Hartford Board of Education
Regular Meeting – Tuesday, September 17, 2013
Bulkeley High School, 300 Wethersfield Avenue, CT 06114
5:30 p.m.

AGENDA

I. Call to Order
II. Roll Call
III. Opening Statement
IV. Dialogue Session
   1. Parent and Student Comment
   2. Public Comment
V. Reports
   1. Report of the Chair
   2. Report of the Superintendent
      o Year End Financial Report as of June 30, 2013
   3. Committee Reports
      o Ad-Hoc Building Committee
      o Policy Committee
      o Other Committees
VI. Business Agenda
A. Items in Order of Importance
   1. Grant Submission: Race to the Top Grant (Supt. et al)
      The Hartford Board of Education authorizes the Superintendent of Schools to sign and submit a grant application for the Race to the Top Grant in the amount of approximately $25 million.
      Furthermore, the Hartford Board of Education also authorizes the Chairman of the Board of Education to sign the Race to the Top Grant application.

   2. Adoption of After School Standards Task Force Recommendations (Supt et al.)
      The report from the After-School Program Standards Implementation Pilot and Review Committee is the result of a year-long review of the after-school standards proposed by the Task Force and adopted by the Board in November 2011. The charge of the original Task Force was to create a set of quality standards that can be used to ensure that after-school programs are aligned with the school day and provide rich instructional and enrichment opportunities for Hartford students.
The Hartford Board of Education adopts the recommendations of the After-School Program Standards Implementation Pilot and Review Committee.

3. First Reading: Policy No. 5131.1 / 6142.2 Childhood Obesity and Physical Exercise in Schools (Policy Committee)

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

4. First Reading: Revised Policy No. 1211 School Governance Councils (Policy Committee)

   The Hartford Board of Education accepts the first reading of the policy on School Governance Councils.

5. Second Reading and Adoption: Revised Policy 2141 Leadership Succession (The Board)

   The Hartford Board of Education accepts the second reading and adopts the revised policy on Leadership Succession.

6. Second Reading and Adoption: Revised Policy 1215 Educational Foundations (The Board)

   The Hartford Board of Education accepts the second reading and adopts the revised policy on Educational Foundations.

7. Second Reading and Adoption: Revised Policy No. 6146 – Grading (Chairman Poland, Ms. Hudson and Ms. McIntyre)

   The Hartford Board of Education accepts the second reading and adopts the revised Policy on Grading.

8. Acceptance of Funds: Travelers Grant for Asian Studies Academy and High School Inc. $300,000 (Sup: et al)

   Travelers, a Fortune 500 corporation located in the City of Hartford, is Hartford Public Schools' top corporate donor. Over the last five years Travelers has donated over $5 million in support of our work. In addition, Travelers' employees have been fully engaged in the implementation of our reform efforts.

   The Asian Studies Academy and High School, Inc. both have long standing relationships with Travelers and its employees. The $300,000 grant will be used to support various activities at the schools. High School, Inc. will receive $225,000 and Asian Studies Academy will receive $75,000.

   The Hartford Board of Education authorizes the Superintendent to accept funds in the amount of $300,000 from Travelers and allocate said funds according to the agreed upon grant guidelines.

9. Contract Approval: Creative Intervention, LLC $706,200 / 3-year contract (Supt et al.)

   Creative Interventions, LLC provides highly trained consultants to train teachers and paraprofessionals on the development of skills acquisition, as well as managing problematic behaviors for students with autism. Creative interventions, LLC also provides schools with individualized interventions in the form of consultative services.

   The Hartford Board of Education authorizes the superintendent to execute a contract with Creative interventions, LLC, for the time delineated in the contract ending October 1, 2016,
for an amount not to exceed $235,400 per year, not exceed $706,200 over the 3-year contract term.

10. Contract Continuation Approval: Dr. Eric B. Cohen $420,000 / 3-year contract (Supt et al.)

Dr. Cohen provides psychiatric oversight to students who are in need of clinical services, who are identified as having emotional disturbances. Dr. Cohen provides psychiatric evaluations and consultation for Hartford Public Schools students, who are referred through the PPT process. Dr. Cohen also provides professional development to staff.

The Hartford Board of Education authorizes the Superintendent to execute a contract with Eric D. Cohen, MD, LLC, for the term delineated in the contract ending October 1, 2016, at a cost not to exceed $140,000 per year, not exceed $420,000 over the 3-year contract term.

11. Contract Approval: Infosnap, Inc. $126,200 / 2-year contract (Supt et al.)

Hartford Public Schools will contract with Infosnap, Inc. to provide a bilingual (English/ Spanish) online platform for parents to register their children in schools, fill out all District required forms; and update their contact information throughout the year.

The Hartford Board of Education authorizes the Superintendent to execute a contract with infosnap, Inc., for the term delineated in the contract ending July 31, 2015, for a cost not to exceed $126,200. Furthermore, this contract may be extended for a term of three more years at a cost not to exceed $166,191, based on performance and funding availability.

12. Contract Continuation Approval: Sungard Public Sector $125,165 (Supt et al.)

Performance Plus is a web-based, district-wide system that assists educators to track and analyze student performance against State standards; map and manage curriculum as well as build and administer local online benchmark assessments. Performance Plus arms educators with information to make data driven decisions that enhance instruction and increase both individual student achievement as well as overall district achievement.

The Hartford Board of Education authorizes the Superintendent to execute a contract with SunGard Public Sector, for the term delineated in the contract ending September 30, 2014; at a cost not to exceed $125,165.

13. Contract Approval: Scholastic, Inc. $117,975 (Supt et al.)

Math 180 is a program to advance intervention focus on math. It is aligned to Common Core State Standards, and will advance the skill level of Hartford Public Schools middle-years students.

The Hartford Board of Education authorizes the Superintendent to execute a contract with Scholastic, Inc., for the term delineated in the contract ending September 18, 2014; at a cost not to exceed $117,975.

B. Executive Session (Collective Bargaining: The Hartford Federation of School Secretaries)


The Hartford Board of Education approves the proposed Collective Bargaining Agreement with the Hartford Federation of School Secretaries, Local 1018C, AFT, AFL-CIO. The parties reached a tentative agreement on August 14, 2013; the membership of the bargaining unit ratified the tentative agreement on August 28, 2013.
That the Board of Education approves the proposed Collective Bargaining Agreement with
the Hartford Federation of School Secretaries, Local 1018 C, AFT, AFL-CIO.

C. Consent Agenda

15. Acting Administrative Appointment (Supt et al.)

The Hartford Board of Education approves the Superintendent’s recommendation to appoint
Bethany Sullivan to the position of Acting Principal, McDonough Expeditionary Learning
School; effective September 30, 2013.

(Supt et al.)

Connecticut Pediatric Neuropsychology Associates provides neuropsychological
consultations and evaluations to Pre-Kindergarten to 12 Hartford Public Schools students
who are mandated to receive these services. Referrals are made through PPTs.

That the Hartford Board of Education authorizes the superintendent to execute a contract
with Connecticut Pediatric Neuropsychology Associates for term delineated in the contract
ending October 1, 2014; at an amount not to exceed $80,000.

17. Approval of School Construction Plans and ED042 Submittal – West Middle School (Supt. et al)

The Hartford Board of Education approves the final plans and authorizes the architects to
submit the documents for the construction phase of work for West Middle School (State
Project #064-0303), to the Bureau of School Facilities for their review and approval.

18. Approval of General Budget Allocation Changes through June 30, 2013 (Finance and Audit
Committee)

VII. Adjournment

Upcoming Board of Education Meeting

- BOE Workshop: Tuesday, October 1 at 5:30 p.m. at John C. Clark Jr. Elementary and Middle
  School, 75 Clark Street, Hartford, CT 060120. Topics: ELL: 2 Independent Reports, and School
  Based Health Clinics;
- BOE Regular Meeting: Tuesday, October 15 17 at 5:30 p.m. at Global Communications Academy IB,
  85 Edwards Street, Hartford, CT 06120.
TO: Dr. Christina Kishimoto, Superintendent of Schools
FROM: Paula Altieri, Chief Financial Officer
DATE: August 26, 2013
SUBJECT: FY 12/13 General Budget Final Year End Financial Report
FY 12/13 Special Funds Final Year End Financial Report

General Budget Final Year End Financial Report as of June 30, 2013:

For the twelve-month period ending June 30, 2013 we have expended a total of $283,907,570 million or 99.96% of the 2012-13 General Fund Budget of $284,008,187 million. We have closed the 2012-13 fiscal year with a positive variance of $100,617.

