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 Ad-Hoc Building Committee
      o School Choice and Facilities Committee
      o Other Committees

VI. Business Agenda

A. Items in Order of Importance

1. Acceptance of Funds: Connecticut State Department of Education for Hartford Adult Education Programs - $1,592,684 (Supt. et al)

   This grant provides funding for state mandated educational services to adult learners in pursuit of English Language proficiency, secondary education completion, adult basic education and the acquisition of skills needed for postsecondary opportunities.

   That the Hartford Board of Education authorizes the Superintendent to accept a total of $1,592,684 from the State of Connecticut Adult Education Program for the Adult Education Center in Hartford.

2. Acceptance of Funds: Connecticut State Department of Education - Cooperating Eligible Entity Grant for Supplemental Adult Education Programs $266,076 (Supt. et al)

   The Cooperating Eligible Entity Grant provides mandated adult education services through a collaborative relationship between the Adult Education Center in Hartford and three Cooperating Eligible Entities: Literacy Volunteers of Greater Hartford, YMCA Read to Succeed Adult Reading Clinic, and Urban League of Greater Hartford. This grant supplements existing adult education services through enhanced activities such as services to special populations, specific literacy education and additional support services.
The Board of Education authorizes the Superintendent to accept a total of $266,076 from the State of Connecticut Cooperating Eligible Entity Grant for the supplemental Adult Education programs described above.

3. Second Reading and Adoption: Policy No. 5131.1 / 5142.2 Childhood Obesity and Physical Exercise in Schools (Policy Committee)

The Hartford Board of Education accepts the second reading and adopts the policy on Childhood Obesity and Physical Exercise in Schools.

4. Second Reading and Adoption: Revised Policy No. 1211 School Governance Councils (Policy Committee)

The Hartford Board of Education accepts the second reading and adopts the policy on School Governance Councils.

5. Contract Approval: CBS Therapy $312,732 (Supt et al.)

Hartford Public Schools will contract with CBS Therapy to provide speech and language services to mandated HPS students who required these services. Due to the shortage of speech and language professionals, it is necessary to utilize this service to ensure compliance with federal special education guidelines.

That the Hartford Board of Education authorizes the Superintendent to execute a contract with CBS Therapy for the term delineated in the contract ending June 30, 2014, at a cost not to exceed $312,732.

6. Approval of Lease Agreement: Ricoh USA, Inc. for Replacement of Current Fleet Copiers $1,475,212.80 / 5-Year Agreement (Supt et al.)

Hartford Public Schools will contract with Ricoh USA, Inc. to provide 53 Ricoh copiers to replace the current fleet at Teacher Workstation areas. The current fleet is at the end of their useful life.

That the Hartford Board of Education authorizes the Superintendent to execute a contract with Ricoh USA, Inc. for the term delineated in the contract ending June 30, 2018, at an amount not to exceed $1,475,212.80.

7. Contract Approval: Ricoh USA, Inc. $235,800 for Maintenance and Supplies of Current Own Assets (Supt et al.)

Hartford Public Schools will contract with Ricoh USA, Inc. to provide copier supply and maintenance for all equipment currently serviced by Ricoh at the schools and Central Office Departments.

That the Hartford Board of Education authorizes the Superintendent to execute a contract with Ricoh USA, Inc. for the term delineated in the contract ending June 30, 2014, at an amount not to exceed $235,800.

8. Approval of Negotiations and Agreement between the Hartford Public Schools and the Lincoln Culinary Institute for Weaver Culinary Arts Academy (Supt et al.)

That the Hartford Board of Education authorizes the Superintendent to negotiate an agreement between Hartford Public Schools and Lincoln Culinary Institute for housing the Culinary Arts Academy during the construction period at Weaver High School.
B. Executive Session (Collective Bargaining: The Hartford Federation of School Health Professionals)

9. Approval of Proposed Collective Bargaining Agreement: Hartford Federation of School Health Professionals (Supt. et al)

   The Hartford Board of Education approves the proposed Collective Bargaining Agreement with the Hartford Federation of School Health Professionals, Local 1018 A/B, AFT, AFL-CIO. The parties reached a tentative agreement on September 16, 2013; the membership of the bargaining unit ratified the tentative agreement on September 26, 2013.

   That the Board of Education approves the proposed Collective Bargaining Agreement with the Hartford Federation of School Health Professionals, Local 1018 A/B, AFT, AFL-CIO.

C. Consent Agenda

10. Contract Continuation Approval: MRW Connected, Inc. $290,300 / 2-Year Contract (Supt. et al)

Hartford Public Schools will extend the contract with MRW Connected, Inc. for the design and development of phase 2 of the employee intranet that will serve as a primary communications tool and a forum of learning and engagement among district teachers, principals, school staff, and administration, and for the development of school websites as part of the district’s communications and family engagement goals.

That the Hartford Board of Education authorizes the Superintendent of Schools to extend the contract with MRW Connected, Inc. for a term of two years based on performance and funding availability, at an amount not to exceed $185,900 FY 2013-2014 and $104,400 FY 2014-2015.

11. Contract Continuation Approval: The Johns Hopkins University Center for Talented Youth – Capital Preparatory Magnet School $95,000 (Supt. et al)

Hartford Public Schools will contract with the Johns Hopkins University Center for Talented Youth to provide gifted online curriculum to qualifying Capital Prep students.

That the Hartford Board of Education authorizes the Superintendent to execute a contract with Johns Hopkins University – Center for Talented Youth, for the term delineated in the contract ending June 30, 2014, at a cost not to exceed $95,000.

12. Contract Continuation Approval: Connecticut Science Center-Betances Early Reading Lab $63,191 (Supt. et al)

The Hartford Public Schools will contract with the Connecticut Science Center to provide professional development for teachers and to conduct classroom experiments with students.

That the Hartford Board of Education authorizes the Superintendent to execute a contract with the Connecticut Science Center for the term delineated in the contract ending June 30, 2014, for an amount not to exceed $63,191.

VII. Adjournment
Upcoming Board of Education Meeting

- BOE Special Meeting: Tuesday, October 22 at 5:30 p.m. at Sport and Medical Sciences Academy, 280 Huyshope Avenue, Hartford, CT 06106. Topic: Communications Plan;
- BOE Workshop Meeting: Wednesday, November 6 at 5:30 p.m. at Jumoke Academy Honors at Milner, 104 Vine Street, Hartford, CT 06112. Topics: (1) Portfolio Directors: New School Report Card; (2) Proposed New School/Redesign Models
- BOE Regular Meeting: Tuesday, November 19 at 5:30 p.m. at Global Communications Academy IB, 85 Edwards Street, Hartford, CT 06120.
AGENDA

ITEM # 1

NEW BUSINESS

ACCEPTANCE OF FUNDS FOR ADULT EDUCATION PROGRAM

AMOUNT $1,592,664

FUNDING SOURCE STATE OF CONNECTICUT

BACKGROUND

Section 10-69 of the Connecticut General Statutes requires that each local and regional board of education must provide adult education services in: American and United States citizenship; English for adults with limited English proficiency; Elementary basic skills; and Secondary school completion programs or classes. In order to meet this requirement, Hartford Public Schools provides its own program.

Each year, on or before April 15, the Adult Education Center in Hartford, on the behalf of Hartford Public Schools, submits a proposal (ED244) to the Connecticut State Department of Education for funding of the mandated adult education program.

The Adult Education Center in Hartford provides the various state mandated educational services to adult learners in pursuit of English Language proficiency, secondary education completion, adult basic education and the acquisition of skills needed for postsecondary opportunities. Three sessions are offered throughout the day and evening, Monday through Friday. Adult Basic Education (ABE), General Education Development (GED), English as a Second Language (ESL) and Citizenship programs are offered at the main site, 110 Washington St. and at various satellites throughout Hartford. The National External Diploma Program (NEDP) offers high school completion credit for work and life achievements.

The Adult Education Center in Hartford serves approximately 1400 students yearly for an average enrollment of 3800 (Program Profile 2012). On average, the Adult Education Center in Hartford graduates 140 students yearly, which includes GED and NEDP.

RECOMMENDATION:

That the Hartford Board of Education authorizes the Superintendent to accept a total of $1,592,664 from the State of Connecticut Adult Education Program for the Adult Education Center in Hartford.
Grant Title: State Adult Education- Provider

Contact Person: Dr. Tina Jeter

School/Department: Adult Education Center in Hartford

Amount of Request/Award: $1,592,664

Granting Entity: State of Connecticut

Briefly describe the purpose of the grant:

The Adult Education Center in Hartford provides various programs to assist adult learners in their pursuit of English language proficiency, secondary education completion, and the acquisition of skills needed for postsecondary opportunities and/or the workforce. The programs offered by Adult Education are:

- Adult Basic Education
- English as a Second Language
- General Education Development
- Citizenship Program
- National External Diploma Program

Identify the targeted population to be served and the level of service (i.e. 130 Bilingual Students @ identify schools).

The Adult Education Center in Hartford provides educational services to individuals 18 years or older.

Provide brief information on the major areas where funding will be used (i.e. salaries, professional development, supplies and materials, conferences/seminars, evaluation, transportation, etc.)

The majority of funds are allocated towards teacher and support staff salaries, instructional supplies and materials, and transportation.

How will this program relate to the currently approved HPS programs:

The Adult Education grant from the State of Connecticut provides funding for state mandated educational services i.e. Citizenship, English for adults with limited proficiency, elementary (basic skills) and secondary completion programs. The AECH program supports all Hartford Public School initiatives in Literacy, Numeracy and Post-Secondary Education.

Please attach a copy of the grant abstract or other documentation applicable to this request (i.e. copy of check or letter of award, if available).
## Grant Award Notification

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<td><strong>7. Terms and Conditions of Award</strong></td>
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<td>Subject to the availability of state funds, your application (ED-244) for total adult education expenditures of $2,624,286 has been approved for Fiscal Year 2014. State funds eligibility is based on estimated state/local expenditures allowable under Section 10-71 of Connecticut General Statutes. This grant may be subject to revision based on the ED-245 to be submitted in March 2014 and the expenditure report for FY 2013 that will be submitted by September 1, 2013. The required expenditure report for FY 2013 was forwarded to you under separate cover. In accepting these funds, the Grantee agrees that, as required by the assurances listed on the ED-244 grant application, it will prepare and deliver to the Department of Education an audit in accordance with Sections 7-396a and 7-396a of Connecticut General Statutes. Such audit shall identify any expenditures made by the Grantee that are not in compliance with the terms of Section 10-69 through 10-73c of the Connecticut General Statutes. Furthermore, the Grantee agrees to preserve all records and accounts for a period of three years. Funds that support this contract may be provided by various Federal agencies, including but not limited to the U.S. Department of Health and Human Services through a number of grants, block grants, and grants-in-aid, including, but not limited to the Child Care and Development Fund (CCDF) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance requirements specific to each block grant. The CFDA numbers are as follows: CCDBG-93575 and TANF-93.558. The Contractor shall communicate the above language to all subcontractors that perform services as delineated in a subcontract agreement. The contractor also shall maintain, and require all subcontractors to maintain any necessary data and documentation required for the auditing of any of the grant funds.</td>
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<td><strong>This grant has been approved.</strong></td>
<td><strong>8/20/2013</strong></td>
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An Equal Opportunity Employer
**ED 114**

**Fiscal Year:** 2014  
**Grantee Name:** HARTFORD  
**Grant Title:** ADULT EDUCATION PROVIDER  
**Year:** 2014  
**Cranter Name:** T-1A ETFORD  
**Project Title:**  
**Fund:** 11000  
**SPID:** 17003  
**Year:** 2014  
**Grant Period:** 7/1/2013 - 6/30/2014  
**Project Code:** SDE000000000000002  

**Funding Status:** Preliminary  
**Vendor ID:** 00064  
**Authorized Amount:** $2,624,286

**Grant Period:** 7/1/2013 - 6/30/2014

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**COOP DUE:**  
**LOCAL:** $1,031,622  
**STATE:** $1,592,654

**ORIGINAL REQUEST DATE:** 7/5/2013

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This budget was approved by Valerie Marino on 8/12/2013.
AGENDA

ITEM # 2

NEW BUSINESS

ACCEPTANCE OF FUNDS ADULT EDUCATION
COOPERATING ELIGIBLE ENTITY GRANT

AMOUNT

$54,014 YMCA READ TO SUCCEED
$98,794 URBAN LEAGUE OF GREATER HARTFORD
$113,268 LITERACY VOLUNTEERS OF GREATER HARTFORD
$266,076 Total

FUNDING SOURCE

STATE OF CONNECTICUT

OCTOBER 15, 2013

DR. KISHIMOTO
MR. GENAO

BACKGROUND

According to Connecticut General Statutes Section 10-71(3)(b), a Cooperating Eligible Entity (CEE) may apply for State Adult Education dollars by submitting an application through a local or regional board of education or a regional educational service center which provides adult education services.

A CEE grant provides mandated adult education services through a collaborative relationship between an eligible organization and the local educational agency which provides adult education programs. The CEE supplements existing adult education services through enhanced activities such as services to special populations, specific literacy education, additional support services or a unique academic curriculum.

Hartford Public Schools Adult Education collaborates with three Cooperating Eligible Entities: Urban League of Greater Hartford, YMCA Read to Succeed Adult Reading Clinic, and Literacy Volunteers of Greater Hartford.

YMCA “Read to Succeed”

- The Read to Succeed Adult Literacy Clinic provides effective and affordable instruction to adults who have impaired reading and spelling skills.
- The program is unique because it is specifically structured to assist adults with poor reading skills, with a specialty in helping those with reading disabilities.
- The Read to Succeed Program also offers assessments to help adults identify their literacy strengths and weaknesses. These assessments help us determine if our program meets the person’s needs.
Urban League of Greater of Hartford, Inc.

- The Adult Education Center and the Urban League of Greater Hartford adult education program have worked together both formally and informally for a number of years. The Urban League of Greater Hartford (ULGH) offers GED and ABE classes to students not served by Hartford Adult Education. Students applying to ULGH who need GED in Spanish, English as a Second Language, and an External Diploma Program are referred to Hartford Adult Education for classes. Hartford Adult Education and ULGH propose to continue this collaboration.

Literacy Volunteers of Greater Hartford

- The Adult Education Center in Hartford will provide Basic ESL and GED to 20 students each. Literacy Volunteers of Greater Hartford (LVGH) will provide student-centered, Basic Literacy instruction in small groups (max 4) to 100-125 students, and ESOL small group instruction to 200-225 students at the Hartford Literacy Center. Together, these collaborative services provide educational opportunities not otherwise available to students.

RECOMMENDATION

That the Board of Education authorizes the Superintendent of the Hartford Public Schools to accept a total of $266,076 from the State of Connecticut Cooperating Eligible Entity Grant for the supplemental Adult Education programs described above.
Grant Title: Cooperating Eligible Entities

Contact Person: Dr. Tina Jeter

School/Department: Adult Education

Amount of Request/Award: $266,076

Granting Entity: State of Connecticut

Briefly describe the purpose of the grant:

A CEE grant provides mandated adult education services through a collaborative relationship between an eligible organization and the local educational agency which provides adult education programs. The CEE supplements existing adult education services through enhanced activities such as services to special populations, specific literacy education, additional support services or a unique academic curriculum.

Identify the targeted population to be served and the level of service (i.e. 130 Bilingual Students @ identify schools).

Students identified as needing special literacy services offered by the CEE programs.

Provide brief information on the major areas where funding will be used (i.e. salaries, professional development, supplies and materials, conferences/seminars, evaluation, transportation, etc.)

According to Connecticut General Statutes Section 10-71(3)(b), a Cooperating Eligible Entity (CEE) may apply for State Adult Education dollars by submitting an application through a local or regional board of education or a regional educational service center which provides adult education services. The majority of CEE funds are allocated towards teacher salaries.

How will this program relate to the currently approved HPS program:

The Cooperating Eligible Entity Grant provides mandated adult education services through a collaborative relationship between Hartford Adult Education and three Cooperating Eligible Entities: Urban League of Greater Hartford, YMCA Read to Succeed, and Literacy Volunteers of Greater Hartford.

Identify partnerships included in this grant (be sure to include evaluators, if any).

Hartford Public Schools Adult Education collaborates with three Cooperating Eligible Entities: Urban League of Greater Hartford, YMCA Read to Succeed Adult Reading Clinic, and Literacy Volunteers of Greater Hartford.

Please attach a copy of the grant abstract or other documentation applicable to this request (i.e. copy of check or letter of award, if available).
STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION

GRANT AWARD NOTIFICATION

1 Grant Recipient

HARTFORD PUBLIC SCHOOLS
900 MAIN STREET
HARTFORD, CT 06103-1095

2 Grant Title

ADULT EDUC.-COOPERATING ELIGIBLE ENTITY

3 Education Staff

Program Manager:
Valerie Marino 860-807-2130
Payment & Expenditure Inquiries:
Eugene Croce (860) 713-6470

4 Award Information

Statute: C.G.S. 10-71(s)
Grant Number: 064-000 11000-17030-2014-84004-170013-SDE00006

5 Award Period

7/1/2013 - 6/30/2014

6 Authorized Funding

Grant Amount: $54,014
Funding Status: Preliminary

7 Terms and Conditions of Award

Subject to the availability of state funds, your application (ED-244A) for total adult education expenditures of $89,000 has been approved for Fiscal Year 2014.

State funds eligibility is based on estimated state/local expenditures allowable under Section 10-71 of Connecticut General Statutes. This grant may be subject to revision based on the ED-245A to be submitted in March 2014 and the expenditure report for FY 2013 that will be submitted by September 1, 2013. The required expenditure report for FY 2013 was forwarded to you under separate cover.

In accepting these funds, the Grantee agrees that, as required by the assurances listed on the ED-244A grant application, it will prepare and deliver to the Department of Education an audit in accordance with Sections 7-394a and 7-396a of Connecticut General Statutes. Such audit shall identify any expenditures made by the Grantee that are not in compliance with the terms of Section 10-69 through 10-73a of the Connecticut General Statutes. Furthermore, the Grantee agrees to preserve all records and accounts for a period of three years.

Funds that support this contract may be provided by various Federal agencies, including but not limited to the U.S. Department of Health and Human Services through a number of grants, block grants, and grants-in-aid, including, but not limited to the Child Care and Development Fund (CCDF) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance requirements specific to each block grant. The CFDA numbers are as follows: CCDBG-93575 and TANF-93.558. The Contractor shall communicate the above language to all subcontractors that perform services delineated in a subcontract agreement. The contractor also shall maintain, and require all subcontractors to maintain, any necessary data and documentation required for the auditing of any of the grant funds.

This grant has been approved.

