson School to assist in the implementation and continuous improvement of all Rawson Lighthouse School strategic actions; plan and facilitate Lighthouse Project Management team meetings and quarterly Stakeholder Advisory meetings; facilitate communication and coordination among all project partners; supervise the work of the CBIA Education Foundation staff directly engaged in the Rawson Lighthouse School project; serve as liaison to families and community stakeholders.

- Serve as Ex-Officio member of the following governance groups: the Rawson School Governance Council, the Rawson Lighthouse School Project Management Team, and the Rawson School STEAM Advisory Board; respond to requests from these leadership groups on a regular basis.

- Review all project vendors’ proposals (curriculum development, after-school STEAM enrichment, career competency development, etc.) and make recommendations for review by the Rawson Lighthouse School Project Management Team.

- Identify STEAM industry partners to consult and collaborate on curriculum, professional learning and internships.

- Supervise/monitor the work of all project partners funded through the Lighthouse School grant on an ongoing basis and report findings on a regular basis to the Project Management Team.

Revised 07/2014
- Inform and involve Connecticut’s business community in the development and implementation of the Rawson STEAM Lighthouse School Project and enhance existing resources/knowledge of school staff, teachers and community partners through CBIA EF’s STEAM relationships and networks.

- Serve as the Co-Chair of the Rawson Lighthouse School Project Management Team with Kathleen E. England, Lighthouse School Initiative Manager.

Successful outcome of CBIA Education Foundation’s services will be measured by:

- Data reflecting increase in students participating in out of school time STEAM programming;
- Data regarding increase in business and industry partners involved in the Rawson School community;
- Evaluation of Project Manager

Management Fee;
"This page [is] intentionally left blank."
AGENDA

ITEM # 10

NEW BUSINESS

JUNE 23, 2015

DR. SCHIAVINO-NARVAEZ

MS. ALTIERI

AMOUNT

$183,000

FUNDING SOURCE

GENERAL FUNDS

BACKGROUND

In accordance with Board Policy 3440 and in maintaining adherence to best practices in fiscal management and reporting, physical inventories of district fixed assets should be performed at least every two years.

The district conducted an RFP process to request proposals from vendors for the performance of the physical inventory of fixed assets across all district schools and offices for the next three physical inventories expected to be completed in 2015, 2017, and 2019. Bids were submitted and the contract was awarded to American Appraisal (AA).

The term of this Contract shall be for three terms with the first dates for service commencing on:
- September 1, 2015 and ending on November 30, 2015;
- The second term with dates of service commencing on May 1, 2017 and ending on June 30, 2017;
- The third term with dates of service commencing on May 1, 2019 and ending on June 30, 2019.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute a contract with American Appraisal, Inc. for the term delineated in the contract ending June 30, 2019, at a cost not to exceed $183,000.
American Appraisal

Executive Form

1. Context/Overview

In accordance with Board Policy 3440 and in maintaining adherence to best practices in fiscal management and reporting, physical inventories of district fixed assets should be performed at least every two years. A request for proposal was issued by the Board of Education for Fixed Asset Inventory Services.

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

The primary role of the consultant is to complete a fixed asset inventory and perform reconciliation to the General Ledger. Fixed assets are defined for financial reporting purpose as assets with a value of $1,000 or more and a useful life that is expected to exceed one year or more.

3. Targeted populations to be served

All Hartford Public Schools

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

Examples of the scope of work required are listed below:
1) Moveable Equipment – inventory and tag at designated thresholds;
2) Collect asset class, location, description, manufacturer, model, serial number, estimated date of acquisition, historical cost and condition;
3) Prepare and distribute reports;
4) Reconcile asset inventory records to MUNIS fixed asset listing;
5) Identify unrecorded additions and deletions.

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.)