The final variances are explained below:

- A positive variance in salary accounts total $2,997,507, or 2% of salary budgets. The positive variance is attributable to:
  - Positive variance of $1,295,079 in OSI and performance pay incentives;
  - Positive variance of $714,444 in severance liabilities for retirees;
  - Positive variance of $637,733 in part-time, substitutes, and extra pay salary accounts;
  - Positive variance of $350,251 in salary savings resulting from attrition.

- A positive variance in professional contract and services of $569,040, or 11.4% of professional services budgets. The positive variance is attributable to:
  - Positive variance of $550,228 in MHIS services as a result of the indirect cost credit from federal grants;
  - Positive variance of $18,812 for capital related expenditures transferred from the operating budget to CIP funds maintained by the City of Hartford.

- A positive variance in purchased property services accounts total $1,029,225, or 14.5% of purchased property services budgets. The positive variance is attributable to the transfer of capital related building improvement expenditures of $1,031,071 from the operating budget to CIP funds maintained by the City. The positive variance is offset by a slight deficit variance in maintenance supplies of $1,846.

- A positive variance in system-wide purchased services totals $479. The positive variance is attributable to favorable savings in communications and postage budgets of $6,475 Offset by a negative variance of $5,996 in miscellaneous services budgets.
• A positive variance in supplies and materials/utility accounts totals $22,988, or 0.2% of supplies, materials, and utility budgets. The positive variance is attributable to a surplus of $55,171 in utility budgets, offset by a deficit of $32,183 in instructional materials, text, and library books.

• A positive variance in capital outlay totals $1,178,100, or 46.3% of capital budgets. The positive variance is attributable to:
  - The transfer of computers and equipment expenditures of $1,019,437 from the operating budget to CIP funds maintained by the City of Hartford;
  - Favorable spending variances of $158,663.

• A positive variance in other miscellaneous expenses totals $1,879, or 0.2% of miscellaneous expenses budgets.

• A positive variance in fringe benefits totals $101,398, or 0.2% of fringe budgets. The accounts which comprise this variance can be found in the Fringe Benefit Analysis report attached to this narrative.

• A negative variance in interfund transfers total $5,800,000. This variance represents the agreement between HPS and the City of Hartford to reimburse up to $5,800,000 for in-kind services provided on behalf of the Hartford Public Schools. Pursuant to this agreement, the funding for this reimbursement was derived by the transfer and direct expenditures of $3,072,995 of HPS' capital related expenditures to CIP funding maintained by the City of Hartford; and $2,727,005 of surplus variances. The City of Hartford has agreed to appropriate $2,727,005 to HPS in FY 2013-14 to be used towards the acquisition of capital purchases, such as computers or equipment, or to be used for the renovations of school facilities as to be determined based on the report of the Ad Hoc Committee for School Facilities.

Special Funds Final Financial Report as of June 30, 2013:

The attached Special Funds year-end report shows total grants received of $134.1 million with total expenditures of $115.8 million, for an ending balance of $18.36 million or 13.7% of total grants received.

The final variances are explained below:

• Multi-year and carry forward grant funding total $18,319,838, or 13.67%.

• One-year grant funding that lapsed at June 30, 2013 totals $42,690. These grants are as follows:
  - Carl Perkins $6,785, or 1.3% of grant funding. The variance is attributable to attrition.
- Title IIA Carryover $13,775, or 4.6% of carryover funding. The variance is attributable to surplus in the mandatory set-aside for non-public schools.
- Parent Academy $314, or 0.4% of grant funding.
- Extended School Hours $14,586, or 3.6% of grant funding. The variance is attributable to surplus funding in supplies and materials for community based-organizations.
- Department of Health Services $7,230, or 0.8% of grant funding. The variance is attributable to attrition.

This concludes my report. Should you have questions or require additional information, please feel free to contact me.

Thank You.
<table>
<thead>
<tr>
<th>Description</th>
<th>Series</th>
<th>FY 2012-13 Adopted Budget</th>
<th>FY 2012-13 Amended Budget</th>
<th>Year End Expenditure</th>
<th>Difference (Amended less Forecast)</th>
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<td>Certified Salaries</td>
<td>100</td>
<td>112,968,840</td>
<td>111,642,412</td>
<td>109,372,773</td>
<td>2,260,639</td>
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<td>772,945</td>
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<td>34,000,040</td>
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<td>13,424</td>
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<td>Non Cert Benefits</td>
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<td>345,000</td>
<td>345,000</td>
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<td>102,189</td>
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<td>Non Certified Salaries Total</td>
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<td>35,344,040</td>
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<td>23,903</td>
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<td>545,137</td>
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<td>Professional Contracts &amp; Svgs</td>
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<td>Maint Supplies &amp; Services</td>
<td>442</td>
<td>388,080</td>
<td>294,916</td>
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<td>Building Improvements</td>
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<td>7,074,187</td>
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<td>23,316,845</td>
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<td>136,861</td>
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<td>311,910</td>
<td>1,131</td>
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<td>Advertising</td>
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<td>244,986</td>
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<td>Printing &amp; Binding</td>
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<td>3,267</td>
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<td>Tuition</td>
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<td>33,116,382</td>
<td>36,393,998</td>
<td>36,393,999</td>
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<td>Travel &amp; Conferences</td>
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<td>258,525</td>
<td>284,405</td>
<td>279,061</td>
<td>5,344</td>
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<td>Misc Services</td>
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<td>428,838</td>
<td>411,429</td>
<td>417,425</td>
<td>(5,996)</td>
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<td>Systemwide Purchased Svgs Total</td>
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<td>55,902,914</td>
<td>60,967,772</td>
<td>60,967,293</td>
<td>479</td>
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<td>Instructional &amp; Other Supplies</td>
<td>610</td>
<td>3,043,142</td>
<td>2,940,457</td>
<td>2,963,618</td>
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<td>Utilities</td>
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<td>7,778,670</td>
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<td>Text &amp; Library Books</td>
<td>640</td>
<td>709,017</td>
<td>1,713,395</td>
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<td>Misc Supplies</td>
<td>660</td>
<td>388,671</td>
<td>503,984</td>
<td>529,301</td>
<td>(25,317)</td>
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<td>Supplies &amp; Materials Total</td>
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<td>16,394,846</td>
<td>12,938,505</td>
<td>12,913,518</td>
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<td>Equipment</td>
<td>730</td>
<td>1,147,828</td>
<td>2,545,329</td>
<td>1,367,229</td>
<td>1,178,100</td>
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<tr>
<td>Outlay Total</td>
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<td>1,147,828</td>
<td>2,545,329</td>
<td>1,367,229</td>
<td>1,178,100</td>
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<tr>
<td>Organization Dues</td>
<td>810</td>
<td>116,622</td>
<td>88,995</td>
<td>88,843</td>
<td>1,152</td>
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<tr>
<td>Legal Judgments</td>
<td>820</td>
<td>230,000</td>
<td>358,034</td>
<td>358,034</td>
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<tr>
<td>Debt Service</td>
<td>830</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Other Operating Expenses</td>
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<td>314,041</td>
<td>414,712</td>
<td>413,985</td>
<td>727</td>
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<td>Other Misc Expend Total</td>
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<td>660,663</td>
<td>861,741</td>
<td>859,862</td>
<td>1,879</td>
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<td>Fringe Benefits</td>
<td>990</td>
<td>40,400,000</td>
<td>45,121,642</td>
<td>45,020,244</td>
<td>101,398</td>
</tr>
<tr>
<td>Interfund Transfer</td>
<td>999</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Reserve Comp Educ</td>
<td>999</td>
<td>1,450,907</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Sundry Total</td>
<td></td>
<td>49,850,912</td>
<td>45,121,642</td>
<td>50,820,244</td>
<td>(5,698,602)</td>
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<tr>
<td><strong>Fund 1003 General Budget Total</strong></td>
<td></td>
<td><strong>254,008,187</strong></td>
<td><strong>264,008,187</strong></td>
<td><strong>263,907,570</strong></td>
<td><strong>100,617</strong></td>
</tr>
</tbody>
</table>

|                  |        | **99.96%**                | **99.96%**                | **99.96%**          | **99.96%**                        |

|                  |        | **0.04%**                 | **0.04%**                 | **0.04%**           | **0.04%**                         |
# Hartford Board of Education - Fringe Benefits Analysis
## Fiscal Year 2012 - 2013

