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
      o Welcome Center Report
   3. Committee Reports
      o Finance and Audit Committee
      o School Choice and Facilities Committee

VI. Business Agenda

A. Items in Order of Importance
   1. Administrative Appointment (Supt et al.)

      That the Hartford Board of Education approves the Superintendent’s recommendation to appoint Gislaine Ngounou, to the position of Chief of Staff, effective August 1, 2014.

   2. Acceptance of Funds: Connecticut State Department of Education Incubation Funding for Montessori Magnet School at Moylan - $3,140,893 (Supt. et al.)

      Currently, Montessori Magnet has outgrown the temporary space at Moylan School and as such is in need of a new location. The State Department of Education will provide the cost for incubation funding. The incubation funds will allow for the Montessori Magnet students to be located in temporary quarters until a new permanent facility is identified. These funds will contribute to the purchase of portable classrooms, furniture and equipment needed.
That the Hartford Board of Education approves the City of Hartford acceptance of $3,140,893 on its behalf from the Connecticut State Department of Education in incubation funding for the Montessori Magnet School;

Furthermore, that the Hartford Board of Education approve the incubation site of the new Montessori School (McDonough School property);

Furthermore, that the Hartford Board of Education approves to bring this project to Hartford School Building Committee; and

Even Furthermore, that the Hartford Board of Education approves the purchase of a small parcel of land adjacent to McDonough with incubation funds, estimated cost is approximately $20,000.

3. Contract Approval: Sheff Operation Grant for the Hartford Public Schools Regional School Choice Office $850,000 (Supt. et al)

The State Department of Education provides funding to the Hartford Public Schools (HPS) to operate, as part of the Regional School Choice Office on-site at the State Department of Education. With this funding, HPS performs duties and responsibilities to support the implementation of the Phase Three Sheff Stipulation and other duties related to magnet schools compliance, and lottery operations of HPS magnets and the Open Choice Program into Hartford.

That the Hartford Board of Education approves the City of Hartford's acceptance of $850,000 on its behalf from the Connecticut State Department of Education for the operation of the Hartford Public Schools Regional School Choice Office for 2014-2015; and

Furthermore, that the Hartford Board of Education authorizes the Superintendent to negotiate and execute a contract with the State Board of Education on its behalf for the operation of the Hartford Public Schools Regional School Choice Office for the terms delineated in the contract ending on June 30, 2015.

4. Second Reading and Adoption: Policy No. 6126 Field Trips (Policy Committee)

The Hartford Board of Education accepts the second reading and adopts the policy on Field Trips.

B. Consent Agenda

5. Acting Administrative Appointments (Supt. et al.)

The Hartford Board of Education approves the Superintendent's recommendation to appoint the following individuals to the positions indicated:

a. Melony Brady-Shanley to the position of Acting Principal, HPHS Nursing Academy, effective July 23, 2014.

b. Zandralyn Gordon to the position of Acting Principal, Classical Magnet School, effective July 7, 2014;

c. Victoria Morse to the position of Acting Principal, STEM Magnet School at Annie Fisher, effective July 23, 2014;

6. Continuation of Interim Administrative Appointment (Supt. et al.)

That the Hartford Board of Education approves the Superintendent's recommendation to continue the interim administrative appointment of Joan Massey to the position of Interim Chief Research and Assessment Officer through January 31, 2015.

7. Appointment of the Superintendent to the Hartford School Building Committee Member (The Board)

That the Hartford Board of Education appoints Superintendent Dr. Beth Schiavino-Narvaez to serve on the Hartford School Building Committee; effective July 23, 2014; Donald Slater, Chief Operating Officer, is appointed to serve as alternate for the Superintendent as necessary.

VII. Adjournment

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Upcoming Board of Education Meeting

- BOE Regular Meeting: August 26 at 5:30PM at Bulkeley High School, 300 Wethersfield Avenue, Hartford, CT 06114.
- BOE Workshop Meeting – Topic: Talent Management Report: September 2 at 5:30PM at Achievement First Hartford Academy, 305 Greenfield St, Hartford, CT 06112.
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AGENDA

ITEM # 1

NEW BUSINESS

JULY 22, 2014

ADMINISTRATIVE APPOINTMENT

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 individual to the position indicated:

<table>
<thead>
<tr>
<th>Name</th>
<th>Salary</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gislaine Ngounou</td>
<td>$169,494</td>
<td>Chief of Staff</td>
<td>August 1, 2014</td>
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AGENDA
ITEM # 2

NEW BUSINESS

JULY 22, 2014

ACCEPTANCE OF FUNDS: MAGNET INCUBATION FUNDING FOR MONTESSORI MAGNET CURRENTLY LOCATED AT MOYLAN

DR. NARVAEZ
MR. GENAO
MS. REY

AMOUNT
$3,140,893

FUNDING SOURCE
CONNECTICUT STATE DEPARTMENT OF EDUCATION

BACKGROUND

In 2013, the Hartford Board of Education approved the magnet operations plan, and thus the creation of, Montessori Magnet as school.

Currently, Montessori Magnet has outgrown the temporary space at Moylan School and as such is in need of a new location. The State Department of Education will provide the cost for incubation funding. The incubation funds will allow for the Montessori Magnet students to be located in temporary quarters until a new permanent facility is identified. These funds will contribute to the purchase of portable classrooms, furniture and equipment needed. In addition, the funds will assist the overall implementation of the theme for the school.

Funding for this project is not currently included in the Hartford Public School’s budget. Acceptance of these funds will allow the school to continue to be compliant and grow to provide this excellent program to additional students and families in the future.

RECOMMENDATION

That the Hartford Board of Education approves the City of Hartford acceptance of $3,140,893 on its behalf from the Connecticut State Department of Education in incubation funding for the Montessori Magnet School;

Furthermore, that the Hartford Board of Education approve the incubation site of the new Montessori School (McDonough School property);

Furthermore, that the Hartford Board of Education approves to bring this project to Hartford School Building Committee; and

Even Furthermore, that the Hartford Board of Education approves the purchase of a small parcel of land adjacent to McDonough with incubation funds, estimated cost is approximately $20,000.
New Montessori Magnet School at Moylan

Executive Summary

Through Sheff negotiations in 2008 a new grades K-4 Montessori Magnet School was approved. In July of 2012, Hartford Public Schools was to receive incubation funds for new modular classrooms to house the new Montessori School, but the funding from the State Department of Education never materialized.

