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 Parent & Community Engagement Committee
      o Policy Committee
      o School Choice & Facilities Committee

VI. Business Agenda

A. Items in Order of Importance
   1. Contract Approval: MRW $121,200 annually for 2 years (Supt et al.)

   In 2012, Hartford Public Schools began its initiative to develop a district website and internal intranet website in an effort to streamline communication with parents, students, community partners, and staff. These web-based services were designed to provide all major audiences with the information and resources they need to assist them in their role within the school district.

   In order to continue our critical communication efforts, Hartford Public Schools seeks to augment our current web-based resources and implement additional features that will increase the usage of our online services and provide streamlined communication abilities at the district level. Both the City of Hartford and the Hartford Public Schools procurement staff have reviewed the proposals for this work, and have identified MRW Connected as the best vendor to manage these projects.

   That the Hartford Board of Education authorizes the Superintendent to execute a contract with MRW for the term delineated in the contract ending June 30, 2017, at a cost not to exceed $121,200 annually.
2. First Reading: Various Hartford Public Schools Policies (Policy Committee)

   That the Hartford Board of Education accepts the first reading of the following policies:
   
   a. Policy 5136 - Smoking
   b. Policy 5151 - Student Health Services
   c. Policy 5153 - Health Assessments & Immunizations

B. Consent Agenda

3. Approval to apply: Alliance Districts’ School Buildings Grant $2.8 Million (Supt et al.)

   With the signing of Public Act 15-1 of the June 2015 Special Session, Governor Malloy has committed $50 million to help maintain or repair school building in the Alliance Districts. The Governor revived and amended a grant program that had not been funded since 2002 to help districts improve the condition of their schools in greatest need of improvements.

   Hartford Public Schools will be eligible for up to $2.8 million in State grant funding. The application for the Alliance Districts’ School Buildings Grant requires the local Board of Education approve the application request.

   That the Hartford Board of Education authorizes the Superintendent to apply for the Alliance Districts’ School Buildings Grant.

C. Executive Session (Potential Litigation)

VII. Adjournment
AGENDA
ITEM # 1

NEW BUSINESS

CONTRACT APPROVAL:
MRW CONNECTED, INC.

AMOUNT
$121,200 FY 2015-2016
$121,200 FY 2016-2017

OCTOBER 20, 2015

DR. SCHIAVINO-NARVAEZ
MR. ROLDAN

FUNDING SOURCE
GENERAL BUDGET

BACKGROUND

In 2012, Hartford Public Schools took the step to develop a district website and internal intranet website in an effort to streamline communication with parents, students, community partners, and staff. These web-based services were designed to provide all major audiences with the information and resources they need to assist them in their role within the school district.

Over the past three years, Hartford Public Schools has invested in improving the district website and intranet by streamlining the presentation and accessibility of resources, and creating new features that cater to the needs of staff, families, and partners. While our intranet is accessed on a daily basis by our staff, the website is accessed by many audiences. Based on captured analytics, during the month of September 2015, we received 73,052 visitors (viewing 326,064 pages) in the United States with 60,739 of those visits being attributed to Connecticut.

In order to continue our critical communication efforts, Hartford Public Schools seeks to augment our current web-based resources and implement additional features that will increase the usage of our online services and provide streamlined communication abilities at the district level.

Both the City of Hartford and the Hartford Public Schools procurement staff have reviewed the proposals for this work, and have identified MRW Connected as the best vendor to manage these projects. Given their extensive web development background with the communications utilized by HPS as well as their previous partnerships with Hartford Public Schools, MRW is uniquely poised to continue the work efficiently and in a cost effective manner.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute a contract with MRW for the term delineated in the contract ending June 30, 2017, at a cost not to exceed $121,200 annually.
1. Context/Overview

Based on user feedback, MRW will streamline, refresh the appearance and integrate social media functions onto the website.

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

- Review and assess current website layout and design;
- Research, review and implement integration of social media for various stakeholders (students, parents, teachers, principals, etc.);
- Streamline design for functionality and ease of access;
- Translate main pages and parent resources section into Spanish;
- Provide technical support for internet/intranet, including CMS and plugin updates, security, emergency response and recovery, and architectural design;
- Develop 10 school websites;
- Create news.hartfordschools.org for news publishing and archiving;
- Support Security staff in the creation of web-based "red book" in secure online format. This will include security protocols, access restrictions and protocols, templates, and custom permissions;
- Applications development support.

3. Targeted populations to be served

All Stakeholders (Parents, Students, Staff, Business and Philanthropic Community, Community-at-Large, etc.)