Charlene Russell-Tucker
Associate Commissioner
Division of Family and Student Support Services

8/20/2013
**BUDGET FORM**

**ED 114**

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<td><strong>TOTAL</strong></td>
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<td>$54,014</td>
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</table>

**Original Request Date:** 7/9/2013

This budget was approved by Valerie Marino on 8/12/2013.
**DEPARTMENT OF EDUCATION**

**GRANT AWARD NOTIFICATION**

1. **Grant Recipient**
   HARTFORD PUBLIC SCHOOLS
   960 MAIN STREET
   HARTFORD, CT 06103-1995

2. **Grant Title**
   ADULT EDUC.-COOPERATING ELIGIBLE ENTITY

3. **Education Staff**
   Program Manager:
   Valerie Marino 860-807-2130
   Payment & Expenditure Inquiries:
   Eugene Croce (860) 713-6470

4. **Award Information**
   Statute: C.G.S. 10-71(e)
   Grant Number: 064-000 11600-17059-2014-34004-170013

5. **Award Period**
   7/1/2013 - 6/30/2014

6. **Authorized Funding**
   Grant Amount: $98,794
   Funding Status: Preliminary

7. **Terms and Conditions of Award**
   Subject to the availability of state funds, your application (ED-244A) for total adult education expenditures of $162,786 has been approved for Fiscal Year 2014.

   State funds eligibility is based on estimated state/local expenditures allowable under Section 10-71 of Connecticut General Statutes. This grant may be subject to revision based on the ED-244A to be submitted in March 2014 and the expenditure report for FY 2013 that will be submitted by September 1, 2013. The required expenditure report for FY 2013 was forwarded to you under separate cover.

   In accepting these funds, the Grantee agrees that, as required by the assurances listed on the ED-244A grant application, it will prepare and deliver to the Department of Education an audit in accordance with Sections 7-394a and 7-396a of Connecticut General Statutes. Such audit shall identify any expenditures made by the Grantee that are in compliance with the terms of Section 10-69 through 10-73c of the Connecticut General Statutes. Furthermore, the Grantee agrees to preserve all records and accounts for a period of three years.

   Funds that support this contract may be provided by various Federal agencies, including but not limited to the U.S. Department of Health and Human Services through a number of grants, block grants, and grants-in-aid, including, but not limited to the Child Care and Development Fund (CCDF) and the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance (CFDA) number specific to each block grant. The CFDA numbers are as follows: CCDBG-93575 and TANF-01558. The Contractor shall communicate the above language to all subcontractors that perform services as delineated in a subcontract agreement. The contractor shall also maintain, and require all subcontractors to maintain, any necessary data and documentation required for the auditing of any of the grant funds.

Charlene Russell-Tucker
Associate Commissioner
Division of Family and Student Support Services

This grant has been approved.

8/20/2013
**Budget Form**

**Fiscal Year:** 2014  
**Grantee Name:** HARRFORD  
**Grant Title:** ADULT EDUCATION OPERATING ELIGIBLE ENTITY  
**Project Title:**  
**Grant Period:** 7/1/2014 - 6/30/2014  
**Project Code:** 500600000000006

**Authorized Amount by Source:**

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<td>119</td>
<td>OTHER</td>
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<td>522</td>
<td>IN SERVICE</td>
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<td>OTHER PROFESSIONAL TECHNICAL SERVICES</td>
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<td>529</td>
<td>OTHER PURCHASED SERVICES</td>
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<td><strong>TOTAL</strong></td>
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<td>698,794</td>
<td>1,004,784</td>
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**Original Request Date:** 7/9/2013

This budget was approved by Valerie Marino on 8/12/2013.
STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION

GRANT AWARD NOTIFICATION

1 Grant Recipient
HARTFORD PUBLIC SCHOOLS
960 MAIN STREET
HARTFORD, CT 06103-1095

4 Award Information

Statute: C.G.S. 10-71(c)

Grant Number: 064-600-11000-17030-2014-84004-1700013-SDE00007

2 Grant Title
ADULT EDUC-COOPERATING ELIGIBLE ENTITY LITERACY VOLUNTEERS

5 Award Period
7/1/2013 - 6/30/2014

3 Education Staff

Program Manager:
Valerie Marino 860-807-2130

Payment & Expenditure Inquiries:
Eugene Croce (860) 713-6470

6 Authorized Funding

Grant Amount: $113,268

Funding Status: Preliminary

7 Terms and Conditions of Award

Subject to the availability of state funds, your application (ED-244A) for total adult education expenditures of $186,636 has been approved for Fiscal Year 2014.

State funds eligibility is based on estimated state/local expenditures allowable under Section 10-71 of Connecticut General Statutes. This grant may be subject to revision based on the ED-245A to be submitted in March 2014 and the expenditure report for FY 2013 that will be submitted by September 1, 2013. The required expenditure report for FY 2013 was forwarded to you under separate cover.

In accepting these funds, the Grantee agrees that, as required by the assurances listed on the ED-244A grant application, it will prepare and deliver to the Department of Education an audit in accordance with Sections 7-391a and 7-396a of Connecticut General Statutes. Such audit shall identify any expenditures made by the Grantee that are not in compliance with the terms of Section 10-69 through 10-73c of the Connecticut General Statutes. Furthermore, the Grantee agrees to preserve all records and accounts for a period of three years.

Funds that support this contract may be provided by various Federal agencies, including but not limited to the U.S. Department of Health and Human Services through a number of grants, block grants, and grants-in-aid, including, but not limited to the Child Care and Development Fund (CCDF) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance requirements specific to each block grant. The CFDA numbers are as follows: CCDBG-93375 and TANF-93.558. The Contractor shall communicate the above language to all subcontractors that perform services as delineated in a subcontract agreement. The contractor also shall maintain, and require all subcontractors to maintain any necessary data and documentation required for the auditing of any of the grant funds.

This grant has been approved.

8/20/2013

Charlene Russell-Tucker
Associate Commissioner
Division of Family and Student Support Services
**BUDGET FORM**

**ED 114**

_**Fiscal Year:**_ 2014  
_**Grantee Name:**_ HARTFORD  
_**Grantee:**_ 064-000  
_**Grant Title:**_ ADULT EDUC - COOPERATING ELIGIBLE ENTITY  
_**Project Title:**_  
_**Fund:**_ 11000  
_**SPID:**_ 170013  
_**Year:**_ 2014  
_**PROG:**_ 84004  
_**CF1:**_ 170013  
_**CF2:**_ SDE00007  
_**Vendor ID:**_ 00064  
_**Authorized Amount:**_ $299,904

_**Grant Period:**_ 9/1/2013 - 6/30/2014  
_**Project Code:**_ SDE000000000002

**AUTHORIZED AMOUNT BY SOURCE:**

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<th>STATE</th>
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<td>111A</td>
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<td>TEACHERS</td>
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<td>EDUCATION AIDS</td>
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<tr>
<td>725</td>
<td>COMPUTER EQUIPMENT</td>
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<td></td>
</tr>
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</table>

**TOTAL**  
STATE: $113,268  
PRIVATE: $186,636

_**Original Request Date:**_ 7/9/2013

This budget was approved by Valerie Marino on 8/12/2013.
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AGENDA

ITEM # 3

OLD BUSINESS

SECOND READING AND ADOPTION:
POLICY 5131: CHILDHOOD OBESITY
AND PHYSICAL EXERCISE IN SCHOOLS

BACKGROUND

P.A. 13-173, "An Act Concerning Childhood Obesity and Physical Exercise in Schools," effective October 1, 2013, requires that elementary schools offer each enrolled student time devoted to physical exercise of not less than 20 minutes in total, unless altered by a PPT for a child receiving special education services.

This legislation also contains a new policy requirement. Boards of education must adopt a policy, as the board deems appropriate, concerning the issue regarding any school employee being involved in preventing a student in elementary school from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline.

RECOMMENDATION

That the Hartford Board of Education accepts the second reading and adopts the Policy on Childhood Obesity and Physical Exercise in Schools.
Childhood Obesity and Physical Exercise in Schools

The Board recognizes that student health and success in school are interrelated. Schools cannot achieve their primary mission of education if students are not healthy and fit physically, mentally and socially.

In conformity with state statute, P.A.13-173, an Act Concerning Childhood Obesity and Exercise in Schools, the Board requires that:

1. In all District schools, full time students shall be provided a daily lunch program of not less than twenty (20) minutes.

2. All students enrolled in elementary school (grades PreK through 5 in Hartford Public Schools) shall have included in the regular school day, time devoted to physical activity, of not less than twenty minutes in total, except that this requirement may be altered by a Planning and Placement Team (PPT) for a child requiring special education and related services according to state and federal law, as may be amended from time to time.

   **Note:** The new legislation requiring the daily period of physical activity for students in elementary school does not spell out types of activity. It can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities.

3. School employees (teacher, substitute teacher, administrator, superintendent, school counselor, psychologist, social worker, nurse, physician, paraprofessional, coach, or any other individual working in a District school, who in the performance of his/her duties has regular contact with students and provides services to or on behalf of students enrolled in a District school, pursuant to a contract with the Board of Education) shall not deny a student's participation in the entire time devoted to physical exercise in the regular school day as a form of discipline or punishment; nor should they cancel it for instructional makeup time.

4. Any student in pre-kindergarten through grade twelve shall not be required to engage in physical activity as a form of discipline.

In addition, it is the intent of the Board that District schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages sold or served in District schools shall consist of nutritious food choices.

The Superintendent will develop administrative regulations as needed for the implementation of this policy. There shall be an annual reporting to the Board of Education on the District's nutrition and physical activity programs.

**Legal Reference:** Connecticut General Statutes

10-215 Lunches, breakfasts and the feeding programs for public school children and employees.
10-215a Non-public school participation in feeding program.
10-215b Duties of state board of education re feeding programs.
10-216 Payment of expenses.
10-215b-1 State board of education regulation

Policy adopted: October 15, 2013

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
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SECOND READING AND ADOPTION:
POLICY 1211 SCHOOL GOVERNANCE COUNCILS

BACKGROUND
Revisions to the current policy are highlighted and underlined.

RECOMMENDATION
That the Hartford Board of Education accepts the second reading and adopts the revised Policy on School Governance Councils.
Proposed Revised Policy

School Governance Councils (Proposed Revisions DRAFT – September 2013)

Purpose

Consistent with its adopted theory of action and commitment to create and maintain a system of high-performing, distinctive schools of choice, the Board of Education will authorize the formation of school-based governance councils to guide the development of its schools. The Board believes that the success of the school and the students it serves is the shared responsibility of school staff, parents or legal guardians, and community members.

The School Governance Council (SGC) is the primary, local school decision-making body of a school devoted to achieve its mission and vision. Toward this end, the SGC will focus on the analysis of student achievement, development of improvement plans, allocation of resources, programmatic and operational changes, and after being in place for three years, a council may vote to recommend that a school be reconstituted in order to improve the quality of the school and the achievement of its students. **All members of the council will perform their duties with integrity, discretion and loyalty.**

The principal is the chief executive officer of the school and accountable for school quality and student achievement. The principal shall be responsible for forming, developing and maintaining an effective and cohesive School Governance Council.

The councils are not intended to replace parent organizations.

Scope of Policy

All schools will have a School Governance Council.

Membership and Election

Members will be elected through a fair, open, widely publicized, recorded, and timely election process. The process for parent **election** shall be developed by the Principal in collaboration with the school’s Parent-Teacher organization or a comparable parent organization. Any staff member employed within the school who has children attending the school where they are employed cannot serve as a parent member on the council; any staff member who lives in the community of the school in which they are employed cannot serve as the community representative on the council.

School Governance Councils shall be comprised of 14 voting **duly elected** members, plus up to three nonvoting members depending on the type of school involved. The following tables describe the category of membership, the number of members and how they are elected.
Proposed Revised Policy

School Governance Councils (continued)

<table>
<thead>
<tr>
<th>Member</th>
<th>Number</th>
<th>Election Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents or guardians of students currently attending the school</td>
<td>7</td>
<td>Elected by the parents/guardians of students attending the school, each household with students attending the school will have one vote</td>
</tr>
<tr>
<td>Teachers at the school</td>
<td>5</td>
<td>Elected by the teachers of the school</td>
</tr>
<tr>
<td>Community leaders within the school district</td>
<td>2</td>
<td>Elected by the parent/guardian and teacher members of the council</td>
</tr>
<tr>
<td>School principal or designee (nonvoting)</td>
<td>1</td>
<td>Principal may participate directly or name a designee</td>
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</tbody>
</table>

Additional members and election process in high schools:

<table>
<thead>
<tr>
<th>Member</th>
<th>Number</th>
<th>Election Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student members, high school councils only (nonvoting)</td>
<td>2</td>
<td>Elected by the school's student body</td>
</tr>
</tbody>
</table>

The Parent Chair of each School Governance Council shall be elected every two years by the 14 members of the council.

All members are equal partners in decision-making, and all decisions are made by consensus. If consensus cannot be achieved, decisions are made by a two-thirds majority vote. When a vote is taken, it must be open and recorded; secret ballots are not permitted. Consensus is defined as all members being in agreement or members being able to support the general agreement of the group.

Requirements

In order to continue to have a strong and effective council, any members that join the council must attend all required trainings provided by the District. Failure to meet training requirements will result in removal from the council. The trainings will provide SGC members with the necessary skills and tools to be active participants in the decision-making process.

Teacher representatives must be teachers in active service at the school and parent representatives must be parents of children currently attending the school.

School Governance Councils shall meet at least six times per year. Absence from two consecutive meetings or half of the meetings will result in removal from the council.
Proposed Revised Policy

School Governance Councils (continued)

Terms of Voting

Voting members shall have a two-year term and no one member can serve more than two terms on a council, if re-elected for a second term. The nonvoting student members shall serve a one-year term, and no student member can serve more than two terms, if re-elected for a second term. After the two terms are completed, the council will have elections in the month of May following the requirements stated in the election process within this policy. This process also includes any vacancies throughout the year. (See Attachment A for Guidance on Election Procedures.) The year of each term shall be from July through June.

Roles and Responsibilities

A. Parent-Chairperson

The Parent Chair shall:

1. Work with the Principal to prepare the agenda and ground rules for SGC meetings
2. Conduct the SGC meetings
3. Select a member to take attendance and minutes of a least six SGC meetings
4. Attend semi-annual district-wide meetings of SGC Chairs /Co-Chairs with the Superintendent
5. Attend annual meeting of SGC Chairs/Co-Chairs with the Board of Education
6. Maintain regular communication with Principal and SGC Coordinator.

B. Principal or School Director

The Principal shall:

1. Serve as the SGC Co-Chair
2. Work collaboratively with the Parent Chair to prepare the agenda and ground rules for the SGC meetings
3. Inform and provide school related information to the council in a timely fashion, make recommendations, and implement agreed-upon SGC decisions
4. Maintain on file all documentation related to SGC elections (parents, teachers, community members, students), meeting agenda, minutes, and attendance. Provide any of these documents to the Superintendent or his/her designee upon request.
5. Distribute approved SGC minutes to SGC members and school community via email, by posting them on the school’s website, or by displaying them in an appropriate and visible space in the school building.
6. Submit a complete list of the elected SGC members to the Chief of Early Literacy and Parent Engagement no later than June 1st of each year.
Proposed Revised Policy

School Governance Councils (continued)

In the exceptional case where the principal is in disagreement with the consensus or two-thirds vote of the SGC, the Deputy Chief Portfolio Officer shall review both recommendations and make a final determination.

G. Council Members

The council collectively, shall establish an effective timeline for the following functions:

1. Analyze school achievement data and school needs as they relate to the school’s improvement plan.

2. Assist in developing and reviewing the School Accountability Plan (SAP) and advise the Principal before the report is submitted to the Superintendent of Schools. The council as a whole must approve SAP before the Parent Chair and Principal sign the consent form and submit it to the School Governance Council Facilitator by the end of October.

3. Review fiscal objectives of the school’s draft budget and advise the Principal before the budget is submitted to the superintendent. The council as a whole must approve the school budget before the Parent Chair and Principal sign the consent form and submit it to the School Governance Council Facilitator by the end of February.

4. Participate in the Executive Search Committee for the hiring of the school principal or other administrators of the school by conducting interviews of candidates and reporting on such interviews to the superintendent of schools for the district and the local and regional board of education. The SGC will complete the Office of Talent Management form stating recommendations and comments of at least two candidates for the superintendent’s consideration.

5. Assist the Principal in making programmatic and operational changes to improve the school’s achievement.

6. Develop and approve a written school parent involvement policy that outlines the role of parents and guardians. Schools that receive federal Title 1 funds are required to have a parent involvement policy developed jointly with, approved by, and distributed to parents. Note: A district Title 1 policy can serve this purpose.

7. Work with the Principal in the promotion of the school as a parental choice relative to its enrollment goals.

8. Work with school administrators in developing and approving a school compact for parents, legal guardians, and students that outlines the school’s goals and academic focus identifying ways that parents and school personnel can build a partnership to improve student learning. The council as a whole must approve the school compact before the Parent Chair and Principal sign the consent form and submit it to the Chief of Early Literacy and Parent Engagement. Schools that receive federal Title I funds are required to have a school-parent compact, developed with parents.

9. Work with the Principal in reviewing data around partnership impact and viability of new school partnerships. Review and approve an after-school program.
Proposed Revised Policy

School Governance Councils (continued)

10. Advise and assist the Principal in the analysis of the school survey data and creation of programs to improve school climate.

11. **For those schools mandated by state law**, after being in place for three years, a council may vote to recommend that a school be reconstituted using one of the following models for reconstitution: (1) turnaround; (2) restart; (3) transformation; (4) CommPact school; (5) innovation school; and (6) any other model developed under federal law. However, a council cannot vote to reconstitute a school if it was already reconstituted for another purpose. The statute provides a process whereby the council's recommendation for reconstitution must be heard by the local board of education which must accept, modify or reject the proposal. In a case where the council and the local board of education cannot agree on reconstitution, the Commissioner of Education must decide. The State Board of Education cannot allow more than 25 schools per year to be reconstituted under state law (Public Act 10-111).

Reporting and Oversight

All schools are expected to adhere to all provisions of this policy regarding school governance councils with regard to the manner of representation and conduct of elections.

Each School Governance Council shall report annually to the school's stakeholders on their progress in meeting the goals of the School Accountability Plan (SAP).

The Board of Education shall conduct an annual forum with School Governance Council Chairs and Co-Chairs to assess the implementation of this policy.

**Within available resources, the Superintendent shall maintain one website with information about all School Governance Councils that includes an updated schedule of meetings, a link to the minutes of each past meeting, and resources for parents, including, but not limited to, staff contact information and informational materials.**

The Superintendent will report annually to the Board on the effectiveness of School Governance Councils as an element of the Board's strategy to close the achievement gap for Hartford students and recommend revision of the policy as warranted.

This policy will be reviewed by the Board of Education annually to make any changes deemed necessary and make sure the requirements of the policy are met.