### Summary

<table>
<thead>
<tr>
<th></th>
<th>FY 12-13</th>
<th>Adjusted Budget to Year-end Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>as of 12/18/2012</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 11-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenue - Surplus/(Deficit)</td>
<td>82,504,696</td>
<td>83,101,111</td>
</tr>
<tr>
<td>Total Expense - Surplus/(Deficit)</td>
<td>82,504,696</td>
<td>83,101,111</td>
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<tr>
<td><strong>Total Surplus/(Deficit)</strong></td>
<td></td>
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</tr>
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### Revenue

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 12-13</th>
<th>Adjusted Budget to Year-end Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>as of 12/18/2012</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 11-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions and Reimbursements</td>
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<td></td>
</tr>
<tr>
<td>Employee/Retiree</td>
<td>13,608,253</td>
<td>13,687,928</td>
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<tr>
<td>State</td>
<td>1,620,258</td>
<td>1,350,623</td>
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<tr>
<td>Other Reimbursements</td>
<td>590,950</td>
<td>745,000</td>
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<tr>
<td>Contributions from HPS</td>
<td>66,850,237</td>
<td>67,317,560</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>82,504,696</td>
<td>83,101,111</td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 12-13</th>
<th>Adjusted Budget to Year-end Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Insurance</strong></td>
<td>63,617,581</td>
<td>64,293,688</td>
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<tr>
<td>Pension Costs</td>
<td>7,722,302</td>
<td>6,621,000</td>
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<td>Worker's Compensation</td>
<td>2,179,713</td>
<td>2,201,000</td>
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<tr>
<td>Social Security - Employer Share</td>
<td>6,504,512</td>
<td>6,592,959</td>
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<tr>
<td>Unemployment Compensation</td>
<td>1,064,554</td>
<td>1,500,000</td>
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<tr>
<td>Property and Liability Insurance</td>
<td>1,384,317</td>
<td>1,700,851</td>
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<tr>
<td>Professional Improvements/Other Benefits</td>
<td>27,637</td>
<td>191,613</td>
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<tr>
<td><strong>Total BOE Expenses</strong></td>
<td>82,504,696</td>
<td>83,101,111</td>
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**Less: BOE Revenue**

<table>
<thead>
<tr>
<th><strong>Year End Balance - Surplus (Deficit)</strong></th>
<th>101,398</th>
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</thead>
<tbody>
<tr>
<td>Program</td>
<td>Budget</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>State Magnet Operating Grants</td>
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<td>Title I - Part A Improving Basic Skills</td>
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<td>Title I - Part A - Carryover</td>
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<td>IDEA Part B, Section 411</td>
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<td>IDEA Part B, Section 411 - Carryover</td>
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AGENDA

ITEM # 1

NEW BUSINESS

SEPTMBER 17, 2013

GRANT SUBMISSION APPROVAL:
RACE TO THE TOP

AMOUNT
$25,000,000

FUNDING SOURCE
US DEPARTMENT OF EDUCATION

DR. KISHIMOTO
MR. ROLDÁN

BACKGROUND

On February 19, 2009, President Barack Obama signed into law the American Recovery and Reinvestment Act of 2009 (ARRA). The law provided $4.35 billion for the Race to the Top Fund (RTTT), a competitive grant program designed to promote and advance education reform. A total of 46 States and the District of Columbia have participated in the Race to the Top competitions since its inception.

The RTTT District competition’s focus is on creating personalized learning environments to support college and career readiness for all students. The U.S. Department of Education anticipates awarding 5-10 grants; Hartford Public Schools is eligible for a grant in the amount of $20-25 million. Last year, 2012, Hartford Public Schools was a finalist.

Hartford Public Schools is uniquely positioned because of the strong foundation that has been built during the reform work in 2007-2013 and the current Strategic Operating Plan’s focus on the Third Grade Promise, Middle Years Redesign and College Readiness.

The objective of the Hartford Public Schools grant is to accelerate our reform and to support the key strategies of the district focused on relevant curriculum, quality instruction, school design, innovative leaders, capacity building and family and community engagement.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent of Schools to sign
and submit a grant application for the Race to the Top Grant in the amount of
$25,000,000.

Furthermore, the Hartford Board of Education also authorizes the Chairman of the Board
of Education to sign the Race to the Top Grant application.
2013 Race to the Top District Competition

Executive Summary

Grant Overview:
Hartford Public Schools is applying to the 2013 Race to the Top District Competition. It is expected that 5-10 grants will be awarded. Hartford Public Schools is eligible for a grant in the amount of $20-25 million. Grant applications are due October 3 with announcement of awards to be made December 2013. The focus of the Race to the Top District Competition grant is on creating personalized learning environments to support college and career readiness.

Hartford Public Schools applied and was a finalist in the 2012 RTTD competition. Reviewers' comments were positive especially in the grant sections that represented the key request: Vision, Preparing Students for College and Careers: Learning and Teaching and Leading. The 2013 grant is very similar to the 2012 and has been updated in areas where we have implemented some of the project components, reduced budget areas accordingly, and responded to sections where scores were weak.

2013 Grant Request:
Hartford Public Schools request: $25,000,000 over a 4 year period in the following grant funding areas and within the same priorities we established in the 2012 grant:
- Personalized Instruction $8,870,005
- Technology $8,787,903
- Student Development Plan $6,342,492

Scope:
- 41 schools, grades 6-12
- 10,912 students with 8,601 from low-income families and 3,127 high-needs students
- 2,728 educators

The grant will focus on grades 6-12 and support key areas including:
1. Personalized instruction in the classroom
   a. Common Core State Standards Implementation
   b. Intervention to support student success (SRBI)
   c. Increasing teacher capacity to differentiate and personalize instruction
   d. Parent engagement around Common Core State Standards and standards-based report cards
2. Increase student access to technology
   a. Providing devices and other technological support for students
   b. Build teacher capacity to leverage the power of technology as a learning tool

3. Implementation of Student Development and College and Career programs
   a. Advisory programs
   b. Implementation of Student Success Plans
   c. Equity and access to college level opportunities
   d. Internships aligned with Capstone
   e. College and career awareness initiatives

4. Strategies related to teaching and leading:
   a. Professional Learning Communities
   b. Support implementation of Danielson Framework for Teaching/TeachScape
   c. Support job embedded Professional Development
   d. School climate

5. Student, family and partner engagement to understand individual learning goals, needs and progress, develop college and career ready skills

6. Organizational Assessment and Planning to develop systems and management processes for improved performance and to document Race to the Top results.

Impact:
- Significant gains in student achievement, graduation rates and post-secondary enrollment.
- Educators gain skills and experience in personalizing instruction ensuring sustainability
- Students learn in schools and classrooms with highly effective leaders and teachers
- Students and families have increased access and ability to use student data for educational and career planning
- Significant increase in numbers of Hartford students demonstrating college readiness.

Highlights of Key Changes from 2012:

- Vision: This year's competition required applicants to include a section that "describes what the classroom experience will be like for students and teachers participating in personalized learning environments." This makes the proposal stronger.

- The main grant area is Preparing Students for College and Careers with two sections Learning and Teaching and Leading. Significant changes in these sections of the 2013 grant include:
  - updating where the district has made progress (e.g. CCSS implementation, TeachScape implementation);
  - reducing the budget in areas that are funded through other sources such as the Alliance District Grant (e.g. college and career readiness resource needs, behavior technicians), and overall reducing the number of central office staff requests;
  - restructuring and therefore reducing the budget because of new structural designs in the district such as the Portfolio Directors who provide leadership in key program areas in the grant;
  - providing new resources in areas that are growing including the position of Coordinator of College Bridge Mentors which supports the district's CCR work and aligns with Hartford Promise expectations.