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

1. Using analytics, reorganize and refresh website with focus on most access points:
   - Parent Resources
   - Schools
   - PowerSchool Portal
2. Improve user-interaction, flow and timely availability of information.
3. Integrate social media functions and capabilities to deliver information.
4. Support Central Office and Schools in the delivery and use of web tools.
5. Translation of main pages into Spanish.

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

We received three responses to the RFP. MRW was the most competitive and comprehensive proposal.

6. **Performance/Measurement**: progress, success & next steps (current progress report and/or evaluation/monitoring plan.)
   - Website
     - Increased traffic and use of web resources with a focus on parent access points. (Analytics Measures)
     - Reduce number of clicks for access to information from 3.5 to 3 or less. Currently, 72.5% of users are accessing information within 3.5 clicks.
     - Improve user interaction, ease of access and flow of information.

7. **Is this a sole source vendor?**  □ Yes  □ No  ☑ N/A

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

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

- Web: September 2015
  o 73,052 total visits
  o 60,739 originated in CT
    ▪ 60.62% (36,822) originated in Hartford.
    ▪ 39.38% (23,919) originated in other towns, including West Hartford, New Haven, Manchester, East Hartford, Bloomfield and others.
    ▪ 66% were returning visitors and 33% were new visitors.
  o Out of the 73,052 visits, 21.8% (16,106) accessed the website from a mobile device and 54.6% (39,886) found us via Google.
  o Out of the 73,052 visits, the most popular pages visited include Parent Resources (26%), PowerSchool Parent Portal (17%) and Schools Profiles (6.9%).

- Web: October 2014-September 2015
  o 872,604 total visits
  o 78.6% (685,953) originated in CT
    ▪ 57.8% (396,699) originated in Hartford
  o 303,741 unique users
  o 1.8 million page views
  o 32% increase from previous year
  o 67% returning visitors and 33% new visitors

- Intranet: October 2014-September 2015
  o 329,000 sessions
  o 758,190 page views
  o 2.3 clicks to arrive at desired information
  o 5% user increase from previous year
  o 97% on site access
  o 1,483 users accessed Teaching & Learning Hub viewing 33,102 pages

"Every student and every school thrives"
MRW SCOPE OF SERVICES

Review HBOE-provided feedback on district website and intranet.

Our process will begin with a thorough review of all HBOE-provided feedback, as well as analytics on all web properties. In addition to the internal feedback that HBOE has gathered since the launch of the district website and intranet, MRW Connectec has worked with Central Office to oversee all trouble ticket and help requests related to the District’s web platforms. As such, we bring a valuable awareness and understanding of existing issues that may need to be addressed as part of this project, including increasing ease of access to popular staff resources. We’ll also explore how content restructuring and functionality may help address common questions from families and other public users, such as clarifying which departments to contact for specialized information (application statuses, transportation queries, etc.).

Develop and monitor a project plan and timetable for feature development included phases, key activities, timetables.

MRW will build upon its experiences collaborating with members of the District’s communications staff to create a mutually agreed upon plan and timetable for feature development. This will include identification of stakeholder needs, work responsibilities, phases of development, and key activities. The process will also allow us to prioritize the various features requested in the RFP and determine the order in which they’ll be addressed over the course of the project. Whenever possible, feature development will overlap to maximize efficiency of time and resources.

Though not explicitly stated in the RFP, we anticipate further development of front-end publishing (Form2Content or alternative solution), and integration with School Messenger. Our initial discovery phase will determine the extent to which these features are incorporated into the overall development plan.

Review and assess state and status of current website and intranet layout and design

MRW will conduct a thorough review of the design, layout, and functionality of both the district website and intranet. This will include a review of analytics to track user traffic and assess most-used resources. We will also work with the District’s communications team to identify how site navigation and homepage layout can be improved to more directly serve the needs of the site’s varied stakeholders, including how to address the display of timely news and announcements. This process may include but not be limited to flowcharting and wireframing.

Research, review and assist in identifying best solution for internal social networking for teachers, principals, other groups.

MRW will work with HBOE to determine the best solution for internal social networking. Questions to consider will include how social networking might be integrated into the Intranet and whether it will become as aspect of existing tools such as the Teaching and Learning Hub or School-level pages. We will also explore standalone solutions. This process will also involve determining usage policies for teachers, principals, and other staff, as well as creating any needed training materials.

Maintain HBOE Branding Standards through development phases.

MRW Connected is very familiar with the District’s branding standards due to our previous design of the District’s website and Intranet. As such, we affirm that we will fully adhere to HBOE branding standards through development phases.

Design production of all page templates including graphics.

MRW has the capacity to deliver all design production of page templates, including graphics. As with our past design work on the District Website and Intranet, this process will include a thorough design prep process with
HBOE to review options, as well as unlimited rounds of design and revision until final designs are approved. All designs are fully custom.