Legal Reference: Substitute Senate Bill No. 438 Public Act No. 10-111 An Act Concerning Education Reform in Connecticut

Policy adopted: May 19, 2009
Policy Revised: November 15, 2011
Policy Revised: October 15, 2013
## Process and Checklist for School Governance Council Elections

The table below presents the process for conducting School Governance Council elections. This process must be conducted in collaboration with the PTO/PTA/PO.

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<tr>
<th>Parent Process</th>
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</thead>
<tbody>
<tr>
<td>1. Notice of election and call for nominations distributed to all parents.</td>
<td>☑</td>
</tr>
<tr>
<td>2. Closing date for nominations.</td>
<td>☑</td>
</tr>
<tr>
<td>- Once the nomination forms come back, notify the persons(s) and determine if they are eligible and if they accept or decline.</td>
<td>☑</td>
</tr>
<tr>
<td>3. Date by which the list of candidates will be displayed.</td>
<td>☑</td>
</tr>
<tr>
<td>- Prepare your ballot with all names of nominees.</td>
<td>☑</td>
</tr>
<tr>
<td>4. Provide an opportunity for parents to meet the candidates.</td>
<td>☑</td>
</tr>
<tr>
<td>- Candidates must be present to accept nomination.</td>
<td>☑</td>
</tr>
<tr>
<td>5. Date by which voting ballots will be prepared and distributed.</td>
<td>☑</td>
</tr>
<tr>
<td>- Send out ballots to every household with deadline for return.</td>
<td>☑</td>
</tr>
<tr>
<td>- Provide various times and methods for parents to cast their ballots.</td>
<td>☑</td>
</tr>
<tr>
<td>7. Vote count.</td>
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<td>☑</td>
</tr>
</tbody>
</table>

### Teacher Process

1. Teachers are in charge of their own election process. Process must be documented.  

### Community Process

1. Parents and teachers elect community members.

Community Relations

School Governance Councils

Purpose

Consistent with its adopted theory of action and commitment to create and maintain a system of high-performing, distinctive schools of choice, the Board of Education will authorize the formation of school-based governance councils to guide the development of its schools. The Board believes that the success of the school and the students it serves is the shared responsibility of school staff, parents or legal guardians, and community members.

Definition

The School Governance Council (SGC) is the primary, local school decision-making body of a school devoted to achieve its mission and vision. Toward this end, the SGC will focus on the analysis of student achievement, development of improvement plans, allocation of resources, programmatic and operational changes, and after being in place for three years, a council may vote to recommend that a school be reconstituted in order to improve the quality of the school and the achievement of its students.

Scope of Policy

All schools will have a School Governance Council.

Membership and Election

Members will be elected through a fair, open, widely publicized, recorded, and timely election process. The process for parent selection shall be developed by the Principal in collaboration with the school’s Parent-Teacher organization or a comparable parent organization. Any staff member employed within the school who has children attending the school where they are employed cannot serve as a parent member on the council; any staff member who lives in the community of the school in which they are employed cannot serve as the community representative on the council.

School Governance Councils shall be comprised of 14 voting members, plus up to three nonvoting members depending on the type of school involved. The following tables describe the category of membership, the number of members and how they are elected.
### School Governance Councils (continued)

<table>
<thead>
<tr>
<th>Member</th>
<th>Number</th>
<th>Election Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents or guardians of students at the school</td>
<td>7</td>
<td>Elected by the parents or guardians of students attending the school, each household with a student attending the school will have one vote</td>
</tr>
<tr>
<td>Teachers at the school</td>
<td>5</td>
<td>Elected by the teachers of the school</td>
</tr>
<tr>
<td>Community leaders within the school district</td>
<td>2</td>
<td>Elected by the parent or guardian members and teacher members of the council</td>
</tr>
<tr>
<td>School principal or designee (nonvoting)</td>
<td>1</td>
<td>Principal may participate directly or name a designee</td>
</tr>
</tbody>
</table>

**Additional members and election process in high schools:**

<table>
<thead>
<tr>
<th>Member</th>
<th>Number</th>
<th>Election Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student members, high school councils only (nonvoting)</td>
<td>2</td>
<td>Elected by the school's student body</td>
</tr>
</tbody>
</table>

All members are equal partners in decision-making, and all decisions are made by consensus or a two-thirds majority vote. When a vote is taken it must be open and recorded; secret ballots are not permitted.

Please note: The councils are not intended to replace parent organizations.

### Requirements

In order to continue to have a strong and effective council, any members that join the council must attend all required trainings provided by the District. Failure to meet training requirements will result in removal from the council. The trainings will provide them with the necessary skills and tools that allow them to be active and participating members.

Please note: Teacher representatives must be teachers in active service at the school and parent representatives must be parents of children currently attending the school. School Governance Councils shall meet at least six times per year. Absence from two consecutive meetings or half of the meetings will result in removal from the council.
School Governance Councils (continued)

Term of Members

Voting members have a two-year term and no one member can serve more than two terms on a council. The nonvoting student members serve a one-year term, and no student member can serve more than two terms. After the two terms are completed, the council will have elections in the month of May following the requirements stated in the election process within this policy. This process also includes any vacancies throughout the year. (See Attachment A for Guidance on Election Procedures.) The year of each term shall be from July through June.

Roles and Responsibilities

All members of the council will perform their duties with integrity, discretion and loyalty.

A. Parent - Chairperson

Parent Chair of each School Governance Council shall be elected bi-annually by the members of the council.

The Chair shall:

1. Work with the Principal in preparing the agenda and ground rules for the meetings
2. Conduct the meetings
3. Select a member to take attendance and minutes of a least six council meetings
4. Attend bi-annual district-wide meetings of SGC Chairs/Co-Chairs with the Superintendent
5. Attend annual meeting of SGC Chairs/Co-Chairs with the Board of Education
6. Maintain regular communication with Principal and SGC Facilitator

B. Principal or School Director

The principal is the chief executive officer of the school and accountable for school quality and student achievement. The principal shall be responsible for forming, developing and maintaining an effective and cohesive School Governance Council.

The principal shall:

1. Serve as the council Co-Chair
2. Work closely with the Parent Chair in the preparations of the meetings
3. Inform and provide school related information to the council on a timely fashion, make recommendations, and implement council decisions
4. Submit the approved meeting minutes/attendance to the School Governance Council Facilitator, within one week after the meeting
5. Submit a complete list of the elected council members to School Governance Facilitator no later than June 1st.

Please note: In the exceptional case where the principal is in disagreement with two-thirds of the council regarding items 2, 3, or 8 below, the Assistant Superintendent of PK-12 Education shall review both recommendations and make a final determination.

C. Council Members

The council collectively, shall establish an effective timeline for the following functions:

1. Analyze school achievement data and school needs as they relate to the school’s improvement plan.

2. Assist in developing and reviewing the School Accountability Plan (SAP) and advise the Principal before the report is submitted to the Superintendent of Schools. The council as a whole must approve SAP before the Parent Chair and Principal sign the consent form and submit it to the School Governance Council Facilitator by the end of October.

3. Review fiscal objectives of the school’s draft budget and advise the Principal before the budget is submitted to the superintendent. The council as a whole must approve the school budget before the Parent Chair and Principal sign the consent form and submit it to the School Governance Council Facilitator by the end of February.

4. Participate in the hiring process of the school principal or other administrators of the school by conducting interviews of candidates and reporting on such interviews to the superintendent of schools for the school district and the local and regional board of education. The council will complete the Office of Talent and Management form stating their recommendation/s and comments.

5. Assist the Principal in making programmatic and operational changes to improve the school’s achievement.

6. Develop and approve a written school parent involvement policy that outlines the role of parents and guardians. (Note: Schools that receive federal Title 1 funds are required to have a parent involvement policy developed jointly with, approved by, and distributed to parents. A district Title 1 policy can serve this purpose.)

7. Work with the Principal in the promotion of the school as a parental choice relative to its enrollment goals.

8. Work with school administrators in developing and approving a school compact for parents, legal guardians, and students that outlines the school’s goals and academic focus identifying ways that parents and school personnel can build a partnership to improve student learning. The council as a whole must approve the school compact before the Parent Chair and Principal sign the consent form and submit it to the School Governance Council Facilitator. (Note: Schools that receive federal Title 1 funds are required to have a school-parent compact, developed with parents.)

9. Work with the Principal in reviewing data around partnership impact and viability of new school partnerships. Review and approve an after-school program.
School Governance Councils (continued)

10. Advise and assist the Principal in the analysis of the school survey data and creation of programs to improve school climate.

11. After being in place for three years, a council may vote to recommend that a school be reconstituted using one of the following models for reconstitution: (1) turnaround; (2) restart; (3) transformation; (4) CommPact school; (5) innovation school; and (6) any other model developed under federal law. However, a council cannot vote to reconstitute a school if it was already reconstituted for another purpose. The statute provides a process whereby the council’s recommendation for reconstitution must be heard by the local board of education which must accept, modify or reject the proposal. In a case where the council and the local board of education cannot agree on reconstitution, the Commissioner of Education must decide. The State Board of Education cannot allow more than 25 schools per year to be reconstituted under state law (Public Act 10-111).

Reporting and Oversight

The School Governance Council should be subject to an evaluation by the Commissioner of Education.

All schools are expected to adhere to all provisions of this policy regarding school governance councils with regard to the manner of representation and conduct of elections.

Each School Governance Council shall report annually to the school’s stakeholders on their progress in meeting the goals of the school’s Accountability Plan.

The Board of Education shall conduct an annual forum with School Governance Council Chairs and Co-Chairs to assess the implementation of this policy.

The Superintendent will report annually to the Board on the effectiveness of School Governance Councils as an element of the Board’s strategy to close the achievement gap for Hartford students and recommend revision of the policy as warranted. This policy will be reviewed by the Board of Education annually to make any changes deemed necessary and make sure the requirements of the policy are met.

Legal Reference: Substitute Senate Bill No. 438 Public Act No. 10-111 An Act Concerning Education Reform in Connecticut

Policy adopted: May 19, 2009
Policy Revised: November 15, 2011

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Process and Checklist for School Governance Council Elections

The table below presents the process for conducting School Governance Council elections. This process must be conducted in collaboration with the PTO/PTA/PO.

<table>
<thead>
<tr>
<th>Parent Process</th>
<th>Insert Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Notice of election and call for nominations distributed to all parents.</td>
<td>✓</td>
</tr>
<tr>
<td>2. Closing date for nominations.</td>
<td>✓</td>
</tr>
<tr>
<td>• Once the nomination forms come back, notify the persons(s) and determine if they are eligible and if they accept or decline.</td>
<td>✓</td>
</tr>
<tr>
<td>3. Date by which the list of candidates will be displayed.</td>
<td>✓</td>
</tr>
<tr>
<td>• Prepare your ballot with all names of nominees.</td>
<td>✓</td>
</tr>
<tr>
<td>4. Provide an opportunity for parents to meet the candidates.</td>
<td>✓</td>
</tr>
<tr>
<td>• Candidates must be present to accept nomination.</td>
<td>✓</td>
</tr>
<tr>
<td>5. Date by which voting ballots will be prepared and distributed.</td>
<td>✓</td>
</tr>
<tr>
<td>• Send out ballots to every household with deadline for return.</td>
<td>✓</td>
</tr>
<tr>
<td>• Provide various times and methods for parents to cast their ballots.</td>
<td>✓</td>
</tr>
<tr>
<td>7. Vote count.</td>
<td>✓</td>
</tr>
<tr>
<td>• Once ballots are returned, determine election results.</td>
<td>✓</td>
</tr>
<tr>
<td>8. Announcement of new council members.</td>
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Teacher Process

1. Teachers are in charge of their own election process. Process must be documented. ✓

Community Process

1. Parents and teachers elect community members. ✓
"This page [is] intentionally left blank."
AGENDA

ITEM # 5

NEW BUSINESS  

CONTRACT APPROVAL  

CBS THERAPY  

AMOUNT  

$312,732  

OCTOBER 15, 2013  

DR. KISHIMOTO  

MR. SWAN  

MS. KENNEDY  

FUNDING SOURCE  

GENERAL BUDGET  

BACKGROUND

CBS Therapy is the leading provider of school based therapy services in New England. CBS Therapy provides temporary and permanent staffing for speech-language pathologists, occupational therapists, physical therapists, and physical therapists assistants.

CBS will be contracted to provide speech and language services to mandated Hartford Public School students who require these services. Due to the shortage of speech and language professionals, it is necessary to utilize this service to ensure compliance with State and Federal special education guidelines.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute a contract with CBS Therapy for the term delineated in the contract ending June 30, 2014, at a cost not to exceed $312,732.
CONTRACT / CONSULTANT INFORMATION FORM

(Please include all anecdotal and assessment data that should be considered in continuing / renewing this contract/consultant)

NEW X CONTINUATION_______

Contract Title: CBS Therapy

Contact Person: Clare Kennedy, Executive Director of Special Education

School/Department: Special Education

Amount of Contract: Not to exceed $312,732

Funding Source: General Budget

<table>
<thead>
<tr>
<th>Sites</th>
<th>Number of Students To Be Served</th>
<th>Number of Staff To Be Served</th>
<th>District Accountability Plan</th>
<th>Target Achievement Rate</th>
<th>Cost Per Unit/Student</th>
<th>Competitiveness Bid or Sole Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECAT</td>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sole Source</td>
</tr>
<tr>
<td>Burr</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clark</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jumoke</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Briefly describe the purpose of the contract:

To obtain speech and language services for HPS Special Education students who are mandated to receive them.

Please indicate the population to be served.

Mandated HPS students.

What are the expected outcomes and benefits to HPS students?

Goals are based on individual student's IEPs.

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

Success is based on progress of students meeting their goals as outlined in their IEPs.
SOLE SOURCE DOCUMENTATION FORM

DATE: 9/6/13  P.O. OR REQUISITION NUMBER: 

VENDOR: CBS THERAPY  TOTAL COST: $312,732

DEPARTMENT/DIV: SPECIAL EDUCATION  REQUISITIONER: CLARE KENNEDY

Please read the Sole Source Procurement Policy before filling out this request.

Briefly describe the scope of services or equipment needed.

Provide Speech and Language Therapists to HPS.

This purchase qualifies as a sole source procurement for the following reason(s):

☐ The compatibility of equipment is of paramount consideration.

☐ The compatibility of accessories or replacement parts is of paramount consideration.

☐ The sole source supplier's item is needed for trial use or testing.

☐ The sole source supplier's item is to be procured for resale or donation.

☐ A public utility service.

☒ Other, please explain: In order to be in compliance with state and federal special education laws, and given that speech and language is a shortage area, CBS Therapy is the company that can provide qualified speech and language therapists within very tight time constraints. Other companies, such as Sunbelt Staffing were unable to do so. CBS Therapy has a proven track record with HPS.

Outline any research you did in determining that this vendor is the only one able to supply this item or service. Be specific as to names and addresses of firms or people contacted. Attach supportive documentation.

DEPARTMENT HEAD NAME, PRINTED: Clare Kennedy

Department Head Signature:  Date: 9/5/13

SOLE SOURCE PROCUREMENT
Contract For Professional Services
By And Between
The Hartford Board of Education
And
CBS Therapy

This Contract for Professional Services (the "Contract") is made and entered into by and between the HARTFORD BOARD OF EDUCATION, a municipal body and state agent established pursuant to Chapter IX, Section 1 of the Charter of the City of Hartford, Connecticut, having an address and place of business at 960 Main Street, 6th Floor, Hartford, CT 06103, acting herein by Christina M. Kishimoto, Superintendent, ("HBOE") and CBS Therapy, having an address and place of business at 134 Thurbers Ave., #220A, Providence, RI 02905, acting herein by Peter Erklauer, its Regional Director ("Contractor").

HBOE and the Contractor do mutually covenant and agree as follows:

1. Scope of Services:

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

2. Term:

The term of this Contract shall commence on the 8/26/13 and end on 6/30/14, unless terminated earlier pursuant to Section 11 below (the "Term").

3. Compensation:

The total amount of compensation to be paid to Contractor by HBOE for Services provided by or on behalf of Contractor in accordance with this Contract shall not exceed $312,732 Dollars (the "Contract Price").

Revised 12/2011
which Contract Price shall be payable as set forth below. Contractor acknowledges and agrees that the
Contract Price constitutes the full compensation to Contractor for the Services to be performed hereunder,
and includes all costs and expenses to be incurred by or on behalf of Contractor in performing the Services.

Contractor shall submit numbered invoices monthly for Services rendered in accordance with this Contract.
Such invoices shall include the following:

a. Certification by the Contractor that the Services invoiced were provided;
b. A description of the Services invoiced;
c. A written progress report concerning provision of the Services if required by HBOE.

HBOE's obligation to make any payments for any Services rendered hereunder is expressly contingent upon
Consultant having satisfactorily performed the same. Contractor agrees to meet with HBOE representatives
to discuss the Contractor's performance of the Services, as HBOE deems necessary. HBOE reserves the
right to delay payment, adjust payment or suspend or terminate this Contract in the event that Contractor's
performance is not satisfactory or in compliance with the terms of this Contract. Payment will be made by
HBOE for any Services provided in accordance with the terms hereof within thirty (30) days of its receipt of
Contractor's invoice submitted in accordance with the terms of this Section 3.

4. Performance Standards:

Contractor shall perform all Services in a timely manner with professional skill and competence, and in
accordance with: (i) generally accepted practices of, and pursuant to a standard of care exercised by,
professionals providing similar services under like circumstances; (ii) all applicable laws, rules, regulations,
orders and permits of any federal, state, or local governmental or quasi-governmental entity having
jurisdiction over this Contract, including but not limited to those ordinances pertaining to affirmative action
and the living wage; (iii) the terms and conditions of this Contract; and (iv) any and all directives or
instructions provided or issued by HBOE.

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

6. Anti-Discrimination and Affirmative Action:

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

7. Personnel:

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

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

9. Insurance:

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

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

a) Commercial general liability insurance with a broad form endorsement including coverage for property damage as well as endorsements for contractual liability, independent contractors, premises operations, products and completed operations and personal injury coverage insuring against damages to persons and property including, but not limited to, loss of life with limits no less than $1,000,000 combined single limit per occurrence for bodily injury, personal injury, or property damage. If a general aggregate is used, the general aggregate shall apply separately to the project or the general aggregate limit shall be $2,000,000.

b) Workers’ Compensation Insurance must be maintained by Contractor in accordance with Connecticut statutes.

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

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

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

Contractor and HBOE hereby expressly agree that the provision of such insurance in the amounts thereof do not in any way limit Contractor’s obligation under Section 8 of this Contract.

10. Conflict of Interest:

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

11. Contractor Default.

11.1 Events of Default

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

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

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

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

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

(v) If any competent authority shall have determined that Contractor is in default of any federal, state or local tax obligation; or

Revised 12/2011
(vi) Pursuant to Resolutions passed by the City's Court of Common Council on March 4, 1996 and January 13, 1997, if Contractor or any of its principals are in default of any tax or other financial obligations which are owed to the City. Default shall be considered to have occurred under this subsection when any payment required to be made to City is more than thirty (30) days past due.