In August of 2013, the new Montessori Magnet School opened at Moylan School using available classrooms in a separate part of the building. The Montessori Magnet School has continued to grow and has outgrown their space at Moylan School.

It is estimated that $6.7 million would be needed to fully incubate the new Montessori School until a new 400 student capacity school can be built, purchased or renovated. The funds for the permanent Montessori Magnet school will be reimbursed to the City at a rate of 80% of the total cost.

We have investigated several potential sites for the permanent location. The permanent school site will have to be approved by the Board of Education and the Plaintiffs of the Sheff agreement. The Hartford Public School administration should be prepared to present recommendations to the Board of Education for the permanent site by December 2014.

In June of 2014, the State dispersed $3.1 million to the City of Hartford for Phase I of incubation construction funds for modular classrooms on the McDonough School property. Approximately $20K of the incubation funds will be used to purchase a small parcel of property adjacent to the McDonough School. Phase I will include, architecture, design, and site improvements. These funds are currently waiting the acceptance and approval of the Mayor. (Please see attached letter). $2.6 million has been requested for Phase II of the incubation construction of the modular classrooms and is expected to be approved and dispersed prior to October 2014. Phase II will include the purchase and installation of modular classrooms. Phase III request will be $1 million for furniture, fixtures and equipment (ffe). Phase I and II are expected to take 9-12 months to complete, Phase III is expected to take 3 months and will be done concurrently with Phase I and II. Students and staff should be able to utilize the incubation modular classrooms for the 2015-16 school year.
AGENDA

ITEM # 3

NEW BUSINESS

ACCEPTANCE OF FUNDS AND CONTRACT APPROVAL: SHEFF OPERATION GRANT FOR THE HPS REGIONAL SCHOOL CHOICE OFFICE

AMOUNT $850,000

FUNDING SOURCE CONNECTICUT STATE DEPARTMENT OF EDUCATION

BACKGROUND

The State Department of Education provides funding to the Hartford Public Schools (HPS) to operate, as part of the Regional School Choice Office on-site at the State Department of Education. With this funding, HPS performs duties and responsibilities to support the implementation of the Phase Three Sheff Stipulation and other duties related to magnet schools compliance, and lottery operations of HPS magnets and the Open Choice Program into Hartford.

The original contract was executed on May 30, 2008. The current extension of the contract aligns with the implementation of the Phase Three Sheff Stipulation to reduce racial, ethnic and economic isolation for students in the Hartford Public Schools.

This funding award covers the cost of staffing, fringe benefits, marketing and recruitment efforts for HPS Magnet Schools and Open Choice Program into Hartford and other related costs related to the implementation of the Phase Three Sheff Stipulation. The State Department of Education will send these funds directly to the City of Hartford.

RECOMMENDATION

That the Hartford Board of Education approves the City of Hartford’s acceptance of $850,000 on its behalf from the Connecticut State Department of Education for the operation of the Hartford Public Schools Regional School Choice Office for 2014-2015; and

Furthermore, that the Hartford Board of Education authorizes the Superintendent to negotiate and execute a contract with the State Board of Education on its behalf for the operation of the Hartford Public Schools Regional School Choice Office for the terms delineated in the contract ending on June 30, 2015.
EXECUTIVE SUMMARY

On May 30, 2008, the Connecticut State Board of Education (SBE) contracted with HPS to participate in the operation of the Regional School Choice Office (RSCO) to perform duties and responsibilities as set forth in the Sheff II Stipulated Agreement. This original agreement was amended twice to reflect the changing responsibilities and organization structure of the RSCO and to meet the conditions of the Sheff II extension.

The new contractual agreement for the 2014-15 school year, is in accordance with the implementation of the Phase III Sheff agreement to reduce racial, ethnic and economic isolation of students in Hartford Public Schools and any other stipulation executed by the Sheff plaintiffs, the State Department of Education, and the City of Hartford. The state will provide Hartford Public Schools with $850,000 to provide the services required in this contract. These funds will be sent directly to the City of Hartford, not the Hartford Public Schools as was done the past.

The funds provided by the State Education Department under this contract are mainly for personnel (mostly located at the RSCO Office at the State Department of Education), marketing campaign and materials, and support for the financial management of the magnet schools.

The duties and responsibilities of HPS under the contract are:
- To work with the RSCO Director and other partners to manage the marketing, application, and lottery processes of the magnet schools and the Open Choice program into Hartford;
- To coordinate an effective marketing and recruitment campaign for HPS-Sheff related voluntary interdistrict programs which includes participation in all the RSCO school choice fairs;
- Participate in the Parent Information Center located at the State Department of Education (SDE);
- Assist the RSCC with the effective implementation of the Common Application and Unified Lottery for Sheff related programs;
- Serve on the RSCO transportation committee;
- Collect, maintain, and share relevant data as requested by the SDE;
- Complete and submit Enrollment Management Plans for HPS interdistrict magnet schools;
- Provide staffing for the duties described above;
- Provide monthly expenditure reports and invoices.

Financial Breakdown is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Salaries</td>
<td>$485,560</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$202,204</td>
</tr>
<tr>
<td>Interdistrict Program Advertising</td>
<td>$122,236</td>
</tr>
<tr>
<td>Financial Services</td>
<td>$40,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$850,000</strong></td>
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"The Hartford Public Schools is the State Capital’s Portfolio District of Excellence"
AGREEMENT BETWEEN THE CONNECTICUT STATE BOARD OF EDUCATION AND HARTFORD PUBLIC SCHOOLS

This AGREEMENT is made and entered into as of July __, 2014, between the Connecticut State Board of Education ("SBE") with offices at 165 Capitol Avenue, Hartford, Connecticut, 06106, and Hartford Public Schools ("HPS" or the "Contractor") with offices at 960 Main Street, Hartford, Connecticut 06103, acting on behalf of the City of Hartford.