Assist in developing content in conjunction with HBOE staff as needed and/or copy edit content provided by HBOE.

Over the past three years, MRW has developed a unique understanding of how the District uses its web content to interact with a diverse audience of families, students, staff, and the Hartford community. MRW will work with HBOE to ensure that all content is consistent in voice/style and appropriate for website use. This may include but not be limited to an audit of existing content and consultation on internal practices for future content development. MRW also provides copywriting and copyediting services.

Test features prior to launch.
A. Content display
B. Branding standard adherence
C. Ease of use
D. Security functions work as required
E. Content management and update processes function per requirements for intended users
F. Other

In order to make HBOE web platforms accessible on all browsers and platforms and to users with disabilities, a thorough audit and revision period will take place before launch of any new or redesigned features. We will ensure that the content display and corresponding functionality work with all major browsers, including Chrome, Safari, Firefox, and IE. We will also ensure proper display on iOS (iPhone, iPad), Android, and Blackberry mobile platforms, and that all templates include responsive design. Further, we will manage all updates and security patches to ensure web platforms remain stable and fully functional.

Following testing to ensure readiness, implement features with planned launch.

MRW will implement one or more rounds of “soft launch” in addition to “hard launch,” as needed. All launch processes will occur in a time-sensitive manner to ensure that all deadlines are met.

Develop strategy, communications and collateral materials to promote the launch and adoption of new features.

MRW has experience working with Central Office to promote Intranet adoption and website usage. We will build upon our existing knowledge of HBOE employee needs to develop strategy, communications, and collateral materials to promote the launch and adoption of new features. This may include but not be limited to feature “scavenger hunts,” training and information sessions, e-blasts, contests, postcards, and help videos.

Establish training supports:
A. Online knowledge base for routine questions and needs
B. Develop training materials, videos, written materials as tools for staff.
C. Other

MRW would expand the website’s and Intranet’s existing support and training materials (video and text documentation, including FAQs). We also propose instituting regularly scheduled monthly on-site trainings for designated Intranet Content Editors and other site users to share best practices and field requests or questions regarding functionality.

We would also provide additional training to school website administrators in order to ensure that all persons responsible for the day-to-day management of school websites have the requisite knowledge to add/edit content, manage calendars, and perform other communications tasks. Ongoing re-training will also help compensate for any staff turnover since a school’s site was initially launched.

Provide content translation for Parent resources and pages.
MRW will facilitate ongoing updates on all Parent pages of Spanish-language content as requested to ensure year-round access to multilanguage text. This will also include integration of a multilanguage toggle, allowing all site visitors to choose their preferred language for written content.

**Influence and support the integration of Social Media into the district website.**

MRW will work with HFS to collectively determine social media strategy and usage policies for teachers, principals, and other groups. This would include identifying the ideal social networks for HPS to use for interaction with stakeholders, training designated HPS staff to maintain social networks, assisting in the creation and initial management of an editorial calendar, and facilitating regular social media meetings with department representatives to ensure universal representation on social media. The process may also involve ongoing sessions with social media admins to review social media activity and highlight successes to department heads, thereby boosting District-wide buy-in and compliance.

**Analyze user feedback and recommend adjustments on an as-needed basis.**

MRW will perform an audit of all public and internal contact forms, trouble tickets, and other support requests. Further, we will analyze the analytics on all web properties in order to best recommend adjustments on an as-needed basis. This feedback is critical to the success of the District’s web platforms.

**Refresh the appearance and functionality of district website homepage**

MRW will conduct a thorough review of the homepage design, layout, and functionality. This will include a review of analytics to track user traffic and assess most-used resources. We will also work with the District’s communications team to identify how site navigation and homepage layout can be improved to more directly serve the needs of the site’s varied stakeholders, including families, students, staff, and members of the Hartford community. While we have engaged in past discussions with communications staff about revising the homepage design to afford a cleaner and less cluttered layout, the complexities of the District and its dissemination of information for a diverse audience continue to present challenges. We’ll work closely with the communications staff to perform a thorough UX/UI review and determine the degree to which a redesign can improve ease of access while maintaining the District’s strong brand and aesthetic.

**Provide technical support on all features during the duration of the contract**

MRW Connected will support the District Website, Intranet, and School Websites in the following areas:

- Maintenance, including CMS and plugin updates, site backups
- Security audit and monitoring
- Emergency response and site recovery
- Technical support and troubleshooting
- Management of a trouble ticket help system
- Phone and email support

**Develop 10 additional school websites**

Over the past two years, MRW has worked with approximately thirty HPS schools to develop new websites. These schools can now share resources with parents and students, provide greater visibility for educators, and curate content relevant to their communities. Continued website development and support will help school staff more effectively engage families, while also delivering on the District’s promise of greater equity and access to resources regardless of school or neighborhood. MRW will continue its work from the past two years by collaborating with new HPS schools to select templates, develop content, integrate needed website features, and manage content on an ongoing basis. Website features include but are not limited to forms, calendars, and classroom teacher pages.