11.2 Election of Remedies

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

(i) Take such action as it deems necessary, including, without limitation, the temporary withholding or reduction of payment;

(ii) Suspend Project operation;

(iii) Require Contractor to correct or cure such default to the satisfaction of HBOE; and/or

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

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

12. Termination of Contract

12.1 Termination for Cause

Upon the occurrence of any Event of Default, as set forth in Section 11.1 hereof, HBOE may terminate this Contract by giving five (5) days' written notice thereof to Contractor.
12.2 Termination for Non-availability of Funds

In the event HBOE shall not have funds available for the Project, HBOE may terminate this Contract following written notice thereof to Contractor.

12.3 Termination at Will

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

12.4 Payment upon Termination

In the event this Agreement is terminated pursuant to Sections 12.2 or 12.3 above and unless Contractor is in default hereunder, HBOE shall make full payment to Contractor for all Services performed in accordance with this Contract up to and including the date of termination within sixty (60) days of such date of termination and presentation of Contractor’s invoices therefore in accordance with Section 3 above.

13. Amendment:

This Contract may be amended or modified only by a writing duly executed by the parties to this Contract.
14. Subcontracts:

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

15. Disclaimer of Third Party Beneficiary:

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

16. Records:

Contractor agrees to establish and maintain fiscal control and accounting procedures to assure proper accounting for all funds paid by HBOE to Contractor pursuant to this Contract. Contractor further agrees to maintain all records and documents respecting this Contract and performance of this Contract until an audit acceptable to HBOE has been completed and all questions arising there from have been resolved, or until three (3) years after disbursement of the final payment under this Contract has been made, whichever occurs first.

All costs and expenditures incurred by the Contractor pursuant to this Contract shall be supported by properly executed payrolls, time records, invoices, vouchers, receipts, leases, or similar documentation. Contractor shall make available all records and documents relating in any way to performance of this Contract for examination by HBOE or its designee during normal business hours as often as deemed necessary by HBOE.

17. Reports and Records:

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

18. Copyright:

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

19. Assignment:

Contractor shall not assign or transfer any interest in this Contract without the prior written consent of HBOE.

20. Severability:

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

21. Governing Law:

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

22. Notices:

All notices, approvals, demands, requests, or other documents required or permitted under this Contract shall be deemed properly given if hand delivered or sent by express mail courier service or United States registered or certified mail, postage prepared, as follows:
To HBOE: Hartford Board of Education
960 Main Street
Hartford, CT 06103
Attn: Clare Kennedy, Special Education

To the Contractor: CBS Therapy
134 Thurbers Ave., #220A
Providence, RI 02905
Attn: Peter Erklauer, Regional Director

To Corporation Counsel:
550 Main Street
Room 210
Hartford, CT 06103
23. Entire Agreement:

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

24. Non-Waiver:

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

25. Security Checks:

Pursuant to HBOE Policy 4112.5, Contractor agrees that no employee of Contractor who will work directly with students is listed on any Sex Offender Registry.
IN WITNESS WHEREOF, HBOE and Contractor have executed this Contract as of the Commencement Date.

Witness

HARTFORD BOARD OF EDUCATION

__________________________

By: Dr. Christina M. Kishimoto
Superintendent

Date: ________________

Witness

CBS Therapy

__________________________

By: Peter Erklauer
Regional Director

Date: ________________

Approved As to Form and Legality

__________________________

Date ________________

Corporation Counsel

Revised 12/2011
9/4/13

To: Susan Bassett
Executive Assistant to the Executive Director of Special Education
Hartford Public Schools
960 Main Street, 8th flr.
Hartford, CT 06103

From: Peter Erklauer, Regional Director, CBS Therapy

Scope of Services and Cost Projection

Requested Service: 3.4 FTE Speech-language Pathologists (SLP)
Position Start Date: 8/27/13
Position End Date: 6/4/14
Days: 182
Hours per Day Per SLP: 7
Total Hours: 4284
Hourly Rate: $73.00
Total Cost: $312,732

This projection is all inclusive and assumes that the therapists work every hour throughout the time stated. CBS Therapy only bills for actual time worked in district by the therapist.

About Us

CBS Therapy is the leading provider of school based therapy services in New England. We provide temporary and permanent staffing for speech-language pathologists (bilingual and monolingual), occupational therapists, physical therapists and OT and PT assistants. Our clients include early intervention agencies, school districts, charter schools, special needs schools/agencies and governmental agencies throughout New England.
"This page [is] intentionally left blank."
NEW BUSINESS

CONTRACT APPROVAL: RICOH USA

AMOUNT: $1,475,212.80 / 5-YEAR CONTRACT

BACKGROUND:
The purpose of this 5-year lease agreement is for Ricoh to provide 53 Ricoh MP 5002 SP’s to replace the current fleet of 53 Ricoh MFP’s in the Teacher Workstation areas.

These devices have been in place since 2008 and are frequently in need of repair as they are at the end of their useful life. This impairs the ability of the schools to function properly when the workstations are down.

The allotment per machine is 50,000 copies per device.

$214,688.16 - 53 Black & White copiers located at the schools’ Teacher Workstations
$91,800.00 - 1 color copier at Central Office Printshop
$57,240.00 - Added Usage (copiers beyond the allotment)
$295,042.56 Total per year

$1,475,212.80 Total 5-Year Contract

RECOMMENDATION:

That the Hartford Board of Education authorizes the Superintendent to execute a lease agreement approve the use of Ricoh to lease 53 Ricoh MP 5002 SP’s to replace the current aging fleet of copiers in the Teacher Workstation areas.
CONTRACT / CONSULTANT INFORMATION FORM

(Please include all anecdotal and assessment data that should be considered in continuing / renewing this contract/consultant)

NEW___X___CONTINUATION_____

Contract Title: Replace Current Fleet of Teacher Workstation Copiers

Contact Person: Paula Altieri

School/Department: Finance

Amount of Contract: $1,475,212.80 5-year term / $295,042.56 annually

Funding Source: General Funds

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<th>Number of Staff To Be Served</th>
<th>District Accountability Plan</th>
<th>Target Achievement Rate</th>
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Briefly describe the purpose of the contract:

Hartford Public Schools is leasing 53 Ricoh MP 5002 SP's to replace the current aging fleet of 53 Ricoh MFP's located at the Schools' Teacher Workstation areas, and 1 Color Copier at central office.

Please indicate the population to be served.

Schools & Central Office

What are the expected outcomes and benefits to HPS students?

Replace Workstation Copier Fleet in schools to support students' education.

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

Success is evaluated based on copier performance, minimizing repair and maintenance costs and environmental friendliness. This contract was awarded to Ricoh based on price and performance in comparison to 3 other vendors: Aztec, Canon and Xerox.
September 9, 2013

Ricoh USA, Inc.
655 Winding Brook Drive
Glastonbury, CT 06033

Al Maximo:

Thank you for responding to our Request for Proposal number 5409, Copiers and Maintenance

Proposals have been reviewed and a decision was made to award a Contract to your company. This award is contingent to EEO Certification, tax status, form of Contract and approval from the Hartford Board of Education.

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

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. A Contract will be sent to your attention soon for your signature. If you have any questions please feel free to give me a call.

Sincerely,

William Diaz
Principal Administrative Analyst
Customer Will To: Billing Contract Name

Name

Product Description: Make & Model

City

County

State

Zip

Billing Contact Telephone Number

Billing Contact Fax Machine Number

Billing Contact E-Mail Address

Mini-Monthly Payment

Minimum Payment

Monthly

Quarterly

Other:

Other:

Advance Payment

Sales Tax Exempt: YES (Attach Exemption Certificate)

Addendum(s) attached: YES (check if yes and indicate total number of pages: 1)

TERMS AND CONDITIONS

1. The first Payment will be due on the Effective Date. If the Lease Agreement uses the terms "Lease Payment" and "Commencement Date" rather than "Payment" and "Effective Date," then, for purposes of this Schedule, the term "Payment" shall have the same meaning as "Lease Payment," and the term "Effective Date" shall have the same meaning as "Commencement Date."
2. You, the undersigned Customer, have applied to us to use the above-described Product for lawful commercial (non-consumer) purposes. **THIS IS AN UNCONDITIONAL, NON-CANCELABLE AGREEMENT FOR THE MINIMUM TERM INDICATED ABOVE**, except as otherwise provided in any non-appropriation provision of the Lease Agreement, if applicable. If we accept this Schedule, you agree to use the above Product on all the terms hereof, including the terms and conditions on the Lease Agreement. **THIS WILL ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS SCHEDULE AND THE LEASE AGREEMENT AND HAVE RECEIVED A COPY OF THIS SCHEDULE AND THE LEASE AGREEMENT.** You acknowledge and agree that the Ricoh service commitments included on the “Image Management Plus Commitments” page attached to this Schedule (collectively, the “Commitments”) are separate and independent obligations of Ricoh USA, Inc. (“Ricoh”) governed solely by the terms set forth on such page. If we assign this Schedule in accordance with the Lease Agreement, the Commitments do not represent obligations of any assignee and are not incorporated herein by reference. You agree that Ricoh alone is the party to provide all such services and is directly responsible to you for all of the Commitments. We are or, if we assign this Schedule in accordance with the Lease Agreement, our assignee will be, the party responsible for financing and billing this Schedule, including, but not limited to, the portion of your payments under this Schedule that reflects consideration owing to Ricoh in respect of its performance of the Commitments. Accordingly, you expressly agree that Ricoh is an intended party beneficiary of your payment obligations hereunder, even if this Schedule is assigned by us in accordance with the Lease Agreement.

3. **Image Charges/Meters:** In return for the Minimum Payment, you are entitled to use the number of Guaranteed Minimum Images as specified in the Payment Schedule of this Schedule. The Meter Reading/Billing Frequency is the period of time (monthly, quarterly, etc.) for which the number of images used will be reconciled. If you use more than the Guaranteed Minimum Images during the selected Meter Reading/Billing Frequency period, you will pay additional charges at the applicable Cost of Additional Images as specified in the Payment Schedule of this Schedule for images, black and white and/or color, which exceed the Guaranteed Minimum Images (“Additional Images”). The charge for Additional Images is calculated by multiplying the number of Additional Images by the applicable Cost of Additional Images. The Meter Reading/Billing Frequency may be different than the Minimum Payment Billing Frequency as specified in the Payment Schedule of this Schedule. You will provide us or our designee with the actual meter reading(s) by submitting meter reads electronically via an automated meter read program, or in any other reasonable manner requested by us or our designee from time to time. If such meter reading is not received within seven (7) days of the end of the Meter Reading/Billing Frequency period or at our request, we may estimate the number of images used. Adjustments for estimated charges for Additional Images will be made upon receipt of actual meter reading(s). Notwithstanding any adjustment, you will never pay less than the Minimum Payment.

4. Additional Provisions (if any) are: ________________________________________________

THE PERSON SIGNING THIS SCHEDULE ON BEHALF OF THE CUSTOMER REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO DO SO.

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Ricoh® and the Ricoh Logos are registered trademarks of Ricoh Company, Ltd.
The below service commitments (collectively, the "Service Commitments") are brought to you by Ricoh USA, Inc. ("Ricoh"). The words "you" and "your" refer to you, customer.

You agree that Ricoh shall not be liable for any of the services set forth below and is fully responsible to you, the customer, for all of the Service Commitments. Ricoh or, if Ricoh assigns the Product Schedule to which this page is attached in accordance with the Lease Agreement (as defined in each Product Schedule), Ricoh's assignee, is the party responsible for financing and selling the Image Management Plus Product Schedule. The Service Commitments are only applicable to the equipment ("Product") described in the Image Management Plus Product Schedule to which these Service Commitments are attached, excluding black-and-white copiers and non-productive units. The Service Commitments are effective on the date the Product is accepted by you and applies during Ricoh's normal business hours, excluding weekends and Ricoh recognized holidays. They remain in effect for the Minimum Term so long as no ongoing default exists on your part.

Ricoh's Service Commitments are made in connection with the Ricoh Image Management Plus Product Schedule to which this page is attached. For purposes of this page, "you" means the customer made in writing via registered letter to the address above. Ricoh is committed to responding to any questions regarding invoiced amounts for the use of the Product relating to the Image Management Plus Product Schedule within a 2 day timeframe. To ensure the most timely response please call 1-866-226-6669.

These Service Commitments do not cover repairs resulting from misuse (including without limitation improper voltage or environment) or the use of supplies that do not conform to the manufacturer's specifications, or excessive or improper use of the product, at your location in order to facilitate the functionality of the Product. The Quality Assurance Department will coordinate resolution of any performance issues. The Quality Assurance Department will coordinate resolution of any performance issues. The Quality Assurance Department will coordinate resolution of any performance issues.

IN WITNESS WHEREOF, each party has caused its duly authorized officer to execute these Service Commitments as of

CUSTOMER
By: __________________________
Name: _______________________
Date: _______________________

Ricoh USA, Inc.
70 Valley Stream Parkway
Malvern, PA 19355

By: __________________________
Name: _______________________
Date: _______________________

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Ricoh and the Ricoh Logos are registered trademarks of Ricoh Company, Ltd.
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Copy of Hartford BOE 2013-2014 Replacement Schedule Updated 9-13-13.xlsxPROPOSED NEW LEASES
### Hartford Public Schools

**PRELIMINARY**

**2013-2014**

**RICOH Replacement Schedule**

(as of 9/10/13)

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**Expense**

20154.44 $ 237,802.56

**Ricoh MP 5002 SP** Includes 50,000 Monthly copies/prints per device - additional copy prints @ .0045 reconciled on a SY basis, includes all parts, service and supplies (toner and staples) excludes only paper; SY13/14 $237,802.56

Estimated additional usage expense based on historical monthly average SY13/14 $57,240.00

12,720,000 @ .0045 - Based on an average 70,000 copy prints per device;

**Ricoh MPC 5100S Production Color device** includes 30,000 Monthly color copy prints - additional copy prints @ .045 reconciled on a SY basis, includes all parts, service and supplies (toner and staples) excludes only paper;

Estimated additional usage based on historical monthly average of 60,000 color copy prints SY13/14 Expense $16,200.00

240,000 @ .045

Hartford Public Schools Fleet of Black and White owned assets currently in place - SY13/14 Expense $72,000.00

24,000,000 @ .006 - Includes all parts, service and supplies (toner and staples) excludes only paper;

Hartford Public Schools Fleet of Color owned assets currently in place - SY13/14 Expense $75,600.00

Copy of Hartford BOE 2013-2014 Replacement Schedule Updated 12/18/13.xlsx PROPOSED NEW LEASES
AGENDA

ITEM # 7

NEW BUSINESS

OCTOBER 15, 2013

CONTRACT APPROVAL:  
RICOH USA, INC. — MAINTENANCE AND SUPPLIES

AMOUNT:  
$235,800

FUNDING SOURCE
GENERAL BUDGET

BACKGROUND:

The purpose of this master maintenance agreement is for Ricoh to provide copier supply and maintenance for all equipment currently serviced by Ricoh at the schools and Central Office Departments. A listing of the equipment is attached.

The service to be provided is primarily the repair and replacement of equipment that become unserviceable under normal usage.

RECOMMENDATION:

The Hartford Board of Education authorizes the Superintendent to execute a contract with Ricoh USA, Inc. for the term delineated in the agreement ending June 30, 2014, at an amount not to exceed $235,800.
CONTRACT / CONSULTANT INFORMATION FORM

(Please include all anecdotal and assessment data that should be considered in continuing / renewing this contract/consultant)

NEW____ CONTINUATION ____ X __

Contract Title: Copier Maintenance & Supplies - Ricoh

Contact Person: Paula Altieri

School/Department: Finance

Amount of Contract: $235,800

Funding Source: General Fund

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<th>Number of Staff To Be Served</th>
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Briefly describe the purpose of the contract:

The purpose of this master maintenance agreement is for Ricoh to provide copier supply and maintenance for all equipment currently own by HPS.

Please indicate the population to be served.

Schools & Central Office

What are the expected outcomes and benefits to HPS students?

Maintain and repair Ricoh copiers at the school to support student education.

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

This is a continuation of contract that expired on June 30, 2013. Ricoh was originally awarded the contract based on service and price and when this is no longer advantageous we will rebid.
September 9, 2013

Ricoh USA, Inc.
655 Winding Brook Drive
Glastonbury, CT 06033

Al Maximo:

Thank you for responding to our Request for Proposal number 5409, Copiers and Maintenance. Proposals have been reviewed and a decision was made to award a Contract to your company. This award is contingent to EEO Certification, tax status, form of Contract and approval from the Hartford Board of Education.

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

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. A Contract will be sent to your attention soon for your signature. If you have any questions please feel free to give me a call.

Sincerely,

William Diaz
Principal Administrative Analyst
Ricoh MP 5002 SP-Includes 50,000 Monthly copies/prints per device- additional copy/prints @ .0045 reconciled on a SY basis, Includes all parts, service and supplies (toner and staples) excludes only paper;  
SY13/14 $237,802.56  
Estimated additional usage expense based on historical monthly average- SY13/14 $57,240.00  
12,720,000 @ .0045- Based on an average 70,000 copy/prints per device;  

Ricoh MPC 5100S Production Color device includes 30,000 Monthly color copy/prints- additional copy/prints @ .045 reconciled on a SY basis, Includes all parts, service and supplies (toner and staples) excludes only paper;  
Estimated additional usage based on historical monthly average of 60,000 color copy prints-SY 13/14 Expense $16,200.00  
360,000 @ .045 

Hartford Public Schools Fleet of Black and White owned assets currently in place- SY13/14 Expense- $144,000.00  
24,000,000 @ .006-, Includes all parts, service and supplies (toner and staples) excludes only paper;  
Hartford Public Schools Fleet of Color owned assets currently in place- SY13/14 Expense- $75,600.00  
1,967,242 @ .05-, Includes all parts, service and supplies (toner and staples) excludes only paper;  
Total SY 13/14 Expense: $530,842.56
## Hartford Public Schools Owned Assets

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NEW BUSINESS

APPROVAL OF NEGOTIATIONS AND AGREEMENT BETWEEN HARTFORD PUBLIC SCHOOLS AND THE LINCOLN CULINARY INSTITUTE

BACKGROUND

The Hartford Public Schools was awarded $100 million through Substitute Senate Bill No. 876 Public Act No. 13-243 for renovations to Weaver High School. The 2013-14 school year will be used for a planning year and, subsequently at a time to be determined, the construction project will ensue. The Culinary Arts Academy at Weaver High School is the sole academy remaining in the building.

Due to the pending construction renovation to the sight, the academy must be relocated to an appropriate educational space. We negotiated a partnership with Lincoln Culinary Institute (LCI) that will: provide temporary housing for the Culinary Arts Academy and provide for staff and student opportunities post construction renovation. Lincoln Culinary Institute provides the industry based conditions required to continue the educational offerings of the Culinary Arts Academy: culinary arts facilities, experts in the field of Culinary Arts and Hospitality, classroom space, office space, and partnership opportunities.