- The University of Connecticut was added as an external evaluator.
Reflections and Responses to 2012 Weak Scores (See attached rating summary for all sections)

- **Section A4: LEA-wide goals for improved student outcomes:** while reviewers were positive on the accountability system the district uses and the planned annual gain of 3 points per year as "both ambitious and achievable," they were interested in understanding more about the district's subgroups and our annual goals for meeting the outcomes. In the 2013 application, we address these concerns by providing more detail on the subgroups and the key strategies underway such as reprogramming ELL design.

- **Section B2: Increasing transparency in LEA processes, practices and investments:** our lower scores were largely due to the transparency of budgets at the school level. Currently (and as noted as a positive by reviewers), the district makes public and available financial records at the district level through the website and other means. The HPS budget is part of the city budget and is developed at a district level. We will make this explicit in our grant and identify ways to promote access to the budget for stakeholders.

- **Section B4: Stakeholder engagement and support:** while we employed, and documented in the grant, an in-depth community input process as part of the creation of the RTTD application, in reading the reviewer's comments it became evident that they additionally wanted us to report on how the district engages stakeholders in the ongoing work of Hartford Public Schools. A recent assessment of Work Groups and Ad-Hoc teams composed of stakeholders identified over 25 such opportunities. We will add this to the 2013 application. In addition, we have responded to reviewers' notations about securing letters of support that clearly identify how partners and stakeholders engage with the district and this work.

- **Section D2: LEA and school infrastructure:** while the district was lauded for use of PowerSchool for parent access and a commitment to ensuring technological resources for teachers and students, reviewers were concerned that we did not respond to the questions of how "information technology systems allow parents and students to export their information in an open data format and to use the data in other electronic learning systems (e.g., electronic tutors, tools that make recommendations for additional learning supports, or software that securely stores personal records); and the interoperability of the State's and our data systems." We will respond to these questions.

- **Section E2: Ongoing communication and engagement:** reviewers made positive comments about the SGCs, site-level decision-making, and the many communications tactics the district uses (website, newsletters, school quality meetings, community forums). Concerns were noted about ongoing stakeholder engagement (see *stakeholder engagement and support* section above) and mechanisms to reach hard-to-reach families and multi-lingual approaches. We will discuss the progress made in the Family Engagement Plan and Communications Plan to respond to this area.

- **Section F: Budget and Sustainability:** reviewers' comments centered on the absence of documentation of other funding sources to support the project components (e.g. Alliance District Grant, private foundations, etc.). We are rectifying that in the 2013 application.
HARTFORD PUBLIC SCHOOLS - RTTT Breakdown – Total Score 171.67

- 16 out of 372 (4%) Districts were funded
- Highest Funded Score 208.33; Lowest Funded Score 196.33: Hartford’s Gap 24.66
- There were 62 districts between HPS and the lowest funded district

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<th>Reviewer 1</th>
<th>Reviewer 2</th>
<th>Reviewer 3</th>
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Hartford Public Schools Race to the Top – Participating Schools

America's Choice at Sand
Batchelder Elementary School
Breakthrough II Elementary School
Breakthrough Magnet School
Bulkeley Lower High School
Bulkeley Upper High School
Burns Latino Studies Academy
Burr Elementary School
Capital Preparatory Magnet School
Clark Elementary School
Classical Magnet School
Culinary Arts Academy
Dwight Elementary School
Fisher STEM Magnet School
Global Communications Academy (IB)
Great Path Academy Middle College High School
Hartford Magnet Trinity College Academy
High School Inc.
Hooker Environmental Sciences Magnet School
HPHS Engineering and Green Tech. Academy
HPHS Law and Government Academy
HPHS Nursing Academy
Journalism and Media Academy
Jurnoke Academy at Milner
Kennelly Elementary School
Kinsella Magnet School of Performing Arts
Martin L. King Elementary School
McDonough Expeditionary Learning School
MD Fox Elementary School
Montessori Magnet School at Annie Fisher
Naylor Elementary/CCSU Leadership Academy
OPPortunity High School
Pathways Academy of Technology and Design
Rawson Elementary School
Renzulli Academy
Simpson-Waverly Elementary School
Sport and Medical Sciences Academy
University High of Science and Engineering
Webster Microsociety Magnet School
West Middle Elementary School
Wish Elementary School
NEW BUSINESS

ADOPTION OF AFTER SCHOOL PROGRAM STANDARDS TASK FORCE RECOMMENDATIONS

BACKGROUND

On November 15, 2011 the Hartford Board of Education (HBOE) adopted the after-school standards of the Task Force on After-School Program Standards. The charge of the original Task Force was to create a set of quality standards that can be used to ensure that after-school programs are aligned with the school day and provide rich instructional and enrichment opportunities for Hartford students.

In response to the recommendations, the HBOE asked the Superintendent to pilot the standards for a full year and to provide a report at the end of the pilot year. The report from the After-School Program Standards Implementation Pilot and Review Committee, which convened on March 2012, is the result of a year-long review of the after-school standards proposed by the Task Force. The report includes a set of findings, recommendations and an implementation framework.

Upon careful review of the standards, the Committee determined that using the framework provided by the National Institute on Out-of-School (NIOST) Time was paramount. The standards recommended by the Task Force, which were based on but somewhat different from the NIOST standards, were organized utilizing the district's previous strategic operating plan as a guiding framework. Given that the district has been implementing a new strategic operating plan, so the original Task Force's framework became outdated. The Committee decided to put forth the NIOST framework as a nationally and locally recognized scientifically tested tool used to assess after-school program quality.

The following key recommendations are part of the findings contained in the report from the Committee:

- Hartford Public Schools should adopt the Assessment of Afterschool Program Practices Tool – Self-Assessment Observation Tool and the Assessment of Afterschool Program Practices Tool – Questionnaire that are part of the Afterschool Program Assessment System that was created by National Institute on Out-of-School.

- The proposed tools must be accompanied by a set of basic standards, referred to as Baseline Standards in this report, to ensure that agencies working with Hartford students meet district priorities on safety and policy requirements.
• The proposed tools and Baseline Standards are to be used for all after-school programs, inclusive of school-based and non-school based programs. Standards are not designed and should not be used as a punitive measure.

• A formalized committee composed of different stakeholders shall come together to build a system that will define operational level requirements, reporting procedures, accountability protocols, and resource development strategies to support implementation.

• Hartford Public Schools should work closely with stakeholders to ensure the alignment of technical assistance to support professional development/capacity-building for all service providers of after-school programs to ensure their ability to meet adopted standards.

RECOMMENDATION

That the Hartford Board of Education accepts and adopts the recommendations of the After-School Program Standards Implementation Pilot and Review Committee.
APPENDIX B

Current Efforts in After-School Programming

Hartford Public Schools (HPS) recognizes the rich history of numerous community-based organizations and non-profit services agencies working collaboratively to support thousands of Hartford students. The after-school program standards were developed in the spirit of partnership between the school district and its community partners to continue building on the work that has been done to date and striving for improvement in the future to help children and youth succeed. Some of the Hartford Public Schools current efforts include:

- **School Partnership Survey**
  Since 2009 the Office of Institutional Advancement has conducted a survey documenting the entities in relationships with Hartford's elementary, middle and high schools. The report is meant to provide a broad overview of some of the initiatives supported by HPS's strategic partners. While it is not an exhaustive list of what is happening in our district, it offers a glimpse into the diversity and richness of the programs and agreements supported by the district and its partners. This framework helps the district plan for the future as it continues to align the work to the three goals articulated in the Strategic Operating Plan: Third Grade Promise; Middle Years Redesign; and College Readiness. For 2012, the cumulative results report that 51 organizations provided a total of 326 programs in 47 schools. Additionally, the report documents over $9.6 million dollars of financial investment in these programs by community-based organizations and various other funders. When compared to the 2010-2011 report, this represents an 84% increase in the number of programs documented, and an 18% increase in financial investment.