**Creation of news.hartfordschools.org for news publishing and archiving**
MRW will work with HFS to build on existing news tools to create a dedicated news archive. This may include a combination of staff-curated content, manual or automated newsletter posts, and one or more external newsfeeds ("HPS In The News").

**Creation of web-based school security “red book”**

MRW will work with the Security Department to explore how to move its print resources, including school emergency “red books,” into a secure online format. This process will include an extensive review of information security, access restrictions and protocols, and custom permissions. We will also work with the Security Department to determine the extent to which the web-based red book will replace existing print resources and the extent to which it will continue to complement them.

**Development of a Parent and Staff App (iPhone & android)**

MRW will design and develop two mobile apps for both iOS and Android. This process will begin with a thorough discovery to determine the specific stakeholder needs associated with the apps in order to provide the best features and user experience.

For example, how should a parent app present information about Hartford’s 50+ unique schools? Will there need to be Choice application information? Should the parent app include ways of contacting various HPS departments? Similarly, what social networking tools should the staff app include? What are the key resources staff need to be able to access on a mobile app? We will also explore whether a staff app should include the ability to reserve facilities and/or allow for room booking, or if this should be a standalone feature of the intranet.

Once the needed features have been determined, we will create full schematics and designs for review. We will then develop both apps and beta-test with HPS staff to ensure intended functionality.

**Project management: selected vendor must assign a project manager to oversee all aspects of planning and execution including participation in meetings to present design and development options and solutions.**

We will assign a dedicated project manager to oversee all aspects of planning and execution, including meeting scheduling and facilitation of communication. Our project manager will work closely with staff to ensure that all work conforms to the project scope and that all deadlines are met.

**Provide innovative and proven solutions in gathering and maintaining up-to-date contact data for families in the school district.**

MRW will explore how to use the District’s website to encourage active engagement from parents in order to better maintain accurate contact information. We anticipate that PowerSchool will play a critical role in the push and pull of parent information. Our subsequent work in developing a more fully realized social media plan would also focus on how to increase parent engagement.

In a large and diverse District, it is important to anticipate and overcome any existing barriers—limited access to technology, language, etc.—that make it difficult for families to stay in touch with Central Office. We will work closely with staff to plan and develop solutions for gathering contact data from families in as simple and effective a manner as possible.
AGENDA

ITEM # 2

NEW BUSINESS

OCTOBER 20, 2015

FIRST READING: VARIOUS POLICIES

THE BOARD

BACKGROUND

The following polices are part of our ongoing policy updates. The policies below have been updated to conform with recent legislative changes.

a. Policy 5136 - Smoking
b. Policy 5151 - Student Health Services
c. Policy 5153 - Health Assessments & Immunizations

RECOMMENDATION

That the Hartford Board of Education accepts the first reading of the policies listed above.
Students
Smoking

Student Smoking and Other Tobacco Use and Possession

It is the policy of the Hartford Board of Education that there is no smoking, use, or possession of tobacco in any form, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes) or vapor product, anywhere in school buildings, on school grounds, or at school-sponsored activities.

Legal Reference:

Connecticut General Statutes

1419a-21b342 Smoking prohibited in certain places. Exceptions. Signs Required. Penalties
3653-198 Smoking in... school buses (prohibited)

Public Act 14-76, “An Act Concerning The Governor’s Recommendations Regarding Electronic Nicotine Delivery Systems And Youth Smoking Prevention”


Policy adopted: September 14, 1999
Policy updated: Hartford, Connecticut
Students

Student Health Services: We recommend deleting much of this policy because it is duplicative of the Board Policy concerning Health Assessments and Immunizations.

School District Medical Advisor

The Board of Education shall appoint a school district medical advisor and appropriate medical support service personnel including nurses.

School health efforts shall be directed toward detection and prevention of health problems and to emergency treatment, including the following student health services:

1. Appraising the health status of pupil and school personnel;
2. Counseling pupils, parents, and others concerning the findings of health examination;
3. Encouraging correction of defects;
4. Helping prevent and control disease;
5. Providing emergency care for student injury and sudden illness;

Health Records

There shall be a health record for each student enrolled in the school district which will be maintained in the school nurse's room. For the purposes of confidentiality, Health records will be treated in the same manner as the student's cumulative academic record shall be maintained in accordance with the Board's Access to Student Records and Confidentiality Policy.