To conduct a fixed asset inventory for the purpose of updating the MUNIS fixed asset module and provide for an accurate insurance recovery in the case of a loss

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
"This page [is] intentionally left blank."
AGENDA

ITEM # 11

NEW BUSINESS

ACCEPTANCE OF FUNDS:
TRAVELERS FOUNDATION GRANT

AMOUNT
$375,000

JUNE 23, 2015

DR. SCHIAVINO-NARVAEZ
MS. TAVERA

FUNDING SOURCE
TRAVELERS
FOUNDATION GRANT

BACKGROUND

Travelers is a long-standing funder of Hartford Public Schools. Through support via grant funding as well as extensive employee engagement in our schools, Travelers has been and is a major partner in advancing the priorities of the district focused on student achievement. Travelers works with school principals and the Office of Engagement and Partnerships to determine the areas of support for the coming year.

Through this $375,000 grant from the Travelers Foundation, Travelers will provide continued support to High School, Inc. ($225,000) for theme-based program enhancements, funding of the Director of Business Partnerships, SAT Prep, professional development, educational field trips, college tours and parent activities. In addition, the grant will support Pathways to Technology ($150,000) for teacher trainings/professional development, mentoring/counseling, academic supports/tutoring, parent activities, incentives /awards and field trips.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to accept funds in the amount of $375,000 from Travelers Foundation and allocate said funds according to agreed upon grant guidelines.
Travelers is a long-standing funder and supporter of Hartford Public Schools. Grant activities target specific items negotiated by Travelers with school principals and the Office of Engagement and Partnerships. Through this grant from the Travelers Foundation, Travelers will provide continued support to High School, Inc. for theme-based program enhancements, funding of the Director of Business Partnerships to support internship and college and career readiness activities, SAT Prep, professional development, educational field trips, college tours and parent activities. In addition, the grant will support Pathways to Technology’s teacher trainings/professional development, mentoring/counseling, academic supports/tutoring, parent activities, incentives/awards and field trips.

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

<table>
<thead>
<tr>
<th>High School Inc. allocation:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td>$20,000</td>
</tr>
<tr>
<td>Director of Business Partnerships</td>
<td>$110,000</td>
</tr>
<tr>
<td>Program Enhancements (Global)</td>
<td>$60,000</td>
</tr>
<tr>
<td>Excursions</td>
<td></td>
</tr>
<tr>
<td>SAT Prep and PD</td>
<td>$20,000</td>
</tr>
<tr>
<td>Education field trips/college tours</td>
<td>$10,000</td>
</tr>
<tr>
<td>Parent Activities</td>
<td>$5,000</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$225,000</td>
</tr>
</tbody>
</table>

| Pathways to Technology:      |    |
| Teacher Trainings/PD         | $20,000 |
| Part-time Staff Person       | $25,000 |
| Mentoring/Counseling         | $25,000 |
| Academic supports/tutoring   | $25,000 |
| Field Trips                  | $30,000 |
| Parent activities            | $5,000  |
| Incentives/awards (teachers/students) | $10,000 |

"Every student and every school thrives"
Internship funding $10,000
Subtotal: $150,000
Total: $375,000

3. Targeted populations to be served

Funding allocated for each school is designed to support the student population and faculty to advance the thematic and academic components of the school model.

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

Increased opportunities for field trips, college visits, internships, mentorships, and additional college and career readiness activities for students.

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

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

A report of progress is developed at the end of the school year/grant period.

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

"Every student and every school thrives"
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AGENDA

ITEM # 12

NEW BUSINESS

JUNE 23, 2015

ACCEPTANCE OF FUNDS:
TRAVELERS GRANT/INGENUITY FUND

DR. SCHIAVINO-NARVAEZ
MS. TAVERA

AMOUNT
$137,000

FUNDING SOURCE
TRAVELERS/
INGENUITY FUND

BACKGROUND

Travelers, a Fortune 500 corporation located in the City of Hartford, is Hartford Public Schools' top corporate donor and an active partner in the district's reform. Travelers' employees have been fully engaged and active supporters of our schools and students.