(WITNESSETH)

WHEREAS, the Plaintiffs and State Defendants in the case of Milo Sheff, et al. v. William A. O’Neill, et al., HHD-X07-CV89-4026240-S S entered into a stipulated agreement ("Phase II Stipulation") on April 4, 2008, which was approved by the General Assembly and became an Order of the Connecticut Superior Court on June 11, 2008, and which set forth a program for voluntary interdistrict programs to lessen racial, ethnic, and economic isolation of Hartford resident students;

WHEREAS, the Plaintiffs and Defendants executed a one year extension agreement, dated April 30, 2013, to continue the Phase II Stipulation, as amended, through June 30, 2014 ("Stipulation Extension") to reduce racial, ethnic, and economic isolation for Hartford-resident minority students for the 2013-14 school year;

WHEREAS, the Plaintiffs, Defendants and Hartford entered into a new Stipulation to continue efforts to reduce racial, ethnic and economic isolation for the 2014-2015 school year (hereinafter referred to as "Phase III Stipulation");

WHEREAS, the Court approved the Phase III Stipulation on December 13, 2013;

WHEREAS, the term of the Phase III Stipulation continues from the date of execution through June 30, 2015 and runs concurrently with the Stipulation Extension through the expiration of the Stipulation Extension on June 30, 2014;

WHEREAS, the SBE and HPS entered into Agreement No. 07SBE0119AA (the "Agreement") on May 30, 2008, as clarified, to contract with HPS to participate in the operation of the Regional School Choice Office ("RSCO") and perform such duties and responsibilities as set forth in the Agreement to support implementation of the Phase II Stipulation;

WHEREAS, the Agreement was amended by Amendment No. 1 and Amendment No. 2 to amend certain terms and conditions in order to reflect the changing responsibilities and organization structure of RSCO and meet the conditions of the Phase II Stipulation, as extended;

WHEREAS, Hartford and HPS have a mutual interest in the implementation of the Phase III Stipulation to reduce racial, ethnic and economic isolation of students in Hartford Public Schools; and
WHEREAS, based on the Hartford’s and HPS’s mutual interest in reducing racial, ethnic and economic isolation, the SBE desires to contract with HPS, acting on behalf of Hartford, for HPS to participate in the operation of the Regional School Choice Office and perform such duties and responsibilities as set forth in this Agreement to support the implementation of the Phase III Stipulation and any other stipulation executed by the Sheff plaintiffs, Defendants and Hartford (the “Sheff parties”);

NOW, THEREFORE, in consideration of the mutual covenants and promises herein, and other good and valuable consideration, the sufficiency of which is mutually acknowledged, the parties agree as follows:

I. HPS’S DUTIES AND RESPONSIBILITIES:

1. Implement Phase III Stipulation and any future stipulation: Under the direction and coordination of the RSCO Director and SBE, HPS will participate in the operation of RSCO and collaborate with other Sheff Stakeholders to implement the terms and conditions of the Phase III Stipulation and any later stipulation executed by the Sheff parties. Pursuant to this responsibility, HPS will:

   A. Seek to expand choice opportunities for Hartford-resident students while maintaining school and program compliance in accordance with the applicable stipulation and order;
   B. Collaborate with RSCO and SBE to establish a continuum of themed-educational opportunities in a manner complimentary to other partner programs;
   C. Identify, develop and implement innovative choice options to maximize access to integrated educational opportunities, including possible pairings of magnet and non-magnet educational programs; and
   D. Cooperate with RSCO policies and procedures to ensure consistent and uniform implementation of school choice initiatives in accordance with the terms of the applicable stipulation and order.

2. Coordinate a compatible and effective marketing campaign for HPS’s Sheff-related voluntary interdistrict programs: HPS agrees to timely develop, coordinate and implement a marketing, recruitment and outreach campaign, designed to create Sheff compliant schools for HPS’s Sheff-related programs. HPS activities will align as much as reasonably possible with RSCO’s regional campaign and approved marketing plan to inform parents and students of all HPS voluntary interdistrict programming opportunities supporting Sheff and increases participation in those initiatives. Pursuant to this responsibility, HPS will:

   A. Participate in all fairs and RSCO recruiting activities;
   B. Develop, produce and disseminate HPS brochures for each individual HPS school that is part of the Sheff initiative that support the regional marketing and messaging campaign;
   C. Utilize the Common Application and unified lottery for application to and placement in all HPS schools programming that are part of the Sheff initiative;
D. Participate in activities and efforts to support the regional marketing campaign;
E. Recruit students in a manner designed to support the Phase III Stipulation and any later stipulation executed by all the parties;
F. Cooperate with the marketing vendor for interdistrict choice programming and participate in RSCO marketing-related meetings and activities;
G. Focus marketing efforts to strategic markets based on available grade configuration and target populations, with particular emphasis, as necessary, on marketing efforts for those magnet schools that are noncompliant or are at risk of noncompliance;
H. Collaborate with SBE to identify Open Choice opportunities for non-Hartford resident students to attend Hartford Public Schools that are targeted toward achieving compliance;
I. Collaborate with the Capitol Region Education Center ("CREC") and SBE to support the timely and successful development and implementation of a marketing, educational, and outreach effort to increase acceptance of Open Choice opportunities in Hartford Public Schools by non-Hartford resident students, with the goal of achieving compliance in participating Open Choice schools;
J. ;
K. Provide all materials produced pursuant to the marketing responsibilities set forth in this Section to the RSCO Director or the SBE for review and approval to ensure consistency of messaging and as a condition of payment for activities related to such marketing; and
L. Perform such other marketing-related responsibilities as reasonably requested by the RSCO Director.

3. Participate in Parent Information Center: HPS will jointly and cooperatively participate with SBE, CREC and other stakeholders in the regional parent information, intake and support center to perform the responsibilities listed in this Section and perform such other responsibilities as may be reasonably requested by the RSCO Director and the SBE to provide the informational and advisory services necessary to support families in selecting appropriate school choice educational opportunities in the Greater Hartford Region. HPS staff assigned to the RSCO Office pursuant to this Agreement shall perform the majority of their responsibilities, during the time period in which they are paid from funds under this agreement, at RSCO’s primary office location and shall operate on a flexible schedule, as needed. HPS staff assigned to the RSCO Office shall share receptionist responsibilities in the parent center, as needed, with the other partner agencies present at RSCO in accordance with a schedule established by the RSCO Director. HPS will jointly and cooperatively participate with SBE, CREC and other stakeholders in the RSCO Parent Information Center to:

A. Provide a single location of information and advice for parents and students interested in voluntary interdistrict program opportunities;
B. Provide bilingual services to parents and students interested in voluntary interdistrict program opportunities;
C. Market seats and recruit students to voluntary interdistrict programs in a manner consistent with the recruitment and marketing strategies established by the RSCO Director and SBE;