Regular Health Assessments

Prior to enrollment in kindergarten, each child shall have a health assessment by one of the following medical personnel of the parents or guardians choosing to ascertain whether the pupil has any physical disability or other health problem tending to prevent him or her from receiving the full benefit of school work and to ascertain whether such school work should be modified in order to prevent injury to the pupil or to secure for the pupil a suitable program of education:

1. A legally-qualified physician;
2. An advanced-practice registered nurse;
3. A registered nurse;

Such health assessment shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure;
2. Updating of immunizations required under 10-204 and 10-204a;
3. Vision, hearing, postural, and gross dental screening;
4. If required by the school district medical advisor, testing for tuberculosis and sickle cell anemia or Cooley’s anemia;
5. Any other information including a health history as the physician believes to be necessary and appropriate.

Health assessments shall also be required in grades 6 or 7 and in grade 10 or 11 by a legally qualified Practitioner of Medicine of each student’s parents or guardians own choosing, or by the school medical advisor, or the advisor’s designee, to ascertain whether a student has any physical disability or other health problem. Such health assessments shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure;
2. Updating of immunizations required under 10-204 and 10-204a;
3. Vision, hearing, postural, and gross dental screening;
4. If required by the school district medical advisor, testing for tuberculosis and sickle cell anemia or Cooley’s anemia;
5. Any other information including a health history as the physician believes to be necessary and appropriate.

A child will not be allowed, as the case may be, to begin or continue in district schools unless health assessments are performed as required.

Health assessment results and recommendations signed by the examining physician or authorized medical personnel shall be recorded on forms provided by the Connecticut State Board of Education and kept on file in the school the pupil attends. Upon written authorization from the student’s parent or guardian, original cumulative health records shall be sent to the chief administrative officer of the school district at which such student moves and a true copy of the student’s cumulative health records maintained with the student’s academic records. The superintendent of schools, or designee, shall notify parents of any health related problems detected in health assessments and shall make reasonable efforts to assure that further testing and treatment is provided, including advice on obtaining such required testing or treatment.

Pupils who are in violation of board requirements for health assessments and immunizations will be excluded from school after appropriate parental notice and warning.
Students
Student Health Services (continued)

Vision Screening

All students in grades K-6, and grade 9 will be screened using a Snellen chart, or equivalent screening, by the school nurse or school health aide. Additional vision screening will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student in question. Results will be recorded in the student’s health record on forms supplied by the Connecticut State Board of Education, and the superintendent shall cause a written notice to be given to the parent or guardian of each pupil found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease.

As necessary, special educational provisions shall be made for students with handicapping conditions.

Hearing Screening

All students will be screened for possible hearing impairments in grades K-3, grade 5, and grade 8. Additional audiometric screening will be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student’s health record on forms supplied by the Connecticut State Board of Education, and the superintendent shall cause a written notice to be given to the parent or guardian of each pupil found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease.

As necessary, special educational provisions shall be made for students with handicapping conditions.

Postural Screening

School nurses will screen all students in grades 5 through 9 inclusive for scoliosis or other postural problems. Additional postural screening will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student’s health record on forms supplied by the Connecticut State Board of Education, and the superintendent shall cause a written notice to be given to the parent or guardian of each pupil found to have any postural defect of problem, with a brief statement describing such defect or disease.

As necessary, special educational provisions shall be made for students with handicapping conditions.
Tuberculin Testing

In addition to tuberculin testing required by the school district medical advisor as part of regular student health assessments, all new students, including preschool students, will be required to have at least one test for tuberculosis prior to entry in district schools.

Immunizations/Vaccinations

No student will be allowed to enroll in any program operated as part of the district schools without vaccination against smallpox and adequate immunization against the following diseases:

- Measles
- Pertussis
- Rubella
- Mumps
- Poliomyelitis
- Hemophilus influenza type B
- Diphtheria
- Any other vaccine required by section 19a-7f of C.G.S.
- Tetanus

Before entering the seventh grade, each child shall receive a second immunization against measles.

Students shall be exempt from the appropriate provisions of this policy when:

1. They present a certificate from a physician or local health agency stating that initial immunizations have been given and additional immunizations are in progress under guidelines and schedules specified by the Commissioner of Health Services; or

2. They present a certificate from a physician stating that in the opinion of such physician, immunization is medically contraindicated because of the physical condition of such child; or

3. They present a statement from their parents or guardians that such immunization would be contrary to the religious beliefs of such child; or

4. In the case of measles, mumps or rubella, present a certificate from a physician or from the director of health in such child’s present or previous town of residence, stating that the child has had a confirmed case of such disease; or

5. In the case of hemophilus influenza type B has passed his or her fifth birthday; or

6. In the case of pertussis, has passed his or her sixth birthday.
Student Health Services (continued)

The school nurse will report to the local director of health any occurrence of State of Connecticut defined reportable communicable diseases.