Over the last five years, Travelers has donated over $5 million in support of the district’s work. Travelers partners with Hartford Foundation for Public Giving that serves as a fiscal agent for the Ingenuity Fund. The Ingenuity Fund is a source of funds for projects determined to be priorities of the district and which fall into the Traveler's funding guidelines. Grant activities target specific items negotiated by Travelers with school principals and the Office of Engagement and Partnerships.

The Asian Studies Academy has a long standing relationship with Travelers and its employees. In this allocation, Asian Studies Academy will receive $45,000 for its tutorial program, theme-based libraries and for parent activities. In addition, funds will be allocated for the retention of a Resident from The Harvard Graduate School of Education’s Doctor of Education Leadership Program (EDLD Resident). The EDLD Resident will work in the district starting in July 2015 on strategic project(s) identified by Superintendent Narvaez.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to accept funds in the amount of $137,000 from the Travelers Ingenuity Fund which is held at Hartford Foundation for Public Giving and allocate said funds according to agreed upon grant guidelines.
Travelers Ingenuity Fund
Executive Form

1. Context/Overview

Travelers is a long-standing funder and supporter of Hartford Public Schools. Through the Ingenuity Fund, held at Hartford Foundation for Public Giving, Travelers supports the priorities of the district that fall within their funding guidelines working with partner school principals and the Office of Engagement and Partnerships to ensure alignment with educational goals. This agenda item asks the Hartford Board of Education to accept funds in the amount of $137,000 from the Travelers Ingenuity Fund to support Asian Studies Academy’s tutorial program, theme-based libraries and parent activities and the retention of a Resident from Harvard Graduate School of Education’s Doctor of Education Leadership Program (EDLD Resident). The EDLD Resident will work in the district starting in July 2015 on strategic project(s) identified by Superintendent Narvaez.

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

Asian Studies Academy: Tutorial Program: $35,000; Theme-based Libraries: $5,000; Parent Programs: $5,000; EDLD Resident: $92,000.

3. Targeted populations to be served

Funding allocated to Asian Studies Academy will serve students and families at Asian Studies Academy through the tutorial program, libraries and parent activities. Funding allocated to the Resident will serve the district as we advance the strategic priorities of the district focused on teaching and learning and school improvement.

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

Funding supports the goals established by Asian Studies Academy in meeting the academic needs of students. The EDLD Resident will advance the priorities of the Strategic Plan.

"Every student and every school thrives"
5. Alternative options (alternative sources, best priced solutions, etc.)

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

A report of progress is developed at the end of the school year/grant period.

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?

   n/a.

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
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AGENDA

ITEM # 13

NEW BUSINESS

REAUTHORIZATION: HEALTHY FOOD CERTIFICATION STATEMENT

JUNE 23, 2015

DR. SCHIAVINO-NARVAEZ
DR. SLATER

BACKGROUND

In 2006, Public Act 06-63; An Act Concerning Healthy Food and Beverages in School was enacted by the Senate and House of Representatives in General Assembly. The following is a summary of Public Act 06-63.

Effective July 1, 2006 local Boards of Education are required to permit the sale of only the following beverages to students from any source, including, but not limited to, school stores, vending machines, school cafeterias, and any fund-raising activities on school premises, whether or not school sponsored: milk, nondairy milks such as soy or rice milk, 100% fruit or vegetable juice, and water. Portion sizes of beverages, other than water that are offered for sale shall not exceed twelve ounces.

Annually on January first of each year, the Department of Education shall publish a set of nutrition standards for food items offered for sale to students at schools. Effective July 1, 2006 local Boards of Education that participate in the National School Lunch Program shall certify in its annual application to the Department of Education for school lunch funding whether all food items made available for sale to students in schools under its jurisdiction and not exempted from the nutrition standards published by the Department of Education will meet said standards. Such certification shall include foods offered for sale to students at all times, and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fund-raising activities on school premises, whether or not school sponsored. Additional State Match funding of ten cents per meal is available to districts that certify all foods available to students meet the Healthy Food Guidelines.