- **Hartford Community Schools**
  The most developed after-school programs with a formal evaluation component are found within Hartford Community Schools, which evolved from the After-School Initiative (ASI) launched in 1994 by the Hartford Foundation for Public Giving. The Community Schools Partnership is anchored in seven schools in Hartford: Alfred E. Burr School; Asian Studies Academy Dwight-Belizzi; Burns Latino Studies Academy; Hartford Magnet Trinity College Academy; John C. Clark, Jr. Elementary & Middle School; Junoke Academy at Milner; and West Middle Elementary and Middle Grades Academy. The Hartford Community Schools strategy is a comprehensive approach to improve academic achievement by coordinating services and supports students need for success in school, while supporting development of healthy families and communities. At a community school, a lead-agency
collaborates with the partnering school to plan, implement and sustain whole-school interventions and on-site services that provide a holistic approach to well-being and development for children, their families and the wider community. Services include: physical and mental health services, youth development/out-of-school time programming, life-long learning opportunities, parent enrichment/engagement, and community outreach and engagement.

- **Hartford Partnership for Student Success (HPSS)**
  HPSS is a partnership among HPS, the City of Hartford, the Hartford Foundation for Public Giving, and United Way of Central and Northeastern Connecticut. Officially created in 2012, HPSS grew out of the School Community Partnership and Hartford Community Schools, a seven-school initiative launched in 2008 to create a formal mechanism for community resources to work in partnership with schools. HPSS supports the continued development of Hartford Community Schools, as well as continued exploration of opportunities to expand and increase high-quality out-of-school time programs.

- **Extended School Hours Programs Grant**
  The Connecticut Department of Education (CSDE) makes funds available every year to Priority School Districts to provide extended school hours for academic enrichment, support and recreation programs during non-school hours, pursuant to Sections 2 and 3 of Public Act 94-6 of the Connecticut General Statutes. Hartford Public Schools funnel those funds through a competitive process to community-based organizations who partner with schools to provide a balanced approach to after-school programming; combining academic support, social, cultural, and recreational enrichment. Extended School Hours Programs Grant provides opportunities for academic improvement which include the provision of instructional services to help students meet state and local performance standards. Approximately 13 to 17 agencies are awarded these funds every year.

The After-School Program Standards Implementation Pilot and Review Committee like the Task Force recognized that there are various efforts already existing in the community that provide financial resources and technical supports to after-school programs. These resources represent an opportunity for further engagement between community efforts and HPS to create a system that assessments quality in the same way across the district.
Financial resources to support Hartford’s after-school program efforts include funds from:

- Hartford municipal sources – City of Hartford’s Department of Families, Youth, Children & Recreation and Hartford Public Schools’ Office of Institutional Advancement
- State sources via the Connecticut State Department of Education (CSDE) – 21st Century Grant
- A blend of federal grant opportunities, local foundations/philanthropies (e.g. Hartford Foundation for Public Giving, United Way of Central and Northeastern Connecticut, etc.), and private corporations (e.g. Travelers, The Hartford, Prudential, etc.)

Key partners providing guidance and technical support for after-school initiatives include:

- City of Hartford’s Department of Families, Youth, Children & Recreation
- Hartford Public Schools’ Office of Institutional Advancement
- Hartford Foundation for Public Giving
- United Way of Central and Northeastern Connecticut
The Pilot Sites

The committee conducted a series of site visits to local agencies providing school-based after-school programs and non-school based programs to test the After-School Program Standards. These visits provided a series of peer learning sessions to explore how to use the standards tool proposed by the Task Force. In the spring and summer of 2013, the committee piloted the APT-O. All agencies in the pilot volunteered to participate and provided meaningful feedback to the committee.

Summer 2012
Type: School-based – Summer Enrichment Programs
Agency: COMPASS Youth Collaborative
School: Hartford Magnet Trinity College Academy
Date: July 12
Host: Christina Morales, Community School Director and Jacquelyn Santiago, Vice President of Operations
Observers: Sandra Ward, Director of Hartford Community Schools; Kim Russo, Director of Community Investment, Madeline Vásquez, Program & Planning Manager

Type: Non-school based - Counselors in Training (C.I.T.) Program
Agency: Greater Hartford YMCA
Location: Wilson-Gray YMCA Youth and Family Center
Date: July 13
Host: Faith Palmer, Youth Development Coordinator
Observers: Sandra Ward, Director of Hartford Community Schools, Kim Russo, Director of Community Investment, Michelle Puhlick, Executive Director of Curriculum & Instruction; Madeline Vásquez, Program & Planning Manager

Type: School-based – Summer Enrichment Programs
Agency: Organized Parents Making a Difference (OPMAD)
School: E.B. Kennelly School
Date: July 25
Host: Sharon Tripp, Executive Director and Kathy Evans, Program Development Director
Observers: Kim Russo, Director of Community Investment and Madeline Vásquez, Program & Planning Manager

Fall 2012
Type: School-based - After-School Programs
Agency: Catholic Charities
School: Jumoke Academy at Milner
Date: November 28
Host: April Goff Brown, Director of Comprehensive Youth Services Department and Khentrell Graham, Program Coordinator
Observers: Sandra Ward, Director of Hartford Community Schools, Kim Russo, Director of Community Investment; Jackie Coleman, Senior Executive Advisor for the Arts; Madeline Vásquez, Program & Planning Manager

Type: School-based – After-School Programs
Agency: Organized Parents Making a Difference (OPMAD)
School: L.W. Batchelder School
Date: December 6
Host: Sharon Tripp, Executive Director
Observers: Sandra Ward, Director of Hartford Community Schools; Jackie Coleman, Senior Executive Advisor for the Arts; Michelle Puhlick, Executive Director of Curriculum & Instruction; Madeline Vásquez, Program & Planning Manager

Spring 2013
Type: Non-school based – Tutoring/Mentoring After-School Program
Agency: ConnectiKids
Location: The Hartford
Date: January 23
Host: John Prescod, Executive Director
Sandra Ward, Director of Hartford Community Schools; Kim Russo, Director of Community Investment; Madeline Vásquez, Program & Planning Manager

Type: School-based – After-School Program
Agency: COMPASS Youth Collaborative
School: Dr. James H. Naylor, CCSU Leadership Academy
Date: February 7
Host: Jacquelyn Santiago, Vice President of Operations
Observers: Sandra Ward, Director of Hartford Community Schools; Madeline Vásquez, Program & Planning Manager

Tool Piloted: APT-O
Type: School-based – After-School Program
Agency: OPMAD
School: E.B. Kennelly
Date: May 28
Host: Sharon Tripp, Executive Director
Observers: Michele Puhlick, Executive Director of Curriculum & Instruction; Madeline Vásquez, Program & Planning Manager; Jackie Coleman, Senior Executive Advisor for the Arts; John Prescod, Executive Director, ConnectiKids, Inc.
**Summer 2013**

**Tool Piloted:** APT-O  
**Type:** School-based – Summer Enrichment Program  
**Agency:** COMPASS Youth Collaborative  
**School:** Hartford Magnet Trinity College Academy  
**Date:** July 24  
**Host:** Christina Morales, Community School Director  
**Observers:** Trish Moylan Torruella, Assistant Director Hartford Department of Families, Children, Youth and Recreation (Youth Division); Madeline Vásquez, Program & Planning Manager

**Tool Piloted:** APT-O  
**Type:** Non-school based – Summer Enrichment Program  
**Agency:** ConnectiKids  
**Location:** ConnectiKids Offices  
**Date:** July 30  
**Host:** John Prescod, Executive Director  
**Observers:** Trish Moylan Torruella, Assistant Director Hartford Department of Families, Children, Youth and Recreation (Youth Division); Kim Russo, Director of Community Investment; Madeline Vásquez, Program & Planning Manager
APPENDIX E

Proposed Baseline Standards

The following proposed baseline standards are to measure those other areas that are unique to the policies already established by the school district and not represented in the quality assessment tool proposed. These may change based on district policy.