Health Assessments/Interscholastic Sports Programs: The provisions in these regulations concerning athletics are different from those in the Health Assessments/Immunizations regulations. The Board should determine which provisions it wishes to follow and include them in the Health Assessments/Immunizations regulations. They should then be removed from this policy to eliminate duplicative provisions.

Any student participating in an interscholastic sports program must have a health assessment, within one year prior to the first training session for the sport or sports. After the initial examination, repeat examinations are required every two years. Each participant in a sport program must complete a health questionnaire before participating in each sport.

Parents are expected to use the services of their private physician. If a student is unable to obtain a health assessment from his/her personal physician for financial or other reasons, an examination can be arranged with school medical advisor. Health assessment results shall be recorded on forms provided by the Connecticut State Board of Education, signed by the examining physician, school medical advisor or advisor's designee, filed in the student's health folder, and maintained up to date by the school nurse.

Coaches and physical education staff shall insure appropriate monitoring of an athlete's physical condition.

Student Medical Care at School

School personnel are responsible for the immediate care necessary for a pupil whose sickness or injury occurs on the school premises during school hours or in school-sponsored and supervised activities, as well as the administration of medication to students, in accordance with Board policy and state law and regulations. Depending upon specific circumstances, Category V issues are not clear. We recommend considering clarifying this provision. Issues may also be considered emergencies by attending school personnel.

Schools shall maintain files of Emergency Information cards for each pupil. If a child's injury requires immediate care, the parent or guardian will be called by telephone by the nurse, the building principal, or other personnel designated by the principal, and advised of the pupil's condition. When immediate medical or dental attention is indicated, and when parents or guardians cannot be reached, the student will be transported to the nearest hospital unless otherwise indicated on the student's Emergency Information card. In this event, the family physician/dentist and school district medical advisor will be notified of school district actions.
Legal Reference: Connecticut General Statutes
10-203 Sanitation: Compliance with public health statutes and regulations.
10-204 Vaccination.
10-204a Required immunizations.
10-204c Immunity from liability
We recommend deleting many of the legal references, as they are not relevant to this policy.
10-205 Appointment of school medical advisors.
10-206 Health assessments.
10-206a Free health assessments.

10-207 Duties of medical advisers.
10-208 Exemption from examination or treatment.
10-208a Physical activity of student restricted; boards to honor notice.

10-209 Records not to be public.
10-2-10 Notice of disease to be given parent or guardian.

10-212 School nurses and nurse practitioners.
10-212a Administration of medicines by school personnel.
10-213 Dental hygienists.
10-214 Vision, audiometric and postural screening: When required; notification of parents re defects; record of results. (As amended by PA 96229 An Act Concerning Scoliosis Screening)
10-214a Eye protective devices.
10-214b Compliance report by local or regional board of education.
10-217a Health services for children in private nonprofit schools. Payments from the state, towns in which children reside and private nonprofit schools.

Policy adopted: September 14, 1999
HARTFORD PUBLIC SCHOOLS
Policy updated: November 1, 2005
Hartford, Connecticut
Students

Health Assessments, Screenings and Immunizations

The Board of Education recognizes the importance of periodic health assessments according to state health regulations.

To determine the health status of students, facilitate the removal of handicaps to learning, and find whether some special adaptation of the school program may be necessary for a student, and determine if a student is suffering from any physical disability tending to prevent such student from receiving the full benefit of school work and to ascertain whether such school work should be modified in order to prevent injury to the student or to secure for the student a suitable program of education, the Board of Education may request requires that students have health assessments in accordance with state law.

The Board of Education adheres to those state laws that pertain to school immunizations and health assessments. The Board may deny admission or continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206.

Parents wishing their children exempted or excused from health assessments must request such exemption to the Superintendent of Schools in writing and in accordance with state law. This request must be signed by the parent/guardian.

No record of any student's medical assessment may be open to the public.  
(cf. 5111 – Admission/Placement)

Legal Reference: Connecticut General Statutes

10-204 Vaccination—

Repealed. 10-204a Required immunizations as amended by PA 96-244. —
10-204c Immunity from liability
10-205 Appointment of school medical adviser—
Not relevant to this policy. 10-206 Health assessments
10-207 Duties of medical advisors—
Not relevant to this policy. 10-206a Free health assessments
10-208 Exemption from examination or treatment

10-208a Physical activity of student rest cribs; board to home notice—
10-209 School nurses—
10-212 School nurses—
Not relevant to this policy. 10-209 Records not to be public. Provision of reports to schools. —
Not relevant to this policy. 10-214 Vision, audiometric and postural screenings. When required. Notification of parents of defects; record of results, as amended by PA 96-229, An Act Concerning Scoliosis Screening.