RECOMMENDATION

That the Hartford Board of Education adopts the Healthy Foods and Beverages in Hartford Public Schools Policy and submits the Healthy Food Certification Statement for 2015-2016 stating “will meet said standards during the period of July 1, 2015 – June 30, 2016”.

REQUEST FOR REVIEW OF FINAL PLANS

**Please note that construction must begin within 2 years of grant commitment date to maintain grant eligibility.**

<table>
<thead>
<tr>
<th>Certification of Approval dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Plans &amp; Site Approval</td>
</tr>
<tr>
<td>Local Board of Education</td>
</tr>
<tr>
<td>School Building Committee</td>
</tr>
</tbody>
</table>

We hereby certify that these final plans and project manual as prepared for bidding and dated 05/01/2015 and the professional costs estimate dated 05/08/2015 for this project have been reviewed and approved for this site on the dates shown above.

For the Town or Regional Board of Education:

Mr. Richard F. Waring

Chairperson's Name (Type or print) Signature Date **

For the School Building Committee:

Mr. John H. Molloy

Chairperson's Name (Type or print) Signature Date **

** Signature dates cannot precede the date on the submitted plans.

Project Architect/Engineer Firm:

Smith Edwards McCoy Architects - Craig E. De Jong AIA

Firm Name (Type or print) Telephone (860) 560-6000

I hereby (check one):

☐ INDICATE FOR BUREAU OF SCHOOL FACILITIES REVIEW
☐ request a review of the final plans, project manual, ineligible and limited eligible costs worksheet and professional cost estimate cited above. (Attach copies of all these documents.)

☐ INDICATE FOR LOCAL OFFICIALS REVIEW
☐ submit certifications of local approval of plans and project manual as provided by CGS Sec. 10-292(b) and attached professional cost estimate cited above, the ineligible and limited eligible costs worksheet and scope letter including alternates. (Reverse side of form must be completed.)

Dr. Beth Schiavino-Narvaez

Superintendent's Name (Type or print) Signature Date

NOTE: NO PHASE OF THIS SCHOOL CONSTRUCTION PROJECT AND NO PURCHASE ORDER OVER $10,000 SHALL GO OUT TO BID UNTIL YOU HAVE RECEIVED WRITTEN NOTIFICATION FROM THE STATE DEPARTMENT OF EDUCATION THAT IT HAS APPROVED YOUR FINAL PLANS AND PROJECT MANUAL.
State Project No. ________________

REQUEST FOR STATE ACCEPTANCE OF LOCAL PLAN REVIEW AND APPROVAL

Name of Contact Person Telephone Date

Indicate the basis of eligibility for local plan approval (check all that apply):

- [ ] Oil Tank Replacement
- [ ] Asbestos Abatement *
- [ ] Energy Conservation *
- [ ] Roof Replacement
- [ ] Code Violation Correction *
- [ ] Not funded by Chapter 173 grant
- [ ] Network Wiring *
- [ ] Certified Indoor Air Quality Emergency

(Note: To qualify for local approval, projects marked with an asterisk (*) must not exceed $1,000,000.)

<table>
<thead>
<tr>
<th>Certifications of Local Approval:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pursuant to CGS Section 10-292(b), I certify that I have local jurisdiction over the State Building Code and that the plans and project manual dated ______________ for the above referenced project comply with all applicable building codes.</td>
</tr>
<tr>
<td>Local Building Official's Name (Type or print)</td>
</tr>
<tr>
<td>Pursuant to CGS Section 10-292(b), I certify that I have local jurisdiction over the State Fire Safety Code and that the plans and project manual dated ______________ for the above referenced project comply with all applicable fire codes.</td>
</tr>
<tr>
<td>Local Fire Marshal's Name (Type or print)</td>
</tr>
<tr>
<td>Pursuant to CGS Section 10-292(b), I certify that I have local jurisdiction over the State Health Code and that the plans and project manual dated ______________ for the above referenced project comply with all applicable health codes.</td>
</tr>
<tr>
<td>Local Health Official's Name (Type or print)</td>
</tr>
<tr>
<td>Pursuant to CGS 10-292(b), I certify that I have local jurisdiction over Section 504 of the Rehabilitation Act of 1973 including the Uniform Federal Accessibility Standards (UFAS) and the 504 Regulations. I further certify that the plans and project manual dated ______________ for the above referenced project comply with all applicable accessibility codes.</td>
</tr>
<tr>
<td>Local Federal 504 Official's Name (Type or print)</td>
</tr>
</tbody>
</table>