1. Completion of Record Review Standards
   a. Certificate of Liability that adheres to the coverage limit or higher of $1,000,000 for each occurrence. Hartford Public Schools and City of Hartford must be named as the certificate holder and additional insured on a primary and non-contributory basis
   b. Indemnification and fiscal contractual guidelines
   c. Confidentiality Policies
   d. Provide the agency’s mission and vision that is aligned to programs
   e. Safety and Emergency Plan that includes:
      i. Policies in place to ensure proper administration of medication needed for students participating in the program that are in accordance to DPH regulations and report errors to DPH (i.e. Medication Administration Certificate)
      ii. Dismissal procedures
      iii. Safety and Maintenance Policy of indoor and outdoor, if applicable
      iv. Emergency Protocols
      v. Transportation Safety
2. Staff: all staff must be CPR trained, defined job titles by functions and sets of minimum age, education and experience requirements
3. Background Checks: requires background check for all direct service and key staff in DCF’s child abuse & neglect registry, criminal history, and sex offender registry
4. IRS- Complete IRS W-9 form if not on file
5. Maximum staff child ratio is 1:10, allowing for possible exceptions on a case-by-case
6. On-going training to all program staff – includes first aid & CPR
7. Site- Maintain a safe and enriching environment for children
APPENDIX F

After-School Program Standards Implementation Plan 2013-2016:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Persons Responsible</th>
<th>Timeline Years 1-3</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversight</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engage HPSS to consider / approve their role in Recommendation 3 to help ensure standards sustain moving forward</td>
<td>HPSS, HPSS Director</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Practitioner Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide community-wide training for program leadership in the purpose and use of APAS, specifically the APT-O and APT-Q</td>
<td>HPS Program &amp; Planning Manager, HPSS Director</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Provide intensive training for HPS staff or others that are assigned to provide the administration of the APT-O and APT-Q</td>
<td>HPS Program &amp; Planning Manager, HPSS Director, HPSS Director, CBO and funding stakeholders, TBD</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Provide on-going technical assistance with NIST to guide implementation</td>
<td>HPS Program &amp; Planning Manager, HPSS Director</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Stakeholder Engagement and Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Host educational sessions with principals on adoption, implementation and purpose of the tool</td>
<td>HPS Program &amp; Planning Manager, HPSS Director, HPSS Director</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Work with other funders on the adoption and use of the tool and process</td>
<td>HPS Program &amp; Planning Manager, HPSS Director</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Activity</td>
<td>Persons Responsible</td>
<td>Timeline Years 1-3</td>
<td>Status</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>----------------------------------------------------------</td>
<td>--------------------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>Community Communication Strategy/Creating a Community of Learning</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create educational materials to disseminate to the greater community on the elements of quality programs</td>
<td>HPS Office of Institutional Advancement, HPSS Director</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Implement marketing and promotion campaign to help on a community wide awareness on the standards and quality improvement strategies</td>
<td>HPS Office of Institutional Advancement, HPSS Director</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Create a crosswalk of after-school standards areas and training opportunities in Hartford</td>
<td>HPS Program &amp; Planning Manager, HPSS Director</td>
<td>X X X</td>
<td></td>
</tr>
<tr>
<td>Convene a professional learning community to discuss the use of the APAS and to share best practices in program improvement with other stakeholders conducting assessments and evaluations of programs</td>
<td>HPS Program &amp; Planning Manager, HPSS Director</td>
<td>X X</td>
<td></td>
</tr>
<tr>
<td><strong>Administration of Tool</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administer the HPS Baseline Standards 1x/yr. - these criteria all agencies must meet in order to be eligible to provide services to Hartford students. Some standards may not need to be reviewed on a yearly basis.</td>
<td>HPS Office of Institutional Advancement</td>
<td>X X X</td>
<td></td>
</tr>
<tr>
<td>Administer APT-O 2x/yr. (spring and fall) and APT- Q 1x/yr. with Extended School Hours grantees, develop program improvement plan and review semi-annually</td>
<td>Community Partnerships Specialist</td>
<td>X X X</td>
<td></td>
</tr>
<tr>
<td>Administer APT-O 2x/year (spring and fall) and APT- Q 1x/year with Community School After-school programs, develop program improvement plan and review semi-annually</td>
<td>Community School Coordinator</td>
<td>X X X</td>
<td></td>
</tr>
<tr>
<td>Administer APT-O 2x/ yr. (spring and fall) with district non-funded programs serving HPS</td>
<td></td>
<td>X X</td>
<td></td>
</tr>
<tr>
<td>Additional APAS administration TBD</td>
<td>TBD</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
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NEW BUSINESS

FIRST READING: 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 first reading of 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, guidance 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 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 include 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: 

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
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AGENDA

ITEM # 4

NEW BUSINESS  SEPTEMBER 17, 2013

FIRST READING: POLICY 1211: CHILDHOOD SCHOOL GOVERNANCE COUNCILS  POLICY COMMITTEE

BACKGROUND

Revisions to the current policy are highlighted and underlined.

RECOMMENDATION

That the Hartford Board of Education accepts the first reading of the revised Policy on School Governance Councils.
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 <strong>currently attending</strong> 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>
</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>

*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.

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 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 '09, 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>
<td>✓</td>
</tr>
<tr>
<td>• Send election results out to school community and to SGC Facilitator.</td>
<td>✓</td>
</tr>
<tr>
<td>9. Schedule first council meeting to elect community members and parent co-chair (principal will preside as a non-voting member). Introduce new members at the council meeting and document in minutes.</td>
<td>✓</td>
</tr>
</tbody>
</table>

Teacher Process

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

Community Process
**Proposed Revised Policy**

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 at 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.
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
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>
<td>✔</td>
</tr>
<tr>
<td>• Send election results out to school community and to SGC Facilitator.</td>
<td>✔</td>
</tr>
<tr>
<td>9. Schedule first council meeting to elect community members and parent co-chair (principal will preside as a non-voting member). Introduce new members at the council meeting and document in minutes.</td>
<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. ✔
AGENDA

ITEM # 5

OLD BUSINESS

SECOND READING AND ADOPTION:
REVISED POLICY 2141 LEADERSHIP SUCCESSION THE BOARD

BACKGROUND

- The revised policy updates the current leadership succession policy.
- Changes 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 Leadership Succession
Revised Leadership Succession Policy

Purpose

To accomplish its Core Beliefs and Commitments consistent with its Managed Performance Empowerment theory of action and sustains Hartford’s education reform strategies, the Board sets forth a Leadership Succession Policy. The purpose of the policy is to sustain and promote consistent strategy, goals and culture unto the future to enable organizational learning, continuous improvement and stability.

Scope of Policy

There are three key components of succession planning addressed by this policy:

1. Short-term replacement of the Superintendent in the case of emergency.
2. Permanent Long-term leadership change through succession of a new Superintendent.
3. Succession planning for key District leadership positions.

Policy Components

The Board, as a Committee of the Whole, is charged with preparing for and managing planned or unplanned changes of Superintendent leadership. The Chair of the Board will appoint a board member, parent, teacher, administrator, a Hartford community member, and others as he/she deems necessary to serve on the superintendent’s search committee and lead to help the Board in establishing ensuring a fair and inclusive recruitment process in accordance with State and Federal law.

1. The Committee of the Whole shall ensure the following:
   a. The superintendent’s recommendation of an acting superintendent to be approved by the Board in the event of an emergency absence or illness of longer than 30 days or the death of the superintendent.
   b. Implementation of a succession plan for change of superintendent leadership due to resignation, retirement, or completion of contract.

2. The following procedures and timelines shall apply in circumstances where when the succession of the superintendent can be planned:
   a. Prior to the retirement, resignation and/or expiration of the superintendent’s employment contract, the Board as a Committee of the Whole will initiate an internal, district-wide recruitment a search for the superintendent’s successor. Should the Committee determine that there is not a qualified candidate, it shall initiate a traditional search. At its discretion, the Committee of the Whole may hire a search consultant with specific expertise in the recruitment of candidates with educational reform experience in an urban setting compatible with the district’s policies and strategic operating principles.
Leadership Succession (continued)

The Board, working with the search consultant, will outline the functions and responsibilities of the superintendent. The search consultant will work in conjunction with the Committee of the Whole to develop a set of qualifications and competencies associated with the superintendent's position.