Connecticut Agencies Regulations § 10-204a-2a Adequate Immunization


Federal Law:


Policy adopted: November 1, 2005
Policy Revised: Hartford, Connecticut
AGENDA

ITEM # 3

NEW BUSINESS

APPROVAL TO APPLY FOR ALLIANCE DISTRICTS' SCHOOL BUILDINGS GRANT

OCTOBER 20, 2015

DR. SCHIAVINO-NARVAEZ
DR. SLATER

AMOUNT

NOT TO EXCEED $2.8 MILLION

FUNDING SOURCE

DEPARTMENT OF ADMINISTRATIVE SERVICES

BACKGROUND

With the signing of Public Act 15-1 of the June 2015 Special Session, Governor Malloy has committed $50 million to help maintain or repair school building in the Alliance Districts. The Governor revived and amended a grant program that had not been funded since 2002 to help districts improve the condition of their schools in greatest need of improvements.

Eligible improvement projects to include:
- Replacing windows and doors
- Replacing boilers and other heating and ventilation components
- Replacing internal communication and technology systems
- Replacing lockers
- Replacing cafeteria equipment
- Upgrading and replacing ceiling and floor coverings
- Upgrading restrooms, including new fixtures and water fountains and related water supplies and drainage
- Upgrading entryways, driveways, parking areas, play areas and athletic fields
- Upgrading equipment
- Installing or upgrading security systems, including but not limited to video surveillance devices and fencing
- Other similar work approved by the Commissioner of Administrative Services

Hartford Public Schools will be eligible for up to $2.8 million In State grant funding. The application for the Alliance Districts' School Buildings Grant requires the local Board of Education to approve the application request.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to apply for the Alliance Districts' School Buildings Grant.
Alliance Districts' School Buildings Grant
Executive Form

1. Context/Overview

With the signing of Public Act 15-1 of the June 2015 Special Session, Governor Malloy has committed $50 million to help maintain or repair school building in the Alliance Districts. The Governor revived and amended a grant program that had not been funded since 2002 to help districts improve the condition of their schools in greatest need of improvements.

Hartford Public Schools will be eligible for up to $2.8 million in State grant funding. The application for the Alliance Districts' School Buildings Grant requires the local Board of Education to approve the application request.

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

Eligible improvement projects to include:
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- Replacing internal communication and technology systems
- Replacing lockers
- Replacing cafeteria equipment
- Upgrading and replacing ceiling and floor coverings
- Upgrading restrooms, including new fixtures and water fountains and related water supplies and drainage
- Upgrading entryways, driveways, parking areas, play areas and athletic fields
- Upgrading equipment
- Installing or upgrading security systems, including but not limited to video surveillance devices and fencing
- Other similar work approved by the Commissioner of Administrative Services

3. Targeted populations to be served

Students, parents, community and major stakeholders in Hartford Public Schools

"Every student and every school thrives"
4. Expected outcomes and benefits (Include goal alignment with SOP & HPS programs)

Facility improvements in various Hartford Public Schools' school buildings.

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

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

N/A

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

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

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

   Connecticut Department of Administrative Services, Division of Construction Services. Funds not to exceed $2.8 million.

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

   Please see attached.
General Improvements to Alliance Districts' School Buildings Grant Program Application Package

September 1, 2015

APPLICATIONS DUE:
October 30, 2015
January 29, 2016
March 31, 2016

Melody A. Currey, Commissioner
DEPARTMENT OF ADMINISTRATIVE SERVICES
Dear Alliance District Superintendent:

With the signing of Public Act 15-1 of the June 2015 Special Session, Governor Malloy has committed $50 million in fiscal years 2016 and 2017 to help maintain or repair school buildings in Alliance Districts. Specifically, the Governor revived and amended a grant program that had not been funded since 2002 to help districts that are not be able to keep up with the ongoing demands of maintaining and updating their facilities. The intent of this program is to fund projects that would not otherwise qualify as school construction grant projects under chapter 173 of the Connecticut General Statutes. Eligible projects, for example, will include replacements and upgrades.

I know all too well that as municipal budgets shrink, these types of projects can fall by the wayside, leaving many of our state’s school children spending most of their day in facilities in need of significant repair. I applaud the Governor’s commitment to our state’s school buildings. The staff of the Office of School Facilities stands ready to work with any district that chooses to participate.