During the construction renovation period, the Culinary Arts Academy is projected to have a student enrollment between 240-280 students. Student transportation will be provided for those students who meet transportation requirements.

Hartford Public School personnel and LCI representatives are currently in negotiations to determine costs associated with the project.

Upon completion of the renovation project at Weaver High School, the Culinary Arts Academy will return to the 415 Granby Street campus to be one of three (3) academies on the renovated site.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to negotiate an agreement between Hartford Public Schools and Lincoln Culinary Institute for housing the Culinary Arts Academy during the construction period at Weaver High School.
October 1, 2013

Dr. Donald J. Slater
Chief Operating Officer
Hartford Public Schools
900 Main Street
Hartford, CT 06103

Re: Proposed Sublease at Lincoln Culinary Institute located at 85 Sigourney Street, Hartford, CT

Dear Dr. Slater:

On behalf of NN Acquisition, LLC ("NN LLC") I am very pleased to provide you with this revised Letter of Intent to sublease space at 85 Sigourney Street, Hartford, CT to accommodate your High School Culinary Program. The revised sublease proposal is as follows:

**TENANT:** City of Hartford ("City").

**PREMISES:** Approximately 41,874 rentable square feet for classroom, office, cafeteria, gym and library use per space plan to be agreed by NN LLC and Hartford Public Schools ("HPS").

**PARKING:** Total of 15 parking spaces at no charge to HPS.

**SUBLEASE COMMENCEMENT:** August 1, 2014.

**TERM:** August 1, 2014 – July 31, 2018.

**EARLY TERMINATION RIGHT:** City may terminate the sublease at any time and for any reason with twelve months advance notice and payment of an early termination fee. The amount of the early termination fee will be negotiated between NN LLC and City and included in the sublease.

**LANDLORD’S WORK:** NN LLC shall construct the improvements on a turnkey basis in accordance with HPS’s needs. Landlord’s Work shall be done in accordance with final plans submitted and approved by HPS and the specifications and requirements of the Connecticut Department of Education. The final build-out shall be in compliance with such specifications and requirements, ADA and local laws, codes and ordinances.

**SCHEDULE FOR LANDLORD’S WORK:** The schedule for the work will be as agreed by NN LLC and HPS. NN LLC will not be responsible for delays caused by any conditions beyond NN LLC’s control such as delays in approvals by regulatory agencies or HPS, scope changes, or force majeure.
NET RENT: $586,266.00 per year plus $315,470.80 per year for Build Out Rent, with 3% annual increases on total Net Rent.

BUILD OUT COST: NN LLC will perform the Landlord's Work at a cost not to exceed $1,000,000.00. Net Rent for cost of Landlord's Work is $315,470.80 per year (the "Build Out Rent"). If the cost for the Landlord's Work exceeds $1,000,000.00, the excess cost will be amortized in equal monthly installments over 4 years with interest at 10% per annum and added to the Build Out Rent.

ADDITIONAL RENT ANNUAL ESTIMATE: Real Estate Taxes: Approximately $61,974.00 ($1.48 per square foot). Operating Expenses (Insurance, Utilities, etc.): Approximately $230,307.00 ($5.50 per square foot).

COUNCIL APPROVAL: The terms of any sublease are subject to approval by the City's Court of Common Council.

This revised Letter of Intent replaces in its entirety our Letter of Intent dated September 23, 2013 with respect to the proposed sublease transaction.

The foregoing summarizes the principal business terms pursuant to which NN LLC is willing to negotiate a sublease transaction with City. This letter is a proposal only, is not an offer to lease and is subject to the authorization, execution and delivery of a definitive written sublease agreement by NN LLC and City. Nothing contained herein shall be construed to legally bind either NN LLC or City to negotiate for or enter into the proposed sublease transaction unless and until a definitive written sublease agreement is authorized, executed and delivered by NN LLC and City.

If this non-binding proposal is acceptable as the basis for a sublease transaction would you please have HPS and City sign and return to me this non-binding Letter of Intent.

Sincerely,

Tayfun Selen
Vice President of Real Estate
Lincoln Technical Institute, Inc.

APPROVED AS A NON-BINDING LETTER OF INTENT.

HARTFORD PUBLIC SCHOOLS

By: __________________________
Name: Dr. Christina M. Kishimoto
Title: Superintendent of Schools
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AGENDA

ITEM # 9

NEW BUSINESS

PROPOSED COLLECTIVE BARGAINING AGREEMENT: THE HARTFORD FEDERATION OF SCHOOL HEALTH PROFESSIONALS, LOCAL 1018 A/B, AFT, AFL-CIO

DR. KISHIMOTO

MS. CUTLER-HODGMAN

BACKGROUND

- The current contract expired on June 30, 2012.
- Negotiations for the new contract started in September 24, 2012.
- The Parties reached a tentative agreement on September 16, 2013.
- The membership of the bargaining unit ratified the tentative agreement on September 26, 2013.
- The Board must now take a formal vote on the proposed agreement.

RECOMMENDATION

That the Board of Education approves the proposed Collective Bargaining Agreement with the Hartford Federation of School Health Professionals, Local 1018 A/B, AFT, AFL-CIO.
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AGENDA

ITEM # 10

NEW BUSINESS

CONTRACT CONTINUATION APPROVAL
MRW CONNECTED, INC.

AMOUNT
$185,900 FY 2013-2014
$104,400 FY 2014-2015

BACKGROUND

The Hartford Public Schools (HPS) Strategic Operating Plan 2011-2016 which was adopted by the Board of Education on September 20, 2011 includes a District Communications Plan that identifies the development of an internal intranet and external website as priorities.

Following competitive RFP processes, MRW Connected, Inc. was contracted in February 22, 2012 through June 29, 2012, to develop the district website, and in October 19, 2012 to develop phase one of the internal intranet. This web development program of both internal and external web capabilities was planned as a multi-phased project with the expectations of building out both web platforms to improve communications. Through both projects MRW researched and designed the graphic elements of the website and intranet, built the page templates based on documented features and functions, and established site maps and navigation plans so that the intranet and website would serve as complementary tools.

In phase one of the external website and the internal intranet projects, the focus was on building the foundation of each through a district-focused website and through an intranet with centralized documents to be used across the district.

A recent communications planning effort included focus groups with parents, teachers, principals, administrative and central office staff, members of the Board of Education and external partners. The plan identified key priorities including the continued development of communications tools and processes to improve internal communications and resources to focus on parent and family communications. In addition, the Hartford Public Schools Family Engagement Plan identifies the need for website development to support the specific needs and interests of families. A survey to schools distributed in the Spring 2013 indicated overwhelming interest by schools in securing assistance in the development, improvement and refinement of school-based websites.

A contract continuation approval is requested for MRW to conduct phase two of the web development program including (1) extending intranet development and (2) the development of school websites.
Both the City of Hartford and the Hartford Public Schools procurement staff have reviewed the request for the contract extension and found the rationale to be sound as a competitive RFP process was conducted in phase one and MRW was identified as the best vendor to manage these projects. Further as the designer and developer of both the existing district website and the intranet (phase one), MRW is uniquely poised to continue the work efficiently and in cost effective manner.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent of Schools to extend the contract with MRW Connected, Inc. for a term of two years, based on performance and funding availability, at an amount not to exceed $185,900 FY 2013-2014 and $104,400 FY 2014-2015.
CONTRACT / CONSULTANT INFORMATION FORM

(Please include all anecdotal and assessment data that should be considered in continuing / renewing this contract/consultant)

NEW______ CONTINUATION____X____

Contract Title: MRW Connected, Inc.

Contact Person: Kelvin Roldan

School/Department: Office of Institutional Advancement

Amount of Contract: $290,300

Funding Source: General Budget

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<th>Sites</th>
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<th>Number of Staff To Be Served</th>
<th>District Accountability Plan</th>
<th>Target Achievement Rate</th>
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<td>Competitive Bid in 2012. Requesting extension</td>
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Briefly describe the purpose of the contract:

To extend the contract with MRW Connected, Inc. for the design and development of phase 2 of the employee intranet that will serve as a primary communications tool and a forum of learning and engagement among district teachers, principals, school staff, and administration and the development of school websites as part of the district’s communications and family engagement goals.

Key background note: Following a competitive bid process in 2012-2013, MRW Connected Inc. was contracted to design and develop the district website and create the framework and wireframe for phase one of the internal intranet. Their knowledge of the district and phase one work provides a foundation and expertise required to implement phase two of the intranet and to build school websites to extend communications in support of family engagement.

Please indicate the population to be served.

All Hartford Public Schools employees and all HPS families.

What are the expected outcomes and benefits to HPS students?

As part of the communications and family engagement plan, the development of easy to navigate, updated school websites will increase access for families and provide real-time
information that families can use to stay engaged in their schools. These websites will include announcements, contact lists, calendars, links to the Parent Portal of PowerSchool among other materials.

Phase 2 of the intranet provides for the extension of the features and functions of the intranet for increased access and usability, school-specific features, dynamic district database of stats, and the development of the intranet as a professional development tool where educators can share best practices, work collaboratively across the district, engage in mentoring and peer coaching among other activities to become well-informed, innovative educators and leaders supporting Hartford Public School students.

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

A highly detailed scope of work and timeline has been established in the contract. Success will be measured on progress made on each of the key activities in the design and development of the intranet and school websites, assessing results, timing and budget. In addition, we will evaluate school website and intranet usage and key materials.
City of Hartford
Sole Source Justification Form
(Please refer to Sole Source Procurement Policy for further Explanation)

Date: 9/25/2013
Requestor: Kelvin Roldan 	 Department: Office of Institutional Advancement

Sole Source Vendor: MRW Connected, Inc. 	 Amount of Request: $290,300

Part I — Detailed Explanation of Product or Services

To secure the services of MRW Connected, Inc. for the design and development of phase 2 of the employee intranet that will serve as a primary communications tool and a forum of learning and engagement among district teachers, principals, school staff, and administration and the development of school websites as part of the district's communications and family engagement goals. In 2012-2013, MRW Connected Inc. designed and developed the district website and created the framework and wireframe for phase one of the internal Intranet. Their knowledge of the district and phase one work provides a foundation and expertise required to implement phase two of the Intranet and build school websites to extend communications in support of family engagement.

Part II — Sole Source Justification Criteria

A competitive RFP process was conducted 2012 for the district website and the internal Intranet. MRW Connected Inc. was selected as the winning bid by a panel of reviewers who reviewed and scored several proposals. MRW provided proposals that fully met the scope of the projects, were cost-effective and based on their expertise in the field of web development.

Select Justification

Part III — Business Rationale

Be specific in answering all questions and attach additional pages if necessary.

1. 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? Give specific characteristics, compatibilities, capabilities and requirements.

MRW Connected, Inc. is the only vendor who can meet the needs of this project because of their unique capabilities relative to web development and past work with Hartford Public Schools. Following competitive RFP processes, MRW Connected, Inc. designed and developed the district website and created the framework, wireframe, design and launch for phase one of the internal Intranet. As the architects of the district website and the intranet and through the knowledge they have about the district, its communications needs, and stakeholder requirements, MRW Connected, Inc. is the only vendor with the existing expertise, infrastructure and state of readiness to implement phase two of the intranet and to build school websites to extend communications in support of family engagement.

2. What alternative sources were reviewed & evaluated to support this claim? Please summarize findings.

Competitive RFP processes were conducted in 2012 which resulted in the selection of MRW Connected, Inc. to develop the district website and to develop phase one of the Internal Intranet. This web development program of both internal and external web capabilities was planned as a multi-phased project with the expectations of building out both web platforms to improve communications. MRW was selected by a review team and using a rubric that analyzed respondent's expertise in delivering the key activities noted in project scope, capabilities and documentation of experience in similar projects, work process and timetable and price.

3. Will this purchase obligate the City for future purchases, such as maintenance? If yes, please describe.
Training will be provided to district staff to manage intranet content and school website content. The district will not be required to maintain MRW for these services. The district will maintain its agreement with MRW for external hosting at a monthly fee to ensure our websites are reliable, properly functioning and with no/limited downtime.

4. What efforts were made to get the best possible price and why is it considered to be fair and reasonable?

Because of MRW’s work in phase one of web development (website and intranet), their pricing structure is highly competitive and allows for efficient implementation of the projects. MRW is able to provide an economic advantage to the project because they built the infrastructure for both the website and intranet and can create efficiencies in the extension of the projects district/school-wide.

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

These projects are part of the Hartford Public Schools’ Strategic Operating Plan priorities. A recent communications planning effort included focus groups with parents, teachers, principals, administrative and central office staff, members of the Board of Education and external partners. The plan identified key priorities including the continued development of communications tools and processes to improve internal communications and resources to focus on parent and family communications. In addition, the Hartford Public Schools Family Engagement Plan identifies the need for website development to support the specific needs and interests of families. A survey to schools distributed in the Spring 2013 indicated overwhelming interest by schools in securing assistance in the development, improvement and refinement of school-based websites.

Part IV – Approvals (Purchasing Agent approval required if amount greater than $10,000)

Department Head  Date  Purchasing Agent  Date

9/27/13  9/29/13
Contract For Professional Services
By And Between
The Hartford Board of Education
And
MRW Connected, LLC

This Contract for Professional Services (the "Contract") is made and entered into by and between the HARTFORD BOARD OF EDUCATION, a municipal body and state agent established pursuant to Chapter IX, Section 1 of the Charter of the City of Hartford, Connecticut, having an address and place of business at 960 Main Street, 8th Floor, Hartford, CT 06103, acting herein by Christina M. Kishimoto, Superintendent, ("HBOE") and MRW Connected, Inc., a web development/content distribution company having an address and place of business at 116 Pleasant Street, Suite 328, Easthampton, MA 01027, acting herein by Tom Willits, its General Partner ("Contractor").

HBOE and the Contractor do mutually covenant and agree as follows:

1. Scope of Services:

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

2. Term:

The term of this Contract shall commence on October 16, 2013 and end on June 30, 2015 unless terminated earlier pursuant to Section 11 below (the "Term").

3. Compensation:

The total amount of compensation to be paid to Contractor by HBOE for Services provided by or on behalf of Contractor in accordance with this Contract shall not exceed two hundred and ninety thousand and three hundred Dollars ($290,300) (the "Contract Price"), which Contract Price shall be payable as set forth below. Contractor acknowledges and agrees that the Contract Price constitutes the full compensation to Contractor for the Services to be performed hereunder, and includes all costs and expenses to be incurred by or on behalf of Contractor in performing the Services.

Contractor shall submit numbered invoices monthly for Services rendered in accordance with this Contract. Such invoices shall include the following:

a. Certification by the Contractor that the Services invoiced were provided;
b. A description of the Services invoiced;
c. A written progress report concerning provision of the Services if required by HBOE.
HBOE’s obligation to make any payments for any Services rendered hereunder is expressly contingent upon Consultant having satisfactorily performed the same. Contractor agrees to meet with HBOE representatives to discuss the Contractor’s performance of the Services, as HBOE deems necessary. HBOE reserves the right to delay payment, adjust payment or suspend or terminate this Contract in the event that Contractor’s performance is not satisfactory or in compliance with the terms of this Contract. Payment will be made by HBOE for any Services provided in accordance with the terms hereof within thirty (30) days of its receipt of Contractor’s invoice submitted in accordance with the terms of this Section 3.

4. Performance Standards:

Contractor shall perform all Services in a timely manner with professional skill and competence, and in accordance with: (i) generally accepted practices of, and pursuant to a standard of care exercised by, professionals providing similar services under like circumstances; (ii) all applicable laws, rules, regulations, orders and permits of any federal, state, or local governmental or quasi-governmental entity having jurisdiction over this Contract, including but not limited to those ordinances pertaining to affirmative action and the living wage; (iii) the terms and conditions of this Contract; and (iv) any and all directives or instructions provided or issued by HBOE.

5. Evaluation Standards:

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

6. Anti-Discrimination and Affirmative Action:

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

7. Personnel:

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

8. Indemnification:

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

9. Insurance:

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

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

a) Commercial general liability insurance with a broad form endorsement including coverage for property damage as well as endorsements for contractual liability, independent contractors, premises operations, products and completed operations and personal injury coverage insuring against damages to persons and property including, but not limited to, loss of life with limits no less than $1,000,000 combined single limit per occurrence for bodily injury, personal injury, or property damage. If a general aggregate is used, the general aggregate shall apply separately to the project or the general aggregate limit shall be $2,000,000.

b) Workers' Compensation Insurance must be maintained by Contractor in accordance with Connecticut statutes.
c) Automobile Liability with limit of no less than $500,000 combined single limit per accident. Coverage extends to owned, hired and non-owned automobiles. If contractor does not own vehicle used in the execution of the contract, then only hired and non owned coverage is required. If a vehicle is not used in the execution of the contract then automobile coverage is not required.

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

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

Contractor and HBOE hereby expressly agree that the provision of such insurance in the amounts thereof do not in any way limit Contractor's obligation under Section 8 of this Contract.

10. Conflict of Interest:

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

11. Contractor Default.

11.1 Events of Default

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

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

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

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

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

(v) If any competent authority shall have determined that Contractor is in default of any federal, state or local tax obligation; or

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

11.2 Election of Remedies

If any Event of Default hereunder shall have occurred and be continuing, HBOE may elect to pursue any one or more of the following remedies, in any combination or sequence:
(i) Take such action as it deems necessary, including, without limitation, the temporary withholding or reduction of payment;

(ii) Suspend Project operation;

(iii) Require Contractor to correct or cure such default to the satisfaction of HBOE; and/or

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

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

12. Termination of Contract

12.1 Termination for Cause

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

12.2 Termination for Non-availability of Funds

In the event HBOE shall not have funds available for the Project, HBOE may terminate this Contract following written notice thereof to Contractor.

12.3 Termination at Will

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

12.4 Payment upon Termination

In the event this Agreement is terminated pursuant to Sections 12.2 or 12.3 above and unless Contractor is in default hereunder, HBOE shall make full payment to Contractor for all Services performed in accordance with this Contract up to and including the date of termination within sixty (60) days of such date of termination and presentation of Contractor's invoices therefore in accordance with Section 3 above.

13. Amendment:

This Contract may be amended or modified only by a writing duly executed by the parties to this Contract.
14. Subcontracts:

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

15. Disclaimer of Third Party Beneficiary:

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

16. Records:

Contractor agrees to establish and maintain fiscal control and accounting procedures to assure proper accounting for all funds paid by HBOE to Contractor pursuant to this Contract. Contractor further agrees to maintain all records and documents respecting this Contract and performance of this Contract until an audit acceptable to HBOE has been completed and all questions arising there from have been resolved, or until three (3) years after disbursement of the final payment under this Contract has been made, whichever occurs first.