The search consultant will work with the superintendent selection committee appointed by the Chair of the Board to select candidates for consideration by the Committee of the Whole.

b. The eligible candidate shall be recommended by the Committee of the Whole for approval by the Board of Education. Candidates recommended by the selection committee will be interviewed by the Committee of the Whole. Finalists may be presented at community forums before the Committee of the Whole nominates the final candidate for approval by the Board of Education.

c. The Chair of the Board and the Leadership Committee will negotiate an employment contract with the successful candidate.

d. For the appointment of the superintendent a vote of the majority of the Board members will be required at a Board meeting for which due notice has been given of the intended action.

e. Upon appointment of a successor, the Board shall develop and implement an onboarding plan to orient the new superintendent to all his/her duties and responsibilities and to all district strategies and goals as contained in the Strategic Operating Plan.

3. The superintendent shall implement a plan for succession from among current employees for key district management positions to include, but not be limited to, the positions of assistant superintendent for pre-K – 12 education, chief research and assessment, chief portfolio officer, chief of early literacy and parent engagement, chief operating officer, chief talent officer and chief financial officer.

Board Oversight

The superintendent will report annually to the Board on his/her plan for succession for key district management positions. The Board may convene as a Committee of the Whole as needed to plan for anticipated vacancies covered under this policy.

Revised: August 5, 2013

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
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AGENDA

ITEM # 6

OLD BUSINESS

SECOND READING AND AOPTION; REVISED POLICY 1215 EDUCATIONAL FOUNDATIONS

THE BOARD

BACKGROUND

- The proposed revised policy updates the current educational foundations policy.
- Changes to the current policy are highlighted and underlined.

RECOMMENDATION

The Hartford Board of Education accepts the second reading and adopts the revised policy on Educational Foundations.
Revised Educational Foundations Policy

The Board of Education is committed to maintaining excellence in education and pursuing resources to enhance educational opportunities for all students including the opportunity to attend college.

The Board recognizes that members of the community, and beyond, are often willing to make voluntary contributions that will provide needed additional funds and resources for the Hartford Public Schools. The Board, therefore, approves and encourages the creation of an independent educational foundation, including the Hartford Promise Organization, to actively raise funds and provide resources that will enhance educational and financial opportunities for Hartford Public School students both within Grades Pre K-12 and beyond high school graduation through college completion, upon meeting predetermined academic and attendance requirements.

The Board supports foundation allocations that serve the students and schools of the Hartford Public Schools equitably.

The superintendent, with annual invitation to the chief executive of the Hartford Promise Organization, will report to the Board annually on the progress of student eligibility, internal resource commitment for student preparation for college and school and district initiatives that support the Hartford Promise program.

Policy adopted: December 4, 2001
Policy updated: October 5, 2004
Revised: August 1, 2013

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Educational Foundations Administrative Regulations

Hartford Promise Organization

Goal:

All Hartford Public School students who graduate from high school will have the academic preparation and financial resources to attend and succeed in college.

Criteria:

All Hartford Public School students who meet the academic and school attendance requirements will have access to financial assistance to attend college over a 4 year period.

Program Components:

1. Hartford Public Schools will monitor the academic progress and school attendance rate for eligibility of students in Grades 6-12.
2. Annual notice will be sent to all parents of students 8-12 informing them of the academic and attendance requirements for eligibility of the Hartford Promise.
3. Hartford Public Schools will develop and implement academic interventions to support academic success.
4. Hartford Public Schools will implement a Career and Academic Advisory structure for students in Grades 6-12.
5. Hartford Public Schools will develop partnerships for internships and applied learning opportunities for students to explore career and college.
6. Data will be shared with the Hartford Promise Organization to track student progress and eligibility.
7. Hartford Public Schools will use “blended learning” approaches in preparing students for college and careers, (ex. a combination of computer assisted technology and real life experience.)
8. Hartford Public Schools will conduct parent education programs on a regular basis in support of the Hartford Promise program.

August 1, 2013

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
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AGENDA

ITEM # 7

OLD BUSINESS

SECOND READING AND ADOPTION:
REVISED POLICY 5146 GRADING

SEPTEMEBER 17, 2013

MR. POLAND
MS. HUDSON
MS. MCINTYRE

BACKGROUND

It is a District’s responsibility to establish a fair, consistent, objective and meaningful system to communicate the academic profile of a student/s to families and other approved institutions.

This revised policy incorporates standards based learning and is consistent with Connecticut’s Common Core State Standards.

RECOMMENDATION

That the Hartford Board of Education accepts the second reading and adopts the revised Policy on Grading.
Instruction

Grading

The district shall establish a consistent, fair, objective and meaningful system to communicate the academic profile of student(s) to families and other approved institutions.

Report cards combined with scheduled parent-teacher conferences, and other forms of communication promote a process of continuous evaluation of student performance and communication regarding student achievement. Achievement is defined as performance measured against Common Core State Standards (adopted by CT State Dept of Ed July 2010) and other national and state standards and outcomes. This will provide students, teachers and parents with a clear understanding of what students are expected to learn. Achievement of the standards will be the measure in the process of evaluating student performance.

A grade weighting/class ranking system of grade point average (GPA) shall be in place for the high schools and shall be included with all student transcripts sent to higher education institutions.

Legal Reference: Connecticut General Statutes
Sec. 10-220g Policy on weighted grading for honors and advanced placement classes.

Policy adopted: November 1, 2005
Revised: May 13, 2013

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
Instruction

Grading – Administrative Regulations

Student academic achievement shall be evaluated, recorded and reported each marking period. Students, parents/guardians and appropriate school personnel will be informed of the student’s progress.

The district will utilize technology assisted systems to produce grade reports.

The 4-point model is the approved configuration for grading beginning in the 2014-2015 school year.

4-point numeric system

<table>
<thead>
<tr>
<th></th>
<th>A+</th>
<th>A</th>
<th>B+</th>
<th>B</th>
<th>C+</th>
<th>C</th>
<th>D+</th>
<th>D</th>
<th>F / Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>4.0</td>
<td>3.3</td>
<td>3.0</td>
<td>2.3</td>
<td>2.0</td>
<td>1.3</td>
<td>1.0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Courses are available for students at three levels of academic challenge. Students are encouraged to strive for academic excellence. A system of grade weighting recognizes the differences in student achievement. Grade weighting encourages and rewards students for selecting courses at more challenging levels of difficulty.

A grade weighting system shall be implemented for the high schools in accordance with the guidelines set forth and published annually in the parent/student handbook.

Each marking period a student will receive a letter grade (A-F). The letter grade communicates the level of achievement of current content standards.

This grade along with the course “weight” is used to determine the student’s Grade Point Average. At the end of the school year, a final GPA is computed from the final grade point average of each course.

Weighted Scale

<table>
<thead>
<tr>
<th></th>
<th>A+</th>
<th>A</th>
<th>B+</th>
<th>B</th>
<th>C+</th>
<th>C</th>
<th>D+</th>
<th>D</th>
<th>*AP/ECE/DE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors</td>
<td>5.0</td>
<td>4.5</td>
<td>4.0</td>
<td>3.5</td>
<td>3.0</td>
<td>2.5</td>
<td>2.0</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>College</td>
<td>4.75</td>
<td>4.25</td>
<td>3.75</td>
<td>3.25</td>
<td>2.75</td>
<td>2.25</td>
<td>1.75</td>
<td>1.25</td>
<td></td>
</tr>
</tbody>
</table>

*Advanced Placement/Early College Experience/ Dual Enrollment

May 13, 2013
Instruction

Grading – Administrative Regulations (continued)

Un-weighted Scale

<table>
<thead>
<tr>
<th></th>
<th>A+</th>
<th>A</th>
<th>B+</th>
<th>B</th>
<th>C+</th>
<th>C</th>
<th>D+</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Un-weighted</td>
<td>4.0</td>
<td>4.0</td>
<td>3.3</td>
<td>3.0</td>
<td>2.3</td>
<td>2.0</td>
<td>1.3</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Both the weighted and the un-weighted scale appear on the student transcript.

The weighted scale is used to determine class rank.