Sincerely,

Melody A. Currey
Commissioner
Program Description:

Public Act 15-1 of the June Special Session revived and amended a grant to provide new funds to Connecticut’s Alliance School Districts to improve the condition of the schools in greatest need of improvements that are not generally eligible for funding or previously authorized under a school building project pursuant to Chapter 173 of the Connecticut General Statutes.

Questions about a project’s eligibility under Chapter 173 should be directed to Michelle Dixon or Tom Reault at the Office of School Facilities, at (860) 713-6490.

Examples of Eligible Projects:
C.G.S. Section 10-265h, which is included in this package, dictates the types of projects eligible for grant funding. These dollars are targeted for the types of repair and replacement work and other general improvements not covered by the existing school construction grants program.

Eligible improvement projects include:
1) Replacing windows and doors,
2) Replacing boilers and other heating and ventilation components,
3) Replacing internal communication and technology systems,
4) Replacing lockers,
5) Replacing cafeteria equipment,
6) Upgrading and replacing ceiling and floor coverings,
7) Upgrading restrooms, including new fixtures and water fountains and related water supplies and drainage,
8) Upgrading or replacing lighting fixtures, including energy efficient measures,
9) Upgrading entryways, driveways, parking areas, play areas and athletic fields,
10) Upgrading equipment,
11) Installing or upgrading security systems, including but not limited to video surveillance devices and fencing, and
12) Other similar work approved by the Commissioner of Administrative Services.

Ineligible projects include:
1) Routine building maintenance and maintenance supplies,
2) Cleaning, and
3) Salaries of in-house maintenance staff and other school staff.

Note: Direct labor charges for overtime, or newly hired staff, to work exclusively on specific eligible projects with the prior approval of the Department may be permitted. Questions about a project’s eligibility under Chapter 173 should be directed to Michelle Dixon or Tom Reault of the Office of School Facilities, at (860) 713-6490.

Eligible Districts:

| Ansonia    | Hartford       | Norwich    |
| Bloomfield| Killingly      | Putnam     |
| Bridgeport| Manchester     | Stamford    |
| Bristol    | Meriden        | Vernon     |
| Danbury    | Middletown     | Waterbury  |
| Derby      | Naugatuck      | West Haven |
| East Hartford | New Britain | Winchester |
| East Haven | New Haven      | Windham    |
| East Windsor | New London  | Windsor    |
| Hamden     | Norwalk        | Windsor Locks |
Management of the Program:
The grantee has complete management control of this grant. While DAS staff may be consulted for their expertise, they will not be directly responsible for the selection of subgrantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

Deadline for Applications:
For administrative purposes, applications shall be filed prior to the three periods of review: October 30, 2015; January 29, 2016; and March 31, 2016. Consideration for grant commitment will occur within 30 days of submittal for each period. Only applications with the original signatures will be accepted as timely filed. Preference in approving applications and awarding grants will be given to those applicants that submit complete application packages, including a life-cycle stewardship plan, on time. An approved life-cycle cost analysis worksheet, Life Cycle Cost Analysis Determination Request (Form 3020), may satisfy the life-cycle stewardship plan requirement. All funds are available for 2015 and 2016 fiscal years, however, all funds are to be spent by June 30, 2017.

A complete application consists of a) one signed copy of the Program Proposal; b) one signed District Certification; and c) one Project Description Form for each facility.

The mailing address is:
Department of Administrative Services
Office of School Facilities
165 Capitol Avenue
Room 437
Hartford, CT 06106

Questions regarding the application process should be directed to Michelle Dixon or Tom Reault, Office of School Facilities, at (860) 713-6490.

Applicants should not ask for approval of projects expressly denied in the statutory language to include school construction. Artificial Turf is an example of an item that is not an allowable expense. Questions about the eligibility of a project not clearly excluded should be referred to Michelle Dixon. When a clear determination cannot be made quickly, you will be instructed to include the project in your application rather than delay submitting the entire application package.

Once a formal determination is made, your application can be amended as necessary. We recommend that in applying for one or more projects with questionable eligibility, you also submit alternate work that is clearly eligible. In the event your first choice is deemed unacceptable, you will already have an approved alternate in place. Be sure that any projects intended as alternates are clearly labeled as such.

FUNDING IS CONTINGENT UPON APPROVAL OF THE BOND COMMISSION.

Review and Approval:
The Department of Administrative Services expects that complete applications received by October 30, 2015; January 29, 2016; and March 31, 2016 will be reviewed, negotiated and accepted, with modifications if necessary, within 30 days of receipt. Funding of grants shall be awarded as identified in the chart titled: Alliance District Grants by Student Population. This is a two-year grant cycle for expenditure purposes with an annual expenditure report and final expenditure report required for each project. Reports are due June 30, 2016, and June 30, 2017, for final report, or upon completion of the project.