D. Provide outreach and assistance to constituents and locations where voluntary interdistrict program participation has been historically low to facilitate Sheff compliant schools and programs;

E. Provide other information services to current and potential voluntary interdistrict program participants as established by the RSCO Director and SBE; and

4. **Common Application and Unified Lottery:** HPS will cooperate and participate in the design and implementation of the Common Application and unified lottery and will perform the following responsibilities as directed by the RSCO Director or the SBE:

A. Assign appropriate HPS personnel to these RSCO activities, under the direction of the RSCO Director and SBE staff;

B. Collaborate with SBE staff members who are responsible for designing and implementing the common applications and unified lottery and provide appropriate technical support as needed;

C. Assign HPS personnel to support the Common Application and unified lottery that have knowledge of the relevant processes and programs for HPS schools and programs that are part of the Sheff initiative sufficient to participate fully in all meetings for the revision process and respond to parent questions and concerns regarding application, placement, and enrollment in accordance with the communication policies, protocols, and timelines established by RSCO;

D. Utilize the Common Application and unified lottery as the sole tools for application, selection and placement of applicants to HPS’s voluntary interdistrict schools and programs that are part of the Sheff initiative in accordance with the preferences and policies adopted and approved by RSCO;

E. Support the implementation of the web-based application and parent response system;

F. Adhere to the Common Application and unified lottery processes, preferences, policies, protocols and timelines for selection, placement and enrollment as established by RSCO in consultation with CREC, HPS and other RSCO partners;

G. Under the direction of the RSCO Director, cooperate on and adhere to data entry protocols, including quality control plans to insure the accuracy of the data input, timeframes to promote real-time entry of critical applicant data, and strategies for clean-up/scrubbing, monitoring, review and analysis of all Sheff programming application data;

H. Cooperate with RSCO and RSCO stakeholders to meet the goals of the Phase III Stipulation and any later stipulation executed by the Sheff parties for each Sheff-related school or program operated by HPS and timely submit seat declarations and lottery protocols to the SBE as directed by the RSCO Director or SBE in furtherance of those goals and the general objective to increase enrollment opportunities for Hartford-resident students pursuant to the Supreme Court’s holding in Sheff v. O’Neill.

5. **Transportation Committee:** HPS will participate in the Sheff Transportation Committee and will assign at least one staff member to attend transportation meetings.
and work jointly with SBE and CREC to ensure the successful transportation of suburban students to Hartford Host Magnet schools and Hartford district schools under the Open Choice program. Pursuant to this responsibility, HPS will participate in the development, coordination and implementation of a regional transportation system for all voluntary interdistrict Sheff programs to improve efficiency, reduce ride times and increase choice participation. HPS will collaborate with SBE, CREC and other RSCO partners to coordinate starting and ending times of Sheff-related schools and programs as much as reasonably possible to maximize transportation efficiencies. The SDE recognizes that certain HBOE magnet schools operate on schedules integral to the operation of the school that will not be able to be coordinated with the starting and ending times of other non-HBOE operated schools.

6. **Data Reporting:** Pursuant to its responsibilities under this Agreement, HPS will timely collect, maintain, analyze and report data and statistics concerning applicant information, enrollment retention, waitlist data, demographic information, data for the purposes of calculating compliance, and other information pertaining to choice programming as requested by the RSCO Director or SBE.

7. **Timely complete and submit Enrollment Management Plans:** HPS will, pursuant to its responsibilities under this Agreement and the requirements of the Phase III Stipulation, and any later stipulation executed by the Sheff parties, complete, submit, revise and update Enrollment Management Plans (“EMPs”) for all of its interdistrict magnet schools in accordance with the timeframes, format and direction provided by the RSCO Director and SBE. Pursuant to this responsibility, HPS will provide appropriate professional development and guidance to its school administration in completing and revising an EMP for each Sheff interdistrict magnet school operated by HPS.

8. **HPS Staffing:** HPS will provide the staff set forth in this Section to perform the duties and responsibilities set forth in this Agreement. The SBE, independently and in consultation with the RSCO Director, shall direct any concerns regarding HPS staff, including the sufficiency thereof, to. The SDE recognizes that the HBOE staff are employed by the HBOE and are supervised by the HBOE. HPS senior staff assigned to RSCO pursuant to this paragraph 1.8 will operate on a flexible schedule, as needed, and will perform the majority of their responsibilities during the time they are being paid pursuant to this Agreement at RSCO’s primary business location, as it may change from time to time. The remaining HPS staff assigned to RSCO pursuant to this paragraph 1.8 will perform their responsibilities in accordance with a schedule and work plan established by the HPS senior staff with input from the RSCO Director.

A. HPS will assign to the RSCO Office HPS staff equal to 2 full-time equivalents (“FTE”) as follows:

   (i) .5 FTE for a Director of School Choice Programs (“Director”), with decision-making authority, to collaborate with the RSCO Director and SBE and direct the operation of HPS staff in the implementation of the Phase III
Stipulation and any later stipulation executed by the Sheff parties. The Director will dedicate at least 50% of his/her regular schedule to the performance of his/her duties;

(ii) 1 FTE for an Assistant Director of School Choice Programs ("Assistant Director"), with decision-making authority, to collaborate with the RSCO Director, SBE and HPS Director around implementation of the Phase III Stipulation and any later stipulation executed by the Sheff parties;

(iii) .5 FTE for an Executive Assistant to support the Director and the Assistant Director in the performance of their duties in accordance with the terms of this Agreement and perform such other responsibilities as reasonably directed by the RSCO Director.

B. HPS will assign HPS staff to the RSCO Office in an amount equal to 4.5 full-time equivalents ("FTE") as follows:

(i) 1 FTE for a Senior Program Manager to provide data analysis and management, parent outreach, marketing and recruitment support, and coordination of the application and lottery processes;

(ii) 1.5 FTE to provide parent-intake, parent outreach and data entry in accordance with a schedule and work plan established by the the HPS Director of School Choice Programs assigned to RSCO with input from the RSCO Director pursuant to paragraph I.8.A of this Agreement;

(iii) 1.5 FTE for community outreach specialists to perform marketing, recruitment and outreach responsibilities, as well as, parent in-take, parent outreach and data entry;

(iv) .5 FTE to support, coordinate and execute magnet school student placements and perform other marketing, recruitment and outreach responsibilities.