NOTES: IF ANY REQUIRED CERTIFICATION CANNOT BE OBTAINED LOCALLY, PLANS AND PROJECT MANUAL MUST BE REVIEWED AND APPROVED IN THEIR ENTIRETY BY THE STATE DEPARTMENT OF EDUCATION, BUREAU OF SCHOOL FACILITIES.

A COPY OF THE APPROVED PLANS AND PROJECT MANUAL MUST BE KEPT ON FILE AT THE LOCAL BOARD OF EDUCATION UNTIL FINAL GRANT PAYMENT HAS BEEN MADE ON THIS PROJECT.
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NEW BUSINESS

BOARD OF EDUCATION MEETINGS FOR THE 2015-16 SCHOOL YEAR

BE IT RESOLVED, that the Board of Education for the Hartford Public Schools, approves the schedule for Board of Education meetings for the 2015-16 school year.

<table>
<thead>
<tr>
<th>Workshops / Special Meetings Topics</th>
<th>Regular Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>No workshop scheduled in July</td>
<td>July 28, 2015 @ Bulkeley, 300 Wethersfield Avenue</td>
</tr>
<tr>
<td>No workshop scheduled in August</td>
<td>August 18, 2015 @ Bulkeley, 300 Wethersfield Avenue</td>
</tr>
<tr>
<td>September 1, 2015 @ Rawson, 260 Holcomb Street</td>
<td>September 15, 2015 @ Wish, 350 Barbour Street</td>
</tr>
<tr>
<td>October 6, 2015 @ Naylor, 639 Franklin Avenue</td>
<td>October 20, 2015 @ Wish, 350 Barbour Street</td>
</tr>
<tr>
<td>November 4, 2015 @ Breakthrough II, 395 Lyme Street</td>
<td>November 17, 2015 @ Batchelder, 757 New Britain Avenue</td>
</tr>
<tr>
<td>December 1, 2015 @ Parkville, 1755 Park Street</td>
<td>December 15, 2015 @ Batchelder, 757 New Britain Avenue</td>
</tr>
<tr>
<td>January 5, 2016 @ Central Office, 950 Main Street Topic: Executive Session (Superintendent Mid-Year Review)</td>
<td>January 19, 2016 @ Annie Fisher, 280 Plainfield Street</td>
</tr>
<tr>
<td>February 2, 2016 @ Simpson Waverly, 55 Waverly Street</td>
<td>February 16, 2016 @ Annie Fisher, 280 Plainfield Street</td>
</tr>
<tr>
<td>March 1, 2016 @ Kinsella Magnet School, 65 Van Block Avenue</td>
<td>March 15, 2016 @ MD Fox, 470 Maple Avenue</td>
</tr>
<tr>
<td>April 5, 2016 @ Achievement First, 305 Greenfield Street Topic: Budget Workshop</td>
<td>April 19, 2016 – Public Hearing: 2016-17 Budget @ MD Fox, 470 Maple Avenue</td>
</tr>
<tr>
<td>May 3, 2016 @ Naylor, 639 Franklin Avenue Topic: Budget Adoption</td>
<td>May 17, 2016 @ JMMA, 150 Tower Avenue</td>
</tr>
</tbody>
</table>
Workshop postponed one day to avoid conflicting with Election Day.

All workshops are held on the first Tuesday of each month at 5:30 p.m., and regular meetings are held on the third Tuesday of each month at 5:30 p.m. Workshops will not be held in July and August.