All costs and expenditures incurred by the Contractor pursuant to this Contract shall be supported by properly executed payrolls, time records, invoices, vouchers, receipts, leases, or similar documentation. Contractor shall make available all records and documents relating in any way to performance of this Contract for examination by HBOE or its designee during normal business hours as often as deemed necessary by HBOE.

17. Reports and Records:

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

18. Copyright:

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

Revised 12/2011
19. Assignment:

Contractor shall not assign or transfer any interest in this Contract without the prior written consent of HBOE.

20. Severability:

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

21. Governing Law:

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

22. Notices:

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

To HBOE: Hartford Board of Education
960 Main Street
Hartford, CT 06103
Attn: Kelvin Roldan, Chief Institutional Advancement Officer

To the Contractor: MRW Connected, Inc.
116 Pleasant Street, Suite 328
Easthampton, MA 01027
Attn: Tom Willits, President

To Corporation Counsel:
550 Main Street
Room 210
Hartford, CT 06103

Revised 12/2011
23. Entire Agreement:

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

24. Non-Waiver:

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

25. Security Checks:

Pursuant to HBOE Policy 4112.5, Contractor agrees that no employee of Contractor who will work directly with students is listed on any Sex Offender Registry.
IN WITNESS WHEREOF, HBOE and Contractor have executed this Contract as of the Commencement Date.

Witness 

HARTFORD BOARD OF EDUCATION

By: Dr. Christina M. Kishimoto
Superintendent

Date:

Witness

MRW Connected, Inc.

By: Tom Willits
President

Date:

Approved As to Form and Legality

Corporation Counsel

Date: 
EXHIBIT A

SCOPE OF SERVICES
SCOPE OF SERVICES

Continuation of HPS Online Communications and Web Development

This Contract Extension Scope of Services and Budget reflects a two-year continuation of internal and external District communications projects currently underway.

Component 1: Hartford Public Schools Intranet

The following Scope of Services and Budget follows the work completed under the current contract of October 19, 2012: initial planning, creation, and launch of the HPS Intranet. The continuing work will serve the District’s staff, teachers, and administration by further developing the site and increasing District adoption moving forward into 2014 and 2015.

Year 1:

<table>
<thead>
<tr>
<th>Work</th>
<th>Objectives And Deliverables</th>
<th>Price</th>
</tr>
</thead>
</table>
| 1. Continued Social Media Exploration and Development | - Meet with district teachers, principals, and central office staff to build upon the established considerations and requirements of a fully functional social networking solution explored in earlier project phases  
- Research methods of active and passive participation and collaboration by Intranet users, including but not limited to a library of best practices, profile-based communication, and media sharing  
- Create and distribute an Intranet Social Media Policy to ensure district-wide adherence to protocols established in collaboration with Central Office  
- Further develop and integrate the social networking solution for the Intranet—existing, partially modified, or fully customized—taking into consideration the district’s technical and practical needs as determined during multi-phase exploration | $10,000 |
| 2. Extensions and Customization | - Design and develop additional homepage dashboard features, including staff email inbox, pop-up reminders linked to designated district calendars, live notifications, and site-wide messaging  
- Expand single login functionality to increase ease of access and compatibility with other online district resources  
- Perform an upgrade of the Joomla CMS to version 3.0 | $20,000 |
| 3. Promotion and Adoption | - Assess initial usage trends and practices by district staff during the first six months post-launch  
- Create additional help materials, including screen-capture videos and documentation, to be hosted within | $10,000 |
<table>
<thead>
<tr>
<th>4. Ground Level Expansion</th>
<th>• Develop additional promotional materials to encourage adoption and highlight the Intranet's intended functionality</th>
<th>$20,000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Conduct meetings, interviews, and focus groups with principals, teachers, and other “ground level” staff to determine needs and goals related to Intranet adoption on a wider scale</td>
<td></td>
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<tr>
<td></td>
<td>• Explore the potential for the Intranet as a professional development tool and implement features determined to be beneficial to school staff and administrators</td>
<td></td>
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<tr>
<td></td>
<td>• Plan and begin implementation of school-specific features to create a balance between Central Office resources and Educator resources, including but not limited to:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) School pages modeled off existing department pages</td>
<td></td>
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<tr>
<td></td>
<td>b) A “school news” category housed within the main District News blog structure</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) A rich media gallery (photos and video) of recent school events and achievements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) A document and form repository for schools, teachers, and administrators, modeled off the existing Central Office document library</td>
<td></td>
</tr>
<tr>
<td>5. Communications Enhancement</td>
<td>• Explore and develop the expansion of Central Office’s ability to disseminate timely news and urgent updates</td>
<td>$7,500</td>
</tr>
<tr>
<td></td>
<td>• Train designated administrators on the operation of site-wide communications</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Determine the potential need for an emergency communication system to be housed within the Intranet</td>
<td></td>
</tr>
<tr>
<td>6. Content Development</td>
<td>• Gather, develop, and/or edit content provided by district staff, including text and photos</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td>• Consult on language use and style, as needed.</td>
<td></td>
</tr>
<tr>
<td>7. Project Management</td>
<td>• Assign a project manager to oversee all aspects of planning and execution, including participation in meetings to present design and development options and solutions</td>
<td>$12,000</td>
</tr>
<tr>
<td>8. Maintenance and Support</td>
<td>• Support HPS staff to limit gaps between District capacity and required Intranet maintenance, including but not limited to:</td>
<td>$30,000</td>
</tr>
<tr>
<td></td>
<td>a) Establish a set of Intranet support systems and features, including a trouble ticket system to address post-launch concerns according to type and time of request</td>
<td>($2,500/month)</td>
</tr>
<tr>
<td></td>
<td>b) Perform all required CMS and module updates to ensure site security and stability</td>
<td></td>
</tr>
</tbody>
</table>

Revised 12/2011
c) Field and respond directly to all technical support queries submitted via the Intranet’s Help Section
d) Provide ongoing training to users and designated administrators to encourage smooth adoption

Component 1, Year 1 Contract Extension Price (Completed by June 30, 2014): $114,500

Year 2:

<table>
<thead>
<tr>
<th>Work</th>
<th>Objectives and Deliverables</th>
<th>Price</th>
</tr>
</thead>
</table>
| 1. Data and Analysis                      | • Compile and review aggregate data and analytics of first-year activity, including page visits, time on site, pathways and navigation, documents accessed, staff directory usage, and social networking activity  
  • Conduct interviews, surveys, and/or focus groups with Intranet users to complement usage data with subjective feedback  
  • Use data and feedback to generate a formal report of first year user trends and Intranet effectiveness, including assessment of strengths and weaknesses, recommendations for potential revision, and demonstrable examples of how the Intranet has improved District-wide communication and efficiency | $10,000 |
| 2. Extensions and Customization           | • Continued development of a dynamic “District Stats” database that allows users to generate live reports of demographics, school performance, and other district statistics and information  
  • Revision of site design and architecture, as needed, based on first year usage and user feedback | $15,000 |
| 3. Ground Level Expansion                 | • Continued development and build-out of school-specific features, including but not limited to:  
  a) Conduct ongoing content collection for school pages  
  b) Expand document library to include professional development content, including multimedia | $8,000  |
| 4. Project Management                     | • Assign a project manager to oversee all aspects of planning and execution, including participation in meetings to present design and development options and solutions | $6,000  |
| 5. Maintenance and Support                | • Support HPS staff to limit gaps between District capacity and required Intranet maintenance, including but not limited to:  
  a) Perform all CMS and Joomla module updates as needed to ensure site security and stability  
  b) Monitor reduced technical support queries and provide direct support as needed, referring users to existing help documentation whenever possible to increase self-sufficiency | $24,000 ($2,000/month) |

Revised 12/2011
- Respond to changes in technology and web standards to perform needed site additions, modifications, and updates, ensuring that the Intranet remains a useful and current online resource that maximizes productivity and reduces District redundancies

Component 1, Year 2 Contract Extension Price (Completed by June 30, 2015): $63,000

Component 2: Hartford Public Schools District Website and School Websites

The following Scope of Services and Budget follows the work completed under the contract of February 22, 2012: *website design and development*. The continuing work will further strengthen the District’s ability to engage parents, students, staff, and community members with the development of websites for all schools currently in need of improved online presence (32 total), as well as the creation of an updated design template and additional functionality for the District’s main website, Hartfordschools.org.

Year 1:

<table>
<thead>
<tr>
<th>Work</th>
<th>Objectives and Deliverables</th>
<th>Price</th>
</tr>
</thead>
</table>
| 1. Discovery                                 | • Conduct focus group with HPS staff to determine design preferences and research needed functionality for new school websites  
• Identify specific CMS modules to accommodate the needs of all participating schools  
• Meet with District representatives to review needed design changes to main HPS website | $4,000      |
| 2. Design and Development – School Websites  | • Customize and deliver design templates  
• Code designs  
• Install Joomla CMS  
• Configure extensions and modules to provide uniform functionality to all school websites  
• Provide comprehensive training on site maintenance to all designated school site administrators | $27,200     
|                                              | (1,700 x 16 schools)                                                                       |             |
| 3. Content Collection                        | • Devise and implement a system for all content collection, including text, photos, and video | $11,200     
|                                              | ($700 x 16 schools)                                                                        |             |
| 4. Website CMS Training and Documentation    | • Conduct training for all designated school site administrators  
• Provide written and video documentation on basic website administrative procedures, including content creation and modification | $1,000      |
| 5. Testing                                   | • Conduct usability study with a parent focus groups                                       | $6,000      |
| 6. Design and Development –                 | • Create revised design mockups  
• Review mockups with District and revise as needed                                        | $22,000     |

Revised 12/2011
Main HPS Website

- Code new website design
- Add modules and make site updates
- Continue to improve functionality for overall District capability and interactivity
- Provide continuing support

Component 2, Year 1 Contract Extension Price (Completed by June 30, 2014): $71,400

Year 2:

<table>
<thead>
<tr>
<th>Work</th>
<th>Objectives and Deliverables</th>
<th>Price</th>
</tr>
</thead>
</table>
| 1. Design and Development — School Websites | • Customize and deliver design templates  
• Code designs  
• Install Joomla CMS  
• Configure extensions and modules to provide uniform functionality to all school websites  
• Provide comprehensive training on site maintenance to all designated school site administrators | $27,200      |
|                                           | ($1,700 x 16 schools)                                                                       |              |
| 2. Content Collection                     | • Collect all website content, including text, photos, and video                            | $11,200      |
|                                           | ($700 x 16 schools)                                                                         |              |
| 3. Website CMS Training and Documentation | • Conduct training for all designated school site administrators  
• Provide written and video documentation on basic website administrative procedures, including content creation and modification | $1,000       |
| 4. Support                                | • Update and refresh District website as needed, including CMS and security updates          | $2,000       |

Component 2, Year 2 Contract Extension Price (Completed by June 30, 2015): $41,400

Totals:
Component 1: Hartford Public Schools Intranet

Year 1: $114,500
Year 2: $63,000

Component 2: Hartford Public Schools District Websites and School Websites

Year 1: $71,400
Year 2: $41,400

Total Two-Year Contract Extension Cost: $290,300

- Total 2013-2014 Cost: $185,900
- Total 2014-2015 Cost: $104,400

MRW Connected, Inc. | 116 Pleasant St, #328, Easthampton, MA 01027 | 413.282.1000 | info@mrwconnected.com

Revised 12/2011
AGENDA

ITEM # 11

NEW BUSINESS  OCTOBER 15, 2013

CONTRACT CONTINUATION APPROVAL
JOHNS HOPKINS UNIVERSITY — CENTER FOR TALENTED YOUTH

DR. KISHIMOTO
MR. SWAN

AMOUNT
$95,000

FUNDING SOURCE
SPECIAL FUNDS

BACKGROUND

The Johns Hopkins University Center for Talented Youth (CTY) identifies and develops the talents of the most advanced K-12 learners worldwide. Each year thousands of students in PK-12, from more than 60 countries, enroll in CTY Online, CTY’s unique distance learning program that offers challenging courses throughout the year.

CTY will conduct and manage eligibility testing at Capital Preparatory Magnet School on dates and times to be agreed upon by CTY and Capital Preparatory Magnet School. CTY shall administer educational services and provide access to any and all related materials, as specified in the CTY Online catalog for each course. CTY will provide academic progress reports to Capital Preparatory Magnet School, in which all pertinent content will be agreed upon by CTY and Capital Preparatory Magnet School. Students will receive course completion documents upon successful completion of each CTY Online course. At the end of each year, students complete two courses in addition to completing state mandated curriculum.

Capital Preparatory Magnet School has partnered with Johns Hopkins University Center for Talented Youth since July 2011. The program started with 30 students and will have 49 students this year.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute a contract with Johns Hopkins University — Center for Talented Youth, for the term delineated in the contract ending June 30, 2014, at a cost not to exceed $95,000.
CONTRACT/CONSULTANT INFORMATION FORM

(Please include all anecdotal and assessment data that should be considered in continuing/renewing this contract/consultant)

NEW_____ CONTINUATION____ X____

Contract Title/Consultant Name: Johns Hopkins University Center for Talented Youth

Contact Person: Dr. Stephen D. Perry, Principal

School/Department: CTY Online

Amount of Contract: $95,000

Funding Source: SPECIAL FUNDS: Magnet tuition, Title 1 funds

<table>
<thead>
<tr>
<th>Sites</th>
<th>Number of Students To Be Served</th>
<th>Number of Staff To Be Served</th>
<th>District Accountability Plan</th>
<th>Target Achievement Rate</th>
<th>Cost Per Unit/Student</th>
<th>Competitively Bid or Sole Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Prep</td>
<td>49 students</td>
<td>1</td>
<td></td>
<td>$635 per student</td>
<td>Sole Source</td>
<td></td>
</tr>
</tbody>
</table>

Briefly describe the purpose of the contract:

The contract between Capital Prep and Johns Hopkins University is to provide gifted online curriculum to qualifying students.

Please indicate the population to be served.

We have a total of 323 lower school students enrolled and approximate 15% of our population will be enrolled in these math and humanities courses.

What are the expected outcomes and benefits to HPS students?

The expected outcomes are that students will be exposed to gifted curriculum, which will allow them to be more competitive on the national level. In addition, CTYonline courses allow us to create individual learning plans that are tailored to students' needs and ability.

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

CTY provided academic progress reports to the Capital Prep administration, content to agree upon by CTY and CPMS. Students received course completion documents after successfully completed each CTY Online course.

Revised 2-2012
City of Hartford
Sole Source Justification Form
(Please refer to Sole Source Procurement Policy for further Explanation)

Date: 10/7/2013
Requester: Principal, Stephen D. Perry
Department: Capital Preparatory Magnet School
Sole Source Vendor: Johns Hopkins University Center For Talented Youth
Amount of Request: $95,000

Part I — Detailed Explanation of Product or Services

CTYOnline offers gifted students in grades pre K-12 challenging academic course work throughout the year.

Part II — Sole Source Justification Criteria
Please select the most appropriate justification from the drop-down list that best describes your criteria:

Select Justification

Part III — Business Rationale

Be specific in answering all questions and attach additional pages if necessary.

1. 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? Give specific characteristics, compatibilities, capabilities and requirements.

CTY serves the needs of academically gifted students worldwide by providing challenging programs matched to their abilities. CTYOnline distance courses offer eligible students opportunities to accelerate and enrich their learning at home or at school. Students can take advanced math, for example, without having to take a bus to a high school or college and without having to miss other classes at their local school.

2. What alternative sources were reviewed & evaluated to support this claim? Please summarize findings.

No alternative sources were reviewed because CTY's academic talent and achievement, helps locate and nurture talent from all neighborhoods and nations; to engage in, and communicate, meaningful research to advance the understanding of teaching the world's most capable young people that other programs can't offer.

3. Will this purchase obligate the City for future purchases, such as maintenance? If yes, please describe.

No.

4. What efforts were made to get the best possible price and why is it considered to be fair and reasonable?

Tuition for classes is at discount since we are associated with them since 2011.

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

CTY brings together the best resources for each course, which includes multimedia resources, interactive virtual classrooms, texts, student guides, and CD-ROMs. Each student works with a qualified CTY faculty member who provides guidance, feedback, encouragement, and evaluation.

Part IV — Approvals (Purchasing Agent approval required if amount greater than $10,000)

Purchasing Agent Date: 10/7/13
Department Head Date
Purchasing Agent Date
Contract For Professional Services

By And Between

The Hartford Board of Education

And

Johns Hopkins University

This Contract for Professional Services (the "Contract") is made and entered into by and between the HARTFORD BOARD OF EDUCATION, a municipal body and state agent established pursuant to Chapter IX, Section 1 of the Charter of the City of Hartford, Connecticut, having an address and place of business at 960 Main Street, 8th Floor, Hartford, CT 06103, acting herein by Dr. Christina M. Kishimoto, Superintendent, ("HBOE") and Johns Hopkins University – Center for Talented Youth, having an address and place of business at 5801 Smith Avenue, Ste. 400, Baltimore, MD 21209, ("Contractor").

HBOE and the Contractor do mutually covenant and agree as follows:

1. Scope of Services:

Contractor shall provide online courses and conduct Talent Search testing in accordance with the statement of work, attached as Exhibit A hereto and made a part hereof (collectively, the "Services" or "Project").

2. Term:

The term of this Contract shall commence on the October 7, 2013 and end on June 30, 2014, unless terminated earlier pursuant to Section 11 below (the "Term").

3. Compensation:

The total amount of compensation to be paid to Contractor by HBOE for Services provided by or on behalf of Contractor in accordance with this Contract shall not exceed Ninety Five Thousand Dollars ($95,000) (the "Contract Price"), which Contract Price shall be payable as set forth below. Contractor acknowledges and agrees that the Contract Price constitutes the full compensation to Contractor for the Services to be
performed hereunder, and includes all costs and expenses to be incurred by or on behalf of Contractor in performing the Services.

Contractor shall submit numbered invoices monthly for Services rendered in accordance with this Contract. Such invoices shall include the following:

   a. Certification by the Contractor that the Services invoiced were provided;
   b. A description of the Services invoiced;
   c. A written progress report concerning provision of the Services if required by HBOE.

HBOE's obligation to make any payments for any Services rendered hereunder is expressly contingent upon Consultant having satisfactorily performed the same. Contractor agrees to meet with HBOE representatives to discuss the Contractor's performance of the Services, as HBOE deems necessary. HBOE reserves the right to delay payment, adjust payment or suspend or terminate this Contract in the event that Contractor's performance is not satisfactory or in compliance with the terms of this Contract. Payment will be made by HBOE for any Services provided in accordance with the terms hereof within thirty (30) days of its receipt of Contractor's invoice submitted in accordance with the terms of this Section 3.