9. Participate in the development and implementation of survey instruments: HPS will provide input on and participate in the development and implementation of various survey instruments to survey educators, administrators, boards, districts, parents, and students concerning resource requirements and choice-related programming. HPS will assist in the compilation and evaluation of the results of such survey instruments and make recommendations concerning choice-related programming.

10. Quarterly expenditure reporting: HPS will provide the RSCO Director with a comprehensive quarterly expenditure report and monthly invoices detailing the activities and tasks specifically assumed and successfully completed pursuant to this Agreement by HPS’s personnel assigned to RSCO to implement Sheff programs and strategies. The invoices should include the percentage of time worked for that month by each employee for and in RSCO in accordance with the written schedule and work plan developed by the HPS Director of School Choice Programs assigned to the RSCO office. Such invoices shall be provided within 15 days of the end of each calendar month.

II. **SBE’S DUTIES AND RESPONSIBILITIES**
1. SBE shall pay Hartford for the services to be performed by HPS under the Agreement, in monthly installments, in accordance with the budget set forth in Section III of this Agreement. Payment will be made upon submission and approval of the invoices initiated by HPS pursuant to section I.10 of this Agreement.

2. SBE will pay Hartford up to $687,764 in salary and benefits to fund the assignment of HPS staff to the RSCO Office as set forth in section I.8 of this Agreement. SBE shall pay an additional $162,236 for the performance of the additional duties and responsibilities set forth in this Agreement. Total payments pursuant to this Agreement shall not exceed $850,000 as provided in Section III herein, provided, however, that HPS may reallocate the funding authorized pursuant to this Agreement as needed among the responsibilities set forth herein to accommodate successful execution of the Agreement terms upon prior written approval from the RSCO Director.

3. SBE may also pay Hartford, under separate written agreement, any additional costs associated with marketing, translating marketing materials and/or printing the RSCO Choice catalog, common application, or other RSCO marketing materials at the request of SBE or RSCO Director upon proper documentation and prior approval.

4. The SBE and/or RSCO Director shall provide written directives and guidance to HPS, as appropriate and upon request, in a timely manner to facilitate HPS’s successful and timely performance of its duties and responsibilities in accordance with this Agreement.

III. PAYMENT SCHEDULE AND BUDGET:

1. Budget: SBE shall allocate funds for the performance of this Agreement according to the following budget, provided, however, that HPS may reallocate the funding authorized pursuant to this Agreement as needed among the responsibilities set forth herein to accommodate successful execution of the Agreement terms upon prior written approval from the RSCO Director so long as the total expenditures does not exceed the maximum allowed in Section II.2.

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<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Salaries</td>
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<td>$40,000</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$850,000</strong></td>
</tr>
</tbody>
</table>

2. Payments: SBE shall provide payments upon receipt and approval of invoices issued by HPS, acting on behalf of Hartford, to SBE, citing the services rendered, dates and hours of services in accordance with section I.10 of this Agreement. Payments shall be subject to the receipt by SBE of completed services and properly executed deliverables. SBE reserves the right to reduce payments and withhold funding for
which HPS has not completed required services or deliverables; or has not received the SBE’s approval for completed services or deliverables.

Invoices shall be sent or e-mailed to:
Glen Peterson
Connecticut State Department of Education
165 Capitol Ave.
Hartford, CT 06106
Tel: 860-713-6915
E-mail: glen.peterson@ct.gov

V. CANCELLATION: The SBE reserves the right to cancel the contract without prior notice when the funding for the contract is no longer available.

VI. AMENDMENTS: A formal contract amendment, in writing, shall not be effective until executed by both parties to the contract, and where applicable, the Attorney General. Such amendments shall be required for extensions to the final date of the contract period and to terms and conditions specifically stated in this contract, including but not limited to revisions to the maximum contract payment, to the unit cost of service, to the contract’s objectives, services or plan, to due dates for reports, to completion of objectives or services, and to any other contract revisions determined material by the SBE.

VII. CONFIDENTIALITY OF STUDENT RECORDS: HPS agrees that it will use information provided to it and its employees by the SBE solely for the purpose of fulfilling its obligations pursuant to this Agreement. HPS further agrees that any violation of the Family Education Rights and Protection Act, 20 U.S.C. Section 1232g (FERPA) by it or any of its employees shall result in immediate termination of the Agreement.

All data provided to Hartford and HPS by the will be treated as proprietary to the SBE and confidential unless the SBE agrees in writing to the contrary. HPS agrees to forever hold in confidence all files, records, documents, or other information as designated, whether prepared by the State or others on behalf of the state, which may come into Hartford’s or HPS’s possession during the term of this contract, except where disclosure of such information by HPS or Hartford is required by other governmental authority to ensure compliance with laws, rules, regulations, and such disclosure will be limited to that actually so required. Where such disclosure is required, HPS and/or Hartford will provide advance notice to the SBE of the need for the disclosure and will not disclose anything absent consent from the SBE unless such advance notice is in and of itself in violation of applicable laws, rules and regulations.

(a) “Confidential Information” shall mean any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual’s name, date of birth, mother’s maiden name, motor vehicle operator’s license number, Social Security number, employee identification number, employer or taxpayer identification number, alien
registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that the SBE classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

(b) "Confidential Information Breach" shall mean an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the Contractor, SBE, or State.

(c) Protection of Confidential Information

i. Contractor and Contractor Parties, at their own expense, have a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.

ii. Each Contractor Party shall implement and maintain a comprehensive data-security program for the protection of Confidential Information. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Confidential Information, and information of a similar character, as set forth in all applicable federal and state law and written policy of the SBE or State concerning the confidentiality of Confidential Information. Such data-security program shall include, but not be limited to, the following:

1) A security policy for employees related to the storage, access and transportation of data containing Confidential Information;
2) Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;
3) A process for reviewing policies and security measures at least annually;
4) Creating secure access controls to Confidential Information, including but not limited to passwords; and
5) Encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically.
iii. Contractor and Contractor Parties shall notify the SBE and the Connecticut Office of the Attorney General as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which Contractor or Contractor Parties possess or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, Contractor shall, within three (3) business days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, the SBE and the Connecticut Office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by Contractor at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include, but is not limited to reimbursement for the cost of placing and lifting one (1) security freeze per credit file pursuant to Connecticut General Statutes § 36a-701a. Such credit monitoring or protection plans shall be approved by the State in accordance with this Section and shall cover a length of time commensurate with the circumstances of the Confidential Information Breach. Contractor’s costs and expenses for the credit monitoring and protection plan shall not be recoverable from the SBE, any State of Connecticut entity or any affected individuals.

iv. Contractor shall incorporate the requirements of this Section in all subcontracts requiring each Contractor Party to safeguard Confidential Information in the same manner as provided for in this Section.

v. Nothing in this Section shall supersede in any manner Contractor’s or Contractor Party’s obligations pursuant to HIPAA or the provisions of this Contract concerning the obligations of Contractor as a Business Associate of the SBE.

VIII. FERPA: In all respects, the Contractor shall comply with the provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g ("FERPA"). For purposes of this contract, FERPA includes any amendments or other relevant provisions of federal law, as well as all requirements of Chapter 99 of Title 34 of the Code of Federal Regulations, as amended from time to time. Nothing in this contract may be construed to allow the Contract to maintain, use, disclose or share student information in a manner not allowed by federal law or regulation or by this contract. The Contractor agrees that it shall not provide any student information obtained under this contract to any party ineligible to receive data protected by FERPA.

IX. RECORD KEEPING AND ACCESS: Hartford and HPS shall maintain books, records, documents, program and individual service records and other evidence of its accounting and billing procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature incurred in the performance of this contract. These records shall be subject at all reasonable times to monitoring, inspection, review or audit by authorized employees or agents of the State or, where applicable, federal
agencies. Hartford and HPS shall retain all such records concerning this contract for a period of three (3) years after the completion and submission to the State of Hartford’s annual financial audit.

X. ENTIRE AGREEMENT: This Agreement contains the entire agreement and understanding between the parties as to the subject matter of this contract, and supersedes all prior agreements, representations, writings and discussions between the parties.

XI. INSURANCE: HPS shall carry insurance during the term of this contract according to the nature of the work to be performed to “save harmless” the State of Connecticut from any claims, suits or demands that may be asserted against it by reason of any act or omission of Hartford, HPS, subcontractor or employees of either Hartford, HPS or any subcontractor in providing services of this contract. Certificates of such insurance shall be filed with the SBE prior to HPS’s performance of contracted services.

XII. INDEMNIFICATION: HPS agrees to indemnify, defend and hold harmless the State of Connecticut as well as all Departments, officers, agents and employees of the State from and against any and all claims, losses or suits according to or resulting from any contractors, subcontractors, laborers or any person, firm or corporation who may be directly or indirectly injured or damaged by the negligence or willful misconduct of the Contractor in the performance of the contract.

XIII. SOVEREIGN IMMUNITY: The parties acknowledge and agree that nothing in this Agreement shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the Contract. To the extent that this section conflicts with any other section, this section shall govern.

XIV. EXECUTIVE ORDERS: HPS shall comply with the Executive Orders preprinted on page 2 of this Agreement.

XV. PARTY REPRESENTATIVES: The parties named the following individuals as primary representatives regarding this Agreement. The parties shall notify each other of any change to this designation within ten (10) business days.

1. HPS names the following individual as its primary representative:

   Enid Rey, Director
   Hartford Public Schools
   Office of School Choice
   960 Main Street
   Hartford, CT 06103
   Tel: 860-695-8821
   Email: enidrey@hartfordschools.org
2. The SBE names the following individual as the primary contact representative regarding this Agreement:

Glen Peterson  
Connecticut State Department of Education  
165 Capitol Ave.  
Hartford, CT 06106  
Tel: 860-713-6915  
Email: glen.peterson@ct.gov

XVI. **DURATION:** This Agreement shall become effective on July 1, 2014 and shall continue until June 30, 2015, unless sooner terminated in accordance with the terms of this Agreement.
AGENDA

ITEM # 4

OLD BUSINESS

SECOND READING AND ADOPTION:
POLICY No. 6126 FIELD TRIPS

BACKGROUND

This policy replaces the current one.

RECOMMENDATION

That the Hartford Board of Education accepts the second reading and adopts the revised policy on Field Trips, No. 6126.
Instruction

Field Trips

1. Instructional travel away from the school grounds is recognized by the Board of Education as a significant part of the educational program of a school, provided that it:
   
   a. Is directly related to the stated curriculum
   b. Enhances student learning
   c. Assures student safety
   d. Has been carefully planned by the teacher and building level administration

2. Students and parents must be made aware of the purpose of the planned field trip and be involved in the planning process.

3. Field trip plans must include evaluation of the experience with follow-up classroom activities to reinforce the educational value of the trip.

4. The Board of Education recognizes the following types of instructional travel for students in grades K-12:
   
   a. Day Field Trips: those in which students leave and return on the same day
   b. Overnight Field Trips: those in which students are away from home one or more nights to five nights
   c. Trips to Foreign Lands: those that take students outside the geographical limits of the continental United States

5. The procedure for planning and conducting instructional travel away from the school grounds is contained in the accompanying administrative regulation.
Instruction

Field Trips

The Board of Education encourages planned student visits to places outside the regular classroom for the purpose of providing firsthand knowledge, stimulating the imagination, and encouraging further reading and investigation.

Field trips must be planned and conducted in accordance with administrative guidelines which will include provisions for notifying parents of the details of proposed trips and ensuring the adequate supervision of students who participate.

The Board further recognizes that certain field trips of a recreational nature, such as end-of-year school picnics, incentive-based trips, may include important opportunities for social education, group and student/teacher interaction, and physical exercise. Such plans, providing they cause minimal disruption to instruction, may be approved by the Central Office. The Board does not encourage, however, group plans for trips which focus entirely on amusement and entertainment.

*Please be advised: District-sponsored events also require the submission of field trip forms to Central Office as students are leaving the school premises.

I. PRE-APPROVAL

In-State Field Trips

1. Prior to discussion with students, preliminary permission for such trips must be first secured through the building Principal and then forwarded to Central Office for FINAL approval two weeks in advance of scheduled trip.

2. If financial support for the trip is sought, this must be incorporated into the approved school budget, or be brought by the Superintendent to the Board of Education for approval.