4. Performance Standards:

Contractor shall perform all Services in a timely manner with professional skill and competence, and in accordance with: (i) generally accepted practices of, and pursuant to a standard of care exercised by, professionals providing similar services under like circumstances; (ii) all applicable laws, rules, regulations, orders and permits of any federal, state, or local governmental or quasi-governmental entity having jurisdiction over this Contract, including but not limited to those ordinances pertaining to affirmative action and the living wage; (iii) the terms and conditions of this Contract, and (iv) any and all directives or instructions provided or issued by HBOE.

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

6. Anti-Discrimination and Affirmative Action:

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

7. Personnel:

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

8. Indemnification:

Revised 12/2011
The Contractor hereby agrees to defend, indemnify and hold harmless HBOE, the City of Hartford (the “City”), and their respective officers, agents and employees against all suits, claims or liabilities of every nature arising out of or as a consequence of the acts, omissions or negligence of Contractor, its subcontractors, and/or any of their respective employees, agents, contractors, suppliers, and/or representatives in performance of this Contract.

To the extent permitted by State and local law, HBOE hereby agrees to defend, indemnify and hold harmless the Contractor, and its Board of Trustees, officers, agents and employees against all suits, claims or liabilities of every nature arising out of or as a consequence of the acts, omissions or negligence of HBOE, the City, its subcontractors, and/or any of their respective employees, agents, contractors, suppliers, and/or representatives in performance of this Contract. Any indemnification given by HBOE in this Contract is not intended to create any rights in any third parties.

9. Insurance:

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

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

a) Commercial general liability insurance with a broad form endorsement including coverage for property damage as well as endorsements for contractual liability, independent contractors, premises operations, products and completed operations and personal injury coverage insuring against damages to persons and property including, but not limited to, loss of life with limits no less than $1,000,000 combined single limit per occurrence for bodily injury, personal injury, or property...
damage. If a general aggregate is used, the general aggregate shall apply separately to the project or the general aggregate limit shall be $2,000,000.

b) Workers' Compensation Insurance must be maintained by Contractor in accordance with Connecticut statutes.

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

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

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

Contractor and HBOE hereby expressly agree that the provision of such insurance in the amounts thereof do not in any way limit Contractor's obligation under Section 8 of this Contract.

10. Conflict of Interest:

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

Revised 12/2011
11. Contractor Default.

11.1 Events of Default

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

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

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

(iii) Whenever an involuntary petition shall be filed against Contractor under any bankruptcy or insolvency law or under the reorganization provisions of any law of like import, or a receiver of Contractor or of or for the property of Contractor shall be appointed without the acquiescence of Contractor, or whenever this Agreement or the unexpired balance of the term would, by operation of law or otherwise, except for this provision, devolve upon or pass to any person, firm or corporation other than Contractor or a corporation in which Contractor may be duly merged, converted or consolidated under statutory procedure, and such circumstance under this subparagraph shall continue and shall remain undischarged or unstayed for an aggregate period of sixty (60) days (whether or not consecutive) or shall not be remedied by Contractor within sixty (60) days; or
(iv) whenever Contractor shall make an assignment of the property of Contractor for the benefit of creditors or shall file a voluntary petition under any bankruptcy or insolvency law, or whenever any court of competent jurisdiction shall approve a petition filed by Contractor under the reorganization provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever a petition shall be filed by Contractor under the arrangement provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever Contractor shall desert or abandon the Project; or

(v) If any competent authority shall have determined that Contractor is in default of any federal, state or local tax obligation; or

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

11.2 Election of Remedies

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

(i) Take such action as it deems necessary, including, without limitation, the temporary withholding or reduction of payment;

(ii) Suspend Project operation;

(iii) Require Contractor to correct or cure such default to the satisfaction of HBOE; and/or
(iv) Terminate this Contract for cause in accordance with Section 12 hereof.

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

12. Termination of Contract

12.1 Termination for Cause

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

12.2 Termination for Non-availability of Funds

In the event HBOE shall not have funds available for the Project, HBOE may terminate this Contract following written notice thereof to Contractor.

12.3 Termination at Will

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

12.4 Payment upon Termination

In the event this Agreement is terminated pursuant to Sections 12.2 or 12.3 above and unless Contractor is in default hereunder, HBOE shall make full payment to Contractor for all Services performed in accordance with this Contract up to and including the date of termination within sixty (60) days of such date of termination and presentation of Contractor’s invoices therefore in accordance with Section 3 above.
13. Amendment:

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

14. Subcontracts:

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

15. Disclaimer of Third Party Beneficiary:

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

16. Records:

Contractor agrees to establish and maintain fiscal control and accounting procedures to assure proper accounting for all funds paid by HBOE to Contractor pursuant to this Contract. Contractor further agrees to maintain all records and documents respecting this Contract and performance of this Contract until an audit acceptable to HBOE has been completed and all questions arising there from have been resolved, or until three (3) years after disbursement of the final payment under this Contract has been made, whichever occurs first.

All costs and expenditures incurred by the Contractor pursuant to this Contract shall be supported by properly executed payrolls, time records, invoices, vouchers, receipts, leases, or similar documentation. Contractor shall make available all records and documents relating in any way to performance of this Contract for examination by HBOE or its designee during normal business hours as often as deemed necessary by HBOE.
17. Reports and Records:

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

18. Copyright:

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

19. Assignment:

Contractor shall not assign or transfer any interest in this Contract without the prior written consent of HBOE.

20. Severability:

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

21. Governing Law:

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

Revised 12/2011
22. Notices:

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

To HBOE: Hartford Board of Education
960 Main Street
Hartford, CT 06103
Attn: Flora Saucedo

To the Contractor: Johns Hopkins University–Center for Talented Youth
5801 Smith Ave., Ste. 400
Baltimore, MD 21209
Attn: Michael Powell

To Corporation Counsel:
550 Main Street
Room 210
Hartford, CT 06103

23. Entire Agreement:

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

Revised 12/2011
24. Non-Waiver:

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

25. Security Checks:

Pursuant to HBOE Policy 4112.5, Contractor agrees that no employee of Contractor or Sub-Contractor of Contractor who will work directly with students is listed on any Sex Offender Registry.
IN WITNESS WHEREOF, HBOE and Contractor have executed this Contract as of the Commencement Date.

Witness: HARTFORD BOARD OF EDUCATION

________________________________________
By: Dr. Christina M. Kishimoto
Superintendent

Date: ________________

Witness: JOHNS HOPKINS UNIVERSITY

________________________________________
By: Robert C. Lieberman
Provost and Senior Vice President for Academic Affairs

Date: ________________

Witness: CENTER FOR TALENTED YOUTH

________________________________________
By: Robert C. Walter
Senior Director
Finance and Administration

Approved As to Form and Legality

________________________________________
Date: ______________________
Corporation Counsel

Revised 12/2011
EXHIBIT A

SCOPE OF SERVICES
STATEMENT OF WORK

CTY shall perform online educational services and provide access to the related materials, as specified in the CTYOnline catalog for each course. Courses will be offered in the Fall and Spring at a length of 10 weeks or 3 months. Students may enroll in any course up to the $635.00 amount; this amount of $635.00 represents the average dollar amount of courses offered. However, students have the option of enrolling in Individually Paced ("IP") courses at a higher rate.

CTY will provide a quarterly progress report for each student and conduct/manage eligibility testing on the school premises on the date and time agreed upon by CTY and Capital Preparatory Magnet School. Information regarding refunds and withdrawals can be found in the CTY Online catalog. All costs for courses reflect a 10% discount. Please note that there is a built in cushion to accommodate additional students and/or students enrolling in IP courses.

- Fall enrollment up to 70 kids @ $635.00 = $44,450.00
- Spring enrollment up to 70 kids @ $635.00 = $44,450.00
- CTY will provide one testing per year and offer a discount on the Talent Search fee if school qualifies for free or reduced lunch. School will have to provide written proof at least two weeks prior to testing.
- Testing - 50 kids @ $99 = $4,950 ($39 Talent Search and $60 testing); or 70 kids @ $70 = $4,900 ($10 Talent Search and $60 testing for free and reduced lunch)
- HBOE will be invoiced on a monthly basis.

Revised 12/2011
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AGENDA

ITEM # 12

NEW BUSINESS

OCTOBER 15, 2013

CONTRACT CONTINUATION APPROVAL

CONNECTICUT SCIENCE CENTER

DR. KISHIMOTO

MR. SWAN

AMOUNT

$63,191

FUNDING SOURCE

GENERAL BUDGET

BACKGROUND

This is a contract agreement between Dr. Ramon Betances Early Reading Lab School and the Connecticut Science Center for professional development for teachers and classroom experiments with students. Once a month staff from the science center will work with our students on the inquiry and observational process and our students will go on a field trip to the science center. All grades are serviced.

The partnership with the Connecticut Science Center started last year with 300 students participating in the program. This year we are expanding the partnership to provide professional development and classroom activities including 4-year old pre-K students through 3rd grade. Approximately 273 students will be participating. Professional development will prepare teachers to continue the work all throughout the curriculum.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute a contract with the Connecticut Science Center for the term delineated in the contract ending June 30, 2014, at an amount not to exceed $63,191.
CONTRACT/CONSULTANT INFORMATION FORM

(Please include all anecdotal and assessment data that should be considered in continuing/renewing this contract/consultant)

NEW_______ CONTINUATION__ X___

Contract Title/Consultant Name: Science Center Partnership
Contact Person: Dr. Immacula Didier
School/Department: Betances Early Reading Lab
Amount of Contract: $63,191
Funding Source: GB and Special Funds

<table>
<thead>
<tr>
<th>Sites</th>
<th>Number of Students To Be Served</th>
<th>Number of Staff To Be Served</th>
<th>District Accountability Plan</th>
<th>Target Achievement Rate</th>
<th>Cost Per Unit/Student</th>
<th>Competitively Bid or Sole Source</th>
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</thead>
<tbody>
<tr>
<td>Betances</td>
<td>273</td>
<td>25</td>
<td>X</td>
<td></td>
<td></td>
<td>Sole source</td>
</tr>
</tbody>
</table>

Briefly describe the purpose of the contract:

- To expose students and staff to the inquiry process
- To prepare staff for the demands of CCSS
- To prepare students for feeder school STEM

Please indicate the population to be served.

All students from Prek4 (4-year old) through 3rd grade

What are the expected outcomes and benefits to HPS students?

Students will be ready to meet the requirements of CCSS. Students will be ready to be successful at their feeder school, STEM

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

Students used their inquiring knowledge in all subject areas. Students at the 3rd grade able to set up an experiment using the inquiry process, skills needed at STEM

Form revised 2-2012
SOLE SOURCE DOCUMENTATION FORM

DATE: 9/25/13  P.O. OR REQUISITION NUMBER: 
VENDOR: CT SCIENCE CENTER  TOTAL COST: $63,191

DEPARTMENT/DIV: BETANCES SCHOOL  REQUISITIONER: 

Please read the Sole Source Procurement Policy before filling out this request.

Briefly describe the scope of services or equipment needed.

The Connecticut Science Center will provide Dr. Ramon E. Betances Early Reading Lab Grade PK through 3 students with Science Enrichment with programming during the 2013 - 2014 academic year. The program will be aligned with and support the Grade PK -3 science curriculum scope and sequence and will follow an inquiry-based pedagogy.

This purchase qualifies as a sole source procurement for the following reason(s):

☐ The compatibility of equipment is of paramount consideration.
☐ The compatibility of accessories or replacement parts is of paramount consideration.
☐ The sole source supplier's item is needed for trial use or testing.
☐ The sole source supplier's item is to be procured for resale or donation.
☐ A public utility service.
☒ Other, please explain: The Science Center is the only center at close proximity that will offer this service to our students and staff. As we are preparing our students for the CCSS we need to provide a plethora of exposure and strategies to them.

Outline any research you did in determining that this vendor is the only one able to supply this item or service. Be specific as to names and addresses of firms or people contacted. Attach supportive documentation.

No additional research was made as the CT Science Center is the only one in our part of Town. (USE ADDITIONAL PAPER IF NECESSARY)

DEPARTMENT HEAD NAME, PRINTED: DR. IMMACULA DIDIER

Department Head Signature: 
Date: 9/25/13
Contract For Professional Services

By And Between

The Hartford Board of Education

And

Connecticut Science Center

This Contract for Professional Services (the "Contract") is made and entered into by and between the HARTFORD BOARD OF EDUCATION, a municipal body and state agent established pursuant to Chapter IX, Section 1 of the Charter of the City of Hartford, Connecticut, having an address and place of business at 960 Main Street, 8th Floor, Hartford, CT 06103, acting herein by Dr. Christina M. Kishimoto, Superintendent, ("HBOE") and the Connecticut Science Center, a non-profit education organization, having an address and place of business at 250 Columbus Boulevard, Hartford, CT, acting herein by Matt Fleury its President ("Contractor").

HBOE and the Contractor do mutually covenant and agree as follows:

1. Scope of Services:

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

2. Term:

The term of this Contract shall commence on October 1, 2013 and end on June 30, 2014, unless terminated earlier pursuant to Section 11 below (the "Term").

3. Compensation:

The total amount of compensation to be paid to Contractor by HBOE for Services provided by or on behalf of Contractor in accordance with this Contract shall not exceed Sixty three thousand one hundred ninety one

Revised 12/2011
dollars ($63,191) Dollars (the "Contract Price"), which Contract Price shall be payable as set forth below. Contractor acknowledges and agrees that the Contract Price constitutes the full compensation to Contractor for the Services to be performed hereunder, and includes all costs and expenses to be incurred by or on behalf of Contractor in performing the Services.

Contractor shall submit numbered invoices monthly for Services rendered in accordance with this Contract. Such invoices shall include the following:

a. Certification by the Contractor that the Services invoiced were provided;
b. A description of the Services invoiced;
c. A written progress report concerning provision of the Services if required by HBOE.

HBOE's obligation to make any payments for any Services rendered hereunder is expressly contingent upon Consultant having satisfactorily performed the same. Contractor agrees to meet with HBOE representatives to discuss the Contractor's performance of the Services, as HBOE deems necessary. HBOE reserves the right to delay payment, adjust payment or suspend or terminate this Contract in the event that Contractor's performance is not satisfactory or in compliance with the terms of this Contract. Payment will be made by HBOE for any Services provided in accordance with the terms hereof within thirty (30) days of its receipt of Contractor's invoice submitted in accordance with the terms of this Section 3.

4. Performance Standards:

Contractor shall perform all Services in a timely manner with professional skill and competence, and in accordance with: (i) generally accepted practices of, and pursuant to a standard of care exercised by, professionals providing similar services under like circumstances; (ii) all applicable laws, rules, regulations, orders and permits of any federal, state, or local governmental or quasi-governmental entity having jurisdiction over this Contract, including but not limited to those ordinances pertaining to affirmative action and the living wage; (iii) the terms and conditions of this Contract; and (iv) any and all directives or instructions provided or issued by HBOE.

5. Evaluation Standards:

Revised 12/2011
Contractor and HBOE agree that they will fully cooperate with one another in the development and implementation of a system for the continuous evaluation of the Services to be provided pursuant to this Contract. HBOE reserves the sole right to evaluate the Contractor’s performance pursuant to this Contract, and Contractor agrees to comply with all performance evaluation determinations made by HBOE. Contractor further agrees to comply with all reasonable recommendations regarding Contractor’s performance made by HBOE as a result of such evaluation; provided, however, that HBOE agrees to provide the Contractor with any and all reports and records related to such evaluation that can be provided under applicable law. Contractor agrees that its failure to comply with reasonable recommendations of HBOE pursuant to any such evaluation shall be considered a breach of this Contract and may result in termination of this Contract.

6. Anti-Discrimination and Affirmative Action:

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

7. Personnel:

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

Revised 12/2011
8. Indemnification:

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

9. Insurance:

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

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

a) Commercial general liability insurance with a broad form endorsement including coverage for property damage as well as endorsements for contractual liability, independent contractors, premises operations, products and completed operations and personal injury coverage insuring against damages to persons and property including, but not limited to, loss of life with limits no less than $1,000,000 combined single limit per occurrence for bodily injury, personal injury, or property damage. If a general aggregate is used, the general aggregate shall apply separately to the project or the general aggregate limit shall be $2,000,000.

b) Workers' Compensation Insurance must be maintained by Contractor in accordance with Connecticut statutes.

Revised 12/2011
c) Automobile Liability with limit of no less than $500,000 combined single limit per accident. Coverage extends to owned, hired and non-owned automobiles. If contractor does not own vehicle used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract then automobile coverage is not required.

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

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

Contractor and HBOE hereby expressly agree that the provision of such insurance in the amounts thereof do not in any way limit Contractor's obligation under Section 8 of this Contract.

10. Conflict of Interest:

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

11. Contractor Default.

11.1 Events of Default

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

Revised 12/2011
(i) Whenever Contractor shall do, or permit anything to be done, whether by action or inaction, contrary to any of the covenants, agreements, terms or provisions contained in this Contract which on the part or behalf of Contractor are to be kept or performed, and Contractor fails to correct any such breach within ten (10) days after Contractor's receipt of written notice of such breach from HBOE; or

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

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

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

(v) If any competent authority shall have determined that Contractor is in default of any
federal, state or local tax obligation; or

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

11.2 Election of Remedies

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

(i) Take such action as it deems necessary, including, without limitation, the
temporary withholding or reduction of payment;

(ii) Suspend Project operation;

(iii) Require Contractor to correct or cure such default to the satisfaction of HBOE;
and/or

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

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

12. Termination of Contract

Revised 12/2011
12.1 Termination for Cause

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

12.2 Termination for Non-availability of Funds

In the event HBOE shall not have funds available for the Project, HBOE may terminate this Contract following written notice thereof to Contractor.

12.3 Termination at Will

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

12.4 Payment upon Termination

In the event this Agreement is terminated pursuant to Sections 12.2 or 12.3 above and unless Contractor is in default hereunder, HBOE shall make full payment to Contractor for all Services performed in accordance with this Contract up to and including the date of termination within sixty (60) days of such date of termination and presentation of Contractor's invoices therefore in accordance with Section 3 above.

13. Amendment:

This Contract may be amended or modified only by a writing duly executed by the parties to this Contract.
14. Subcontracts:

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

15. Disclaimer of Third Party Beneficiary:

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

16. Records:

Contractor agrees to establish and maintain fiscal control and accounting procedures to assure proper accounting for all funds paid by HBOE to Contractor pursuant to this Contract. Contractor further agrees to maintain all records and documents respecting this Contract and performance of this Contract until an audit acceptable to HBOE has been completed and all questions arising therefrom have been resolved, or until three (3) years after disbursement of the final payment under this Contract has been made, whichever occurs first.

All costs and expenditures incurred by the Contractor pursuant to this Contract shall be supported by properly executed payrolls, time records, invoices, vouchers, receipts, leases, or similar documentation. Contractor shall make available all records and documents relating in any way to performance of this Contract for examination by HBOE or its designee during normal business hours as often as deemed necessary by HBOE.