Overnight Field Trips - all trips extending beyond one school day.

1. Prior to discussion with students, any teacher wishing to take a group on an extended trip should first: clear with the building Principal and the Superintendent or Designee and have the following available:
   a. Tentative itinerary and timetable
   b. Cost per student
   c. Reliability of the agency sponsoring the trip and appropriate coverage in place if trip is cancelled
   d. Anticipated numbers and qualifications of chaperones
   e. Anticipated numbers of students to go
   f. Reason and purpose of trip
   g. Proposed means of obtaining financing for the trip; including fundraising plan
2. Once pre-approval is granted from Principal and Superintendent or Designee, field trip forms must be submitted for FINAL approval to the Superintendent or Designee at least one month in advance.

International Field Trips – all trips outside the limits of the United States. Will abide by the same provisions (a-g) listed above for Overnight Field Trips. Schools must seek pre-approval for any International Trip by October 1 of that school year. Principals should also complete the BOE Request for International Student Accident Coverage form.

This policy sets forth the regulations governing school trips by Hartford Public Schools, during the school year and in summer programs. The regulations are intended to ensure that school trips are enjoyable and safe experiences for students, parents and staff.

II. GUIDELINES

1. Definition
A school trip is any authorized field trip off school premises during or after school hours, (extra-space) regardless of the destination or method of transportation used, during the school year or in the summer.

2. Indemnification
Compliance with these procedures will form the basis for determining whether individual staff members are entitled to be indemnified and represented in the event that there is litigation resulting from an incident on a school trip. Staff members who deviate from these procedures may not be entitled to such indemnification by the City of Hartford, representation by the Law (extra-space) Department of the City of Hartford.

3. Purpose
All trips must have a valid educational purpose and, whenever possible, directly relate to the curriculum. Out of State and international trips will be considered on a case by case basis. Approval of these trips will depend on specific national or state alerts initiated by national, state and local officials.

4. Planning Considerations
All trips must comply with the regulations, described below, pertaining to the adult to student ratio, parental consent, supervision and emergency preparedness.

Transportation: If transportation (busing) is required, the Principal should submit/fax the standard bus request form directly to the Transportation-Department at 722-8095, bus company 30 days in advance and must be funded by school based field trip funds. No private vehicles may be used to transport students. Other modes of transportation (including air travel, train and public transportation) will be considered on a case by case basis. Transportation is available for any student with a physical disability.
Trips by foot are valuable and encouraged as long as they fulfill some need in the curriculum of the group concerned. Teachers must consider traffic danger and distance involved in any trip by foot before making final preparations. Walking trips off school premises are considered field trips and require the proper documentation to be submitted to Central Office.

Meals – Teachers planning field trips must also notify the cafeteria manager of any field trips when classes will not be eating lunch in the cafeteria. This must be done at least
one week before the scheduled trip. If lunches are needed for any field trip, teachers must submit to the Food Service Department the Request for Field Trip Meals form 7 school days prior to the scheduled trip.

**Medical Conditions** – Students attending field trips with special health conditions must be identified and a proper plan of action discussed with the School Nurse. If nursing support is needed, please submit a Request for Medical Support form to the Health Services Department 30 days before departure.

The principal is required to monitor adherence to all pertinent regulations of the trip policy, complete the Class-Excursion-Form Field Experience Form and compile the proper attachments.

5. Rules applicable to all trips

   a. **Adult to Student Ratio** – it is necessary to have an adequate number of adult chaperones. Factors to be considered are: age of children, location and nature of the trip. *Refer to table below for recommended requirements:*

<table>
<thead>
<tr>
<th>Grades K thru 4</th>
<th>Grades 5 thru 8</th>
<th>Grades 9 thru 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 5</td>
<td>1 to 10</td>
<td>1 to 12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For trips involving SPED students</th>
<th>Ratio of adults to SPED students should be the same as the instructionally mandated ratio - per IEP.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overnight</td>
<td>1 to 5</td>
</tr>
</tbody>
</table>

- There must be a minimum of one adult (staff members and parents) for every twelve (12) students (1:12) in order to assure adequate supervision of students.
- For trips involving special education students, the ratio of adults to students should be the same as the ratio instructionally mandated for these classes.

   b. **Parental Notification/Consent** Under no circumstances should principals allow students to attend a trip without a written, signed consent form. DO NOT ACCEPT VERBAL PERMISSION.

   If a student chooses not to participate, an alternative activity associated with the curriculum topic will be provided at the school.

   c. A student may not be allowed to participate unless his/her parent/guardian or person in parental relation has signed a consent form allowing the student to attend the trip. The consent form shall include, at a minimum, the following:

   1. Trip destination
   2. Need for parental consent, as a prerequisite
   3. Time of departure and return
   4. Pertinent information; e.g. the types of activities students will be involved in. If a brochure is available, it should be provided.
   5. Estimated cost; for day trips, no student shall be excluded due to financial considerations. For overnight trips, every effort will be made to explore financial assistance opportunities.
   6. Type of transportation to be used.
7. The opportunity to indicate that the child should not participate in a particular activity due to a medical or other condition.

c. For ALL overnight and extended trips, it is essential that the consent form indicates the precise nature of the trip and gives the parents an opportunity to indicate that their child should not participate in a particular activity due to a medical or other condition. The form should also indicate that, if a parent feels that it is necessary to limit a student's activity to a great extent, the school might not be able to accommodate the child on the trip.

d. Trips sponsored by an outside organization
   If a trip is sponsored by an outside organization, and not by the Hartford Public Schools, parents must be explicitly advised of this fact and all documentation relating to the trip must so indicate.

e. Trips involving buses
   • All buses under contract with the Board of Education carry a minimum insurance coverage of $5,000,000 per person and $5,000,000 per accident or combined single limit coverage of at least $5,000,000. City of Hartford and BOE named as “Additional Insured”.
   • When a non-contracted bus is utilized to transport students on a trip, the bus company must carry the above coverage as a minimum and present proof of this insurance coverage to the school.

f. Person in charge of the trip
   a. The principal shall designate one staff person accompanying the students as the person in charge, with overall responsibility for the trip.
   b. The principal must ensure that the staff member in charge of the trip can reach him/her if an emergency occurs before the end of the trip.

g. Staff Responsibilities during the trip
   a. The person in charge is responsible for knowing the number of students and adults on the trip and for ensuring that students remain under authorized adult supervision at all times.
   b. The person in charge must have in his/her possession a roster of the students, with parents' names and home telephone numbers.
   c. All adults going on the trip should be advised of times students will be departing and returning, and the location from which students will be departing and to which they will be returning. All students must be accounted for before departing for the trip site and before leaving the trip site.

6. Emergency Procedures
   • The principal must be available to be reached by telephone either in school or at home until all students have returned from the trip.
   • In the event that one or more students cannot be accounted for at the trip site, the person in charge must:
     o Notify the authorities at the site immediately to conduct a search.
     o If the student (s) cannot be located, make every effort to contact the parents, as well as the principal of the school (at the school or at home if necessary).
     o Call the local police.
• Upon returning to school, complete and submit an Unusual Incident Report.
  • A staff member must remain at the site until all the students are accounted for. The person in charge shall make the decision as to whether other students and adults should leave the site, in consultation with the principal.
  • Consideration should be given to have at least one staff member drive to the site in a private car so that, in the event that someone must remain at the site, he/she will have transportation for the return trip.
  • Parents should be kept updated as to the status of the search for their child.

7. Overnight Trips/Out of State Trips/International Trips

When overnight trips are approved, the person in charge is responsible for assuring that the chaperones continuously supervise the students until they return to their rooms in the hotel or other sleeping facilities. He/she should give students a time schedule showing the supervised activities and meeting places. Students are not (extra space) permitted to use any hotel facilities that involve activities prohibited by these regulations or that could potentially endanger their health, safety or welfare. permitted to use any hotel facilities that involve activities prohibited by these regulations or that could potentially endanger their health, safety or welfare.

Ratio for overnight trips is 4:40 1:5.

8. Any Trips involving unusual precautions and all out-of-state travel (see below):
  • These trips will encompass local travel involving more stringent safety precautions and all out of state travel. The following items along with the Class Excursion Request Form Field Experience Form must be submitted to Acting Assistant Superintendent of Student Support Services Superintendent or Designee, prior to approval:
  • Swimming and/or water activities may be approved by Superintendent or Designee on a case by case basis; approval will be based upon school’s action plan for non-swimmers, additional safety measures outlined on the field trip form and completion of Water Safety Form. Swimming at a field trip’s location without a certified lifeguard is strictly prohibited.
  • Boating activities on small watercraft such as paddleboards, kayaks, canoes, flotation devices, etc. need prior District approval.
  • Boating activities, on larger vessel watercraft require District approval and may be granted permission, on a case by case basis. Insurance certificate from boat charter/rental showing evidence of general liability must be attached.
  • List of students and emergency telephone numbers,
  • Name and telephone number of transportation company and/or overnight accommodations/sites.
  • List of chaperones and telephone numbers—(eliminate comma and extra spacing)
  • (Extra blank line)
  • For international travel, principals must enroll in US Department of State, Smart Traveler Enrollment Program; https://step.state.gov/step/

  ◆ Examples:
     • International Travel
     • Senior Class trips
     • Camping trips
- Any overnight trip
- Trips out of Greater Hartford- e.g. Boston, New York, Philadelphia, etc.
- Athletic events that require overnight and/or out-of-state travel

9. The principal is and teacher in charge are directed to submit the Class-Excursion Request Form, Field Experience Form with the required attachments to the Assistant Superintendent-Student Support Services Superintendent or Designee for review and final authorization. All Overnight requests must be submitted at least 15-30 days in advance (and International Requests by October 1 of current SY). The trip cannot take place unless the Principal receives the form approved by the Assistant Superintendent, Student-Support Services-Superintendent or Designee.

III. FUNDRAISING POLICY

1. Any school planning a fundraiser in an effort to raise funds for an upcoming field trip; must complete the School Fundraising Approval form, contact the Student Funds Coordinator.
AGENDA

ITEM # 5

NEW BUSINESS

JULY 22, 2014

ACTING ADMINISTRATIVE APPOINTMENTS

DR. SCHIAVINO-NARVAEZ

MS. ALLEN

BACKGROUND

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

RECOMMENDATION

That the Board of Education approves the Superintendent’s recommendation to appoint the following individual to the position indicated:

<table>
<thead>
<tr>
<th>Name</th>
<th>Salary</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melony Brady-Shanley</td>
<td>$133,296</td>
<td>Acting Principal, HPHS Nursing Academy</td>
<td>July 23, 2014</td>
</tr>
<tr>
<td>Zandralyn Gordon</td>
<td>$122,515</td>
<td>Acting Principal, Classical Magnet School</td>
<td>July 7, 2014</td>
</tr>
<tr>
<td>Victoria Morse</td>
<td>$117,165</td>
<td>Acting Principal, STEM Magnet School at Annie Fisher</td>
<td>July 23, 2014</td>
</tr>
<tr>
<td>TaLoria Wilson</td>
<td>$122,515</td>
<td>Acting Principal, High School Inc.</td>
<td>July 1, 2014</td>
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</table>
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AGENDA

ITEM # 6

NEW BUSINESS

CONTINUATION OF INTERIM ADMINISTRATIVE APPOINTMENT

JULY 22, 2014

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 Special Assistant to the Board of Education recommendation to appoint the following individual to the position indicated:

<table>
<thead>
<tr>
<th>Name</th>
<th>Salary</th>
<th>Position</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joan Massey</td>
<td>No Change</td>
<td>Interim Chief Research and Assessment Officer</td>
<td>Through January 31, 2015</td>
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</tbody>
</table>
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AGENDA

ITEM # 7

RESOLUTION

APPOINTMENT OF THE SUPERINTENDENT TO THE SCHOOL BUILDING COMMITTEE

BACKGROUND

JULY 22, 2014

THE BOARD

Special Act 01-7 established a Hartford School Building Committee (HSBC) to oversee all school construction projects taking place in the Harford Public Schools. Three members of the HSBC must be selected and approved by the Board of Education.

Chairman Richard F. Wareing and Board Member Michael Brescia are appointed members of the committee.

RECOMMENDATION

That the Hartford Board of Education appoints Superintendent Dr. Beth Schiavino-Narvaez to serve on the Hartford School Building Committee; effective July 23, 2014; Donald Slater, Chief Operating Officer, is appointed to serve as alternate for the Superintendent as necessary.