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

10. Copyright.

No reports or other documents produced pursuant to this Contract shall be the subject of any copyright or other intellectual property right of Contractor.
19. Assignment:

Contractor shall not assign or transfer any interest in this Contract without the prior written consent of HBOE.

20. Severability:

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

21. Governing Law:

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

22. Notices:

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

To HBOE: Hartford Board of Education
960 Main Street
Hartford, CT 06103
Attn: Department Head and Title

To the Contractor: Connecticut Science Center
250 Columbus Boulevard
Hartford, CT 06103
Attn: Matt Fleury, President and CEO

Revised 12/2011
To Corporation Counsel:

550 Main Street
Room 210
Hartford, CT 06103

Revised 12/2011
23. Entire Agreement:

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

24. Non-Waiver:

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

25. Security Checks:

Pursuant to HBOE Policy 4112.5, Contractor agrees that no employee of Contractor who will work directly with students is listed on any Sex Offender Registry.
IN WITNESS WHEREOF, HBOE and Contractor have executed this Contract as of the Commencement Date.

Witness

HARTFORD BOARD OF EDUCATION

By: Dr. Christina M. Kishimoto
Superintendent

Date:

Witness

CONNECTICUT SCIENCE CENTER

By: Matt Fleury
President and CEO

Date:

Approved As to Form and Legality

Revised 12/2011
SCOPE OF SERVICES

The Connecticut Science Center (CTSC) will provide Dr. Ramon Betances Early Reading Lab School Grade PreK through 3 students with science enrichment programming during the 2013-2014 academic year. All programs will be aligned with and support the Grade PreK-3 science curriculum scope and sequence and will follow an inquiry-based pedagogy.

Programs will include monthly visits to each classroom by CTSC Staff Scientists to facilitate 45 minute to 1 hour hands-on science activities with the students. The CTSC’s outreach programs to the classrooms will be followed up with monthly visits to the Science Center by the students. The visits to the Center will include student participation in 45 minute to 1 hour hands-on science activities facilitated by Staff Scientists in the CTSC’s Discovery Center Labs. Students will also participate in facilitate experiences within the CTSC’s exhibit galleries, KidSpace and rooftop garden that align with their classroom and lab experiences.

In addition, CTSC Staff Scientists will coordinate with the School’s Principal and Instructional Coach to provide professional development for the Grade PreK-3 teachers to support implementation of the science activities within the classroom.

A detailed schedule of the program activities and their alignment with the Grade PreK-3 science scope and sequence is attached.

Budget

1. Monthly outreach programs to Grade PreK-3 classrooms October 2013-May 2014: (109 programs x $175/program = $19,075)

2. Monthly classroom visits to the CTSC with programs October 2013-May 2014: (322 student visits/month x 9 months x $12.10/student = $35,066)

3. Professional development programs for Instructional Coach team and Grade PreK-3 teachers September 2013-December 2013: (5, one-day workshops x $1,500/workshop = $7,500)

4. Supplies and consumable materials for the science activities including science note-books for students: ($1,550)

TOTAL = $63,191
## October: Week 1

### Outreaches

<table>
<thead>
<tr>
<th>Grade Level:</th>
<th>Pre-Kindergarten</th>
<th>Kindergarten</th>
<th>First</th>
<th>Second</th>
<th>Third</th>
</tr>
</thead>
</table>
| Class:       | Nature           | "WHAT LIVES OUTSIDE?" | K.1 "COMMON SENSE" | 1.1 "TIME FOR SHADOWS" | 2.1 "MYSTERY DETECTIVES" | 3.1 "WHAT'S THIS"
| Program still in Development | Students will be able to identify the organ associated with each of the 5 senses. Students will sort and describe materials based on their observable properties. | In this introductory lesson to shadows, students will compare and contrast images of shadows at different times of day before moving on to create various shadows of their own. Students will be able to identify the location of the source of light in relation to the location of a given shadow. | Students will make observations about the properties and characteristics of materials that help us to classify them as solids or liquids. | Students will be able to identify characteristics and properties of various secret items and discover why they were made that way. |

## October: Week 3

### Discovery Center

<table>
<thead>
<tr>
<th>Grade Level:</th>
<th>Kindergarten</th>
<th>First</th>
<th>Second</th>
<th>Third</th>
</tr>
</thead>
</table>
| Class:       | K.1 "SINK OR FLOAT" | 1.1 "WHERE IS YOUR SHADOW" | 2.1 "STATES OF MATTER MATTER" | 3.1 "MELTING AWAY"
| Students will use non-standard units of measurement to observe objects and predict their ability to sink or float. | Students will be able to conduct a simple experiment to analyze how shadows change as the relative position of the (simulated) sun changes. | Students will take a closer look at solids and liquids. Students should understand through this investigation that although some objects can be bent, stretched, or crushed; a solid object maintains its shape unless force is applied to it while a liquid does not have a fixed shape and must take the shape of its container. | Students will be able to identify how the physical properties of an object affect how easily heat and cold move through it. |

Updated 8/9/13
### November: Week 1 or 2

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Pre-Kindergarten</th>
<th>Kindergarten</th>
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<th>Second</th>
<th>Third</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature</td>
<td>Program still in Development</td>
<td>K.1 “WORMS”</td>
<td>“CLASSIFY THAT”</td>
<td>1.1 “MEASURING DAYLIGHT”</td>
<td>2.1 “GO WITH THE FLOW”</td>
<td>3.1 “EVAPORATION”</td>
</tr>
</tbody>
</table>

**Outreach**

- Program still in Development

**Class Description**

- In this activity students will be able to sort objects based on the materials from which they are made such as wood, paper and metal or plastic.
- Students will be able to use their prior learning of shadows in order to engineer a device for identifying the time of day by measuring an object's shadow.
- Students will be able to compare and contrast the properties and flow rates of various liquids and granular solids.
- Students will be able to explain the role of heating and cooling in changing matter from one state to another (during freezing, melting, evaporation). (3.1.6).

### November: Week 3 or 4

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Kindergarten</th>
<th>First</th>
<th>Second</th>
<th>Third</th>
</tr>
</thead>
<tbody>
<tr>
<td>04 “SENSORY SORT”</td>
<td>Students will use the five senses in order to classify objects according to properties such as texture, weight, material, or magnetic attraction.</td>
<td>K.1</td>
<td>1.1 “GOING THROUGH A PHASE”</td>
<td>2.1 “WHAT’S THE MATTER?”</td>
<td>3.1</td>
</tr>
</tbody>
</table>

**Discovery Center**

- Students will use the five senses in order to classify objects according to properties such as texture, weight, material, or magnetic attraction.
- In this activity students will investigate shadows created by moonlight or alternative light sources. Through this investigation, students will understand that as the position and energy of a light source changes, so does the position and clarity of a given objects shadow. Not all shadows are what they seem!
- In this activity students will be able to apply their knowledge of the properties of solids and liquids in order to investigate and debate the state of matter of oobleck.

**Class Description**

- Program still in Development
**Betances Program Dates: General Outline**

**December:**
- Week I or 2

**Connecticut Science Center**

**Type:**
- Each Grade Level should plan this visit as a full day to explore the galleries before or after their Discovery Center Class.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>First</th>
<th>Second</th>
<th>Third</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>1.2 &quot;KEEP GROWING AND GROWING&quot;</td>
<td>2.4 &quot;READ BETWEEN THE LABELS&quot;</td>
<td>3.2 &quot;ADAPTATION AND SURVIVAL&quot;</td>
</tr>
<tr>
<td>First</td>
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<tr>
<td>Second</td>
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<tr>
<td>Third</td>
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</tbody>
</table>

**Class Description**

In this activity, students will be able to investigate similarities and differences between living and nonliving things by comparing live animals with inanimate objects.

In this activity, students will be able to investigate onions in various stages of growth in order to determine that a plant needs water, air, and sunlight in order to survive.

In this activity students will be able to identify if certain foods have been raised or grown. Students will also be able to sort foods into the 5 basic food groups.

Students will investigate how adaptations of bird beaks can be determined based upon available food resources.

**December:**
- Week 3 or 4

**Discovery Center**

Please plan a visit to the Science Center to align with "Nature" Module.

*Updated 8/9/13*
# Betances Program Dates: General Outline

## January: Week 1 or 2

<table>
<thead>
<tr>
<th>Type:</th>
<th>Outreaches</th>
<th>Grade Level:</th>
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<th>Kindergarten</th>
<th>First</th>
<th>Second</th>
<th>Third</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class: Structures</td>
<td></td>
<td>K.2</td>
<td>&quot;ARE YOU MY MOTHER?&quot;</td>
<td>1.2</td>
<td>&quot;TO SWIM OR FLY&quot;</td>
<td>2.4</td>
<td>&quot;CULTURAL CUISINE&quot;</td>
</tr>
<tr>
<td>Class Description</td>
<td></td>
<td>Program still in Development</td>
<td>Students will be able to match adult plants and animals with their offspring.</td>
<td>Students will be able to identify animal structures that allow them to move, breathe, and obtain food and water by closely investigating a variety of live animals.</td>
<td></td>
<td>Students will be able to compare and contrast how people from cultures around the world meet their basic nutritional needs.</td>
<td>Program still in Development</td>
</tr>
</tbody>
</table>

## January: Week 3 or 4

<table>
<thead>
<tr>
<th>Type:</th>
<th>Outreaches</th>
<th>Grade Level:</th>
<th>Kindergarten</th>
<th>First</th>
<th>Second</th>
<th>Third</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class: &quot;FEATHERS OR FUR?&quot;</td>
<td></td>
<td>K.2</td>
<td>&quot;ARE YOU MY MOTHER?&quot;</td>
<td>1.2</td>
<td>&quot;HIBERNATE OR MIGRATE?&quot;</td>
<td>2.4</td>
</tr>
<tr>
<td>Class Description</td>
<td></td>
<td>Students will be able to sort and classify animals based on their observable body structures.</td>
<td>Students will investigate the characteristics and behaviors of animals that hibernate and animals that migrate. The emphasis in this activity is for students to infer that an animal's body structure is related to its ability to adapt to changes in weather and temperature and seasonal changes may affect an animal's ability to find food.</td>
<td>Students will be able to identify the relationship between diet and exercise.</td>
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<td>Program still in Development</td>
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</table>

Updated 8/9/13
## February: Week 1 or 2

<table>
<thead>
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<th>Kindergarten</th>
<th>First</th>
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<th>Third</th>
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</thead>
<tbody>
<tr>
<td>Grade Level:</td>
<td>K.3 01</td>
<td>1.3 01</td>
<td>2.3 01</td>
<td>3.3 01</td>
<td></td>
</tr>
<tr>
<td>Class: Structures</td>
<td>“WEATHER EFFECTS”</td>
<td>“BOUNCE ROLL SLIDE”</td>
<td>“GET DIRTY”</td>
<td>“LET’S ROCK”</td>
<td></td>
</tr>
<tr>
<td>Class Description:</td>
<td>Program still in Development</td>
<td>In this introductory lesson to weather, students will watch an interactive presentation of images and video clips of various weather conditions. Students will be able to identify patterns in the weather conditions associated with each season.</td>
<td>Students will be able to sort several objects based on the way they move (bouncing, rolling, sliding)</td>
<td>Students will use soil sieves in order to separate various types of soil. Students will use hand lenses to investigate and classify soil according to its properties such as color or particle size.</td>
<td>Students will be able to compare and contrast the conditions under which igneous, metamorphic, and sedimentary rock were formed.</td>
</tr>
</tbody>
</table>

## February: Week 3 or 4

<table>
<thead>
<tr>
<th>Type:</th>
<th>Kindergarten</th>
<th>First</th>
<th>Second</th>
<th>Third</th>
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</thead>
<tbody>
<tr>
<td>Grade Level:</td>
<td>K.3 02</td>
<td>1.3 02</td>
<td>2.3 02</td>
<td>3.3 02</td>
</tr>
<tr>
<td>Class:</td>
<td>“RAIN, SLEET, OR SNOW”</td>
<td>“RIGHT ON TARGET”</td>
<td>“SETTLE DOWN”</td>
<td>“A CLOSER LOOK”</td>
</tr>
<tr>
<td>Class Description:</td>
<td>Students will be able to compare and contrast various types of precipitation at a range of temperatures and associate the temperature and precipitation with seasonal weather conditions.</td>
<td>Students will be able to predict the target of an object's motion based on its path of trajectory.</td>
<td>Students will be able to investigate various types of soil as they relate to the location, layer, and environmental condition in which they are found.</td>
<td>Students will be able to identify characteristics of various rocks and minerals through scratch tests.</td>
</tr>
</tbody>
</table>
**Betances Program Dates: General Outline**

### March: Week 1 or 2

<table>
<thead>
<tr>
<th>Type:</th>
<th>Outreaches</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grade Level:</strong></td>
<td><strong>Pre-Kindergarten</strong></td>
</tr>
<tr>
<td><strong>Class:</strong></td>
<td>Water</td>
</tr>
<tr>
<td><strong>Program still in Development</strong></td>
<td>Students will be able to identify various clouds and the weather conditions with which they are associated.</td>
</tr>
<tr>
<td><strong>Outreach Level:</strong></td>
<td>Kindergarten</td>
</tr>
</tbody>
</table>
| **Class:**              | K.3  
03  “HEAD IN THE CLOUDS” |
| **Outreach Level:**     | First                                           |
| **Class:**              | 1.3  03  “ON A ROLL”                           |
| **Outreach Level:**     | Second                                          |
| **Class:**              | 2.3  03  “WHAT DOES THE SOIL HOLD?”            |
| **Outreach Level:**     | Third                                           |
| **Class:**              | 3.3  03  Program still in Development          |

### March: Week 3 or 4

<table>
<thead>
<tr>
<th>Type:</th>
<th>Discovery Center</th>
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</thead>
<tbody>
<tr>
<td><strong>Grade Level:</strong></td>
<td>Kindergarten</td>
</tr>
<tr>
<td><strong>Class:</strong></td>
<td>K.3  04 “BLOWIN' IN THE WIND”</td>
</tr>
<tr>
<td><strong>Class Description</strong></td>
<td>Students will use fans and simple tools in order to investigate the affect of air movement on boats and other common objects. Students will be able to infer that although weather conditions vary daily and seasonally, wind is an observable weather condition that happens year round.</td>
</tr>
<tr>
<td><strong>Outreach Level:</strong></td>
<td>First</td>
</tr>
<tr>
<td><strong>Class:</strong></td>
<td>1.3  04 “CHAIN REACTION”</td>
</tr>
<tr>
<td><strong>Outreach Level:</strong></td>
<td>Second</td>
</tr>
<tr>
<td><strong>Class:</strong></td>
<td>2.3  04 “DIGGING AROUND”</td>
</tr>
<tr>
<td><strong>Outreach Level:</strong></td>
<td>Third</td>
</tr>
<tr>
<td><strong>Class:</strong></td>
<td>3.3  04 Program still in Development</td>
</tr>
</tbody>
</table>

*Schedule March Week 3 or 4 Pre-K visit to the Science Center to align with “Structures” Module.*

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Updated 8/9/13
**Betances Program Dates: General Outline**

**April:**

**Week 1 or 2**
- Outreach

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K</td>
<td>Water K.4</td>
<td>&quot;UNDER CONSTRUCTION&quot;</td>
</tr>
<tr>
<td>K</td>
<td>&quot;TADPOLES AND CATERPILLARS&quot;</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>&quot;PLANTS&quot;</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>&quot;WORM WORLD&quot;</td>
<td></td>
</tr>
</tbody>
</table>

**March:**

**Week 3 or 4**
- Discovery Center

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Water K.4</td>
<td>&quot;HOMES AROUND THE WORLD&quot;</td>
</tr>
<tr>
<td>1</td>
<td>&quot;BORN OR HATCHED&quot;</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>&quot;IT'S NOT EASY BEING GREEN&quot;</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>&quot;EARTH'S RESOURCES&quot;</td>
<td></td>
</tr>
</tbody>
</table>

**Class Description**

- Students will compare and contrast various human homes around the world.
- Students will sort and classify animals that are born alive and animals that hatch from eggs.
- In this lesson on plants, students will investigate the structures that plants have in order to obtain water and sunlight.
- Students will be able to design and build a natural water filter in order to maintain healthy river life.

*Updated 8/9/13*
### Betances Program Dates: General Outline

**May: Week 1 or 2**

<table>
<thead>
<tr>
<th>Type:</th>
<th>Pre-Kindergarten</th>
<th>Kindergarten</th>
<th>First</th>
<th>Second</th>
<th>Third</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level</td>
<td>Water</td>
<td>K.4 &quot;SHELTER ME&quot;</td>
<td>1.4 &quot;MY, HOW YOU'VE GROWN!&quot;</td>
<td>2.2 &quot;TRAVELLING SEEDS&quot;</td>
<td>3.4 &quot;PAPER MAKING&quot;</td>
</tr>
<tr>
<td>Class:</td>
<td>Program still in Development</td>
<td>Students will use a variety of recycled materials to construct a shelter that they will test against wind (fans) and rain (spray bottles).</td>
<td>Students will be able to compare and contrast attributes of animals that go through a metamorphosis to animals that do not.</td>
<td>Students will be able to identify the structures that enable a seed to travel either by wind, water, or animal.</td>
<td>Students will be able to recycle materials into new, usable materials rather than discarding them.</td>
</tr>
<tr>
<td>Class Description</td>
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</tbody>
</table>

**May: Week 3 or 4**

<table>
<thead>
<tr>
<th>Type:</th>
<th><em>Each Grade Level should plan this visit as a full day to explore the galleries before or after their Discovery Center Class.</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level</td>
<td>Kindergarten</td>
</tr>
<tr>
<td>Class:</td>
<td>K.4 &quot;WHO LIVES THERE?&quot;</td>
</tr>
<tr>
<td>Class Description</td>
<td>In this culminating lesson on Shelters, students will compare and contrast animal homes to human homes. Students will look at a variety of live animals in a man-made habitat and compare them to pictures and video of the same animal in its natural habitat.</td>
</tr>
</tbody>
</table>

*Schedule May Week 3 or 4 Pre-K visit to the Science Center to align with “Water” Module.*

Updated 8/9/13
CONSC11
ACORD CERTIFICATE OF LIABILITY INSURANCE
DATE (MM/DD/YYYY) 9/20/2013

PRODUCER
People's United Ins. Agency CT
One Goodwin Square
Hartford, CT 06103
860 524-7600

INSURED
The Connecticut Science Center, Inc.
250 Columbus Blvd
Hartford, CT 06103

COVERAGES
This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

CERTIFICATE OF LIABILITY INSURANCE

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<td>Charter Oak Fire Insurance Co</td>
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<th>POLICY NUMBER</th>
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<td>EL. CASE - POLICY LIMIT $500,000</td>
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</tbody>
</table>

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

CERTIFICATE HOLDER
Hartford Public Schools
Board of Education
960 Main Street, 9th Floor
Hartford, CT 06103

AUTHORIZED REPRESENTATIVE
People's United Insurance Agency

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