Revised: Hartford Public Schools
Hartford, Connecticut

May 13, 2013
Instruction

Grading/Assessment Systems

It is the philosophy of this district that students respond more positively to the opportunity for success than to the threat of failure. The district seeks to make achievement both recognizable and possible for students. Achievement will be emphasized in the process of evaluating student performance.

Evaluation of student progress is a primary responsibility of the teacher. The highest possible level of student achievement is a common goal of both school and home. A close working relationship between home and school is essential to the accomplishment of this goal. Regular communication with parents or guardians, utilizing a variety of means, about the scholastic progress of their student is a basic component of this working relationship.

Regularly used report cards, combined with scheduled parent-teacher conferences, publication of quarterly honor rolls, and other communication vehicles helps promote a process of continuous evaluation of student performance.

The Board of Education shall approve the grading and reporting systems as developed by the administration and faculty and upon the recommendation of the Superintendent of Schools.

Weighted grades

A system of grade weighing recognizes the differences in student achievement. Grade weighting encourages and rewards student for selecting courses at more challenging levels of difficulty.

A grade weighting/class ranking system of Quality Points shall be in place for the high schools as noted below. This system shall be published annually in the parent/student handbook, included with all student transcripts sent to colleges, scholarships and employers, and sent to parents with each report card which reflects attendance, grade, quality point awarded for each course and quality point average for the marking period.
## Instruction

### Grading/Assessment Systems

<table>
<thead>
<tr>
<th>MARK</th>
<th>GRADE</th>
<th>QUALITY POINTS</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>AP</td>
<td>H</td>
<td>A</td>
<td>G</td>
<td>B</td>
</tr>
<tr>
<td>A+</td>
<td>95-100 excellent</td>
<td>14</td>
<td>12</td>
<td>10</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>A</td>
<td>90-94</td>
<td>13</td>
<td>11</td>
<td>9</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>B+</td>
<td>85-89 good</td>
<td>12</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-84</td>
<td>11</td>
<td>9</td>
<td>7</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>C+</td>
<td>75-79 fair</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>C</td>
<td>70-74</td>
<td>9</td>
<td>7</td>
<td>5</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>D+</td>
<td>65-69 poor, but passing</td>
<td>8</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>D</td>
<td>60-64</td>
<td>7</td>
<td>5</td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>F</td>
<td>59 and below, failure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Class rank is based on a cumulative QPA (Quality Point Average) of all subjects with the exception of physical education and health. Academic honors are based on the following Quality Point average:

- **High Honors**: - 9.0 and above
- **Honors**: - 8.0 - 8.9
- **Honorable Mention**: - 7.0 - 7.9

Special education students will be assigned quality points equal to the grade and course they are enrolled in for each course they are enrolled in, unless otherwise determined by a PPT. In some instances, students’ quality points are based on their IEP.

**Legal Reference:** (cf. 5124 - Reporting to Parents)

Legal Reference: Connecticut General Statutes

P.A. 99-81 An Act Concerning Weighted Grading for Honors Classes.

Policy adopted: November 1, 2005
## AGENDA

### ITEM # 8

### NEW BUSINESS

<table>
<thead>
<tr>
<th>ACCEPTANCE OF FUNDS:</th>
<th>DR. KISHIMOTO</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAVELERS FOUNDATION EDUCATION</td>
<td>MR. ROLDÁN</td>
</tr>
</tbody>
</table>

### AMOUNT

$300,000

### BACKGROUND

Travelers, a Fortune 500 corporation located in the City of Hartford, is Hartford Public Schools' top corporate donor. Over the last five years Travelers has donated over $6 million in support of our work. In addition, Travelers' employees have been fully engaged in the implementation of our reform efforts.

The Asian Studies Academy and High School, Inc. both have long standing relationships with Travelers and its employees. The $300,000 grant will be used to support various activities at the schools. High School, Inc. will receive $225,000 and Asian Studies Academy will receive $75,000. Burr Elementary School will work in partnership with Asian Studies Academy to deliver tutoring services. More specifically, the grant will be allocated as follows:

### High School, Inc.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td>$20,000</td>
</tr>
<tr>
<td>Dir. of Business Partnerships</td>
<td>$115,000</td>
</tr>
<tr>
<td>Misc.</td>
<td>$1,500</td>
</tr>
<tr>
<td>Program Enhancements/Extracurricular Act.</td>
<td>$73,500</td>
</tr>
<tr>
<td>Parent Activities</td>
<td>$5,000</td>
</tr>
<tr>
<td>College Tours/Other Trips</td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$225,000</strong></td>
</tr>
</tbody>
</table>

### Asian Studies Academy

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutorial Program (w/Burr Elementary)</td>
<td>$35,000</td>
</tr>
<tr>
<td>Uniforms</td>
<td>$5,000</td>
</tr>
<tr>
<td>Theme-Based Libraries</td>
<td>$5,000</td>
</tr>
<tr>
<td>First Day of School Activities</td>
<td>$5,000</td>
</tr>
<tr>
<td>Parent Activities</td>
<td>$5,000</td>
</tr>
<tr>
<td>Program Enhancements</td>
<td>$20,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$75,000</strong></td>
</tr>
</tbody>
</table>

**TOTAL** $300,000
RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to accept funds in the amount of $300,000 from Travelers and allocate said funds according to agreed upon grant guidelines.
Travelers/Hartford Public Schools – 2012–2013 Budget

**High School, Inc.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td>$20,000</td>
</tr>
<tr>
<td>Dir. of Business Partnerships</td>
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<td>$10,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$225,000</strong></td>
</tr>
</tbody>
</table>

**Asian Studies/Dwight**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutorial Program (w/Burr Elementary)</td>
<td>$35,000</td>
</tr>
<tr>
<td>Uniforms</td>
<td>$5,000</td>
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<td>$20,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$75,000</strong></td>
</tr>
</tbody>
</table>

**TOTAL**                                        **$300,000**
Congratulations!

Based on the results of your pre-application, your organization has been selected to apply for an Education grant from the Travelers Foundation. Travelers Foundation believes that your organization closely aligns with our funding priorities in Education and will help support our goal of improved academic and career success for underrepresented youth. Through increasing the number of students who are qualified for and complete post-secondary education, we will help our communities to be successful in meeting their own demands for a skilled workforce, sustained economies, and quality of life.

Please note: an invitation to complete the application process does not guarantee funding.

Grants Process:

Proposals are accepted on an ongoing basis and will be reviewed quarterly. Once your complete application has been submitted, you should receive notification of approval or declination within 120 days. Payments will be received approximately thirty days after approval. The deadline for all applications for 2013 funding is September 06, 2013.

Please Note: Applications are not complete until all required attachments are submitted.

Other Information:

If you need assistance with any or part of this application, including how to upload attachments, please contact: Mike Newman, mnewman@travelers.com in Minnesota or Tara Spain, tnspain@travelers.com in Connecticut.

You have the option of saving your application and finishing it later by clicking the "Save & Finish Later" button on the bottom of each page. Please remember to save often to avoid losing any of your work. When you have completed the application, click the "Review & Submit" button on the last
Please note that for some fields there is a blue box with an "i" in the middle. This is a help button that you can click to find out more information about that field.

### Application Information

<table>
<thead>
<tr>
<th>Contact Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization Name:</strong> Hartford Public Schools</td>
</tr>
<tr>
<td><strong>Organization Street Address:</strong> 960 Main Street, 8th Floor Office of Institutional Advancement</td>
</tr>
<tr>
<td><strong>Organization City:</strong> Hartford</td>
</tr>
<tr>
<td><strong>Organization State:</strong> CT</td>
</tr>
<tr>
<td><strong>Organization Zip Code:</strong> 06103</td>
</tr>
<tr>
<td><strong>Organization Phone:</strong> 860-695-8449</td>
</tr>
<tr>
<td><strong>Organization Email:</strong> <a href="mailto:kroldan@hartfordschools.org">kroldan@hartfordschools.org</a></td>
</tr>
<tr>
<td><strong>Organization URL:</strong> <a href="http://www.hartfordschools.org">http://www.hartfordschools.org</a></td>
</tr>
</tbody>
</table>

### Social Media:

Does your organization have a Twitter or Facebook account? If yes, please list URLs below:
No

Please enter Twitter information in this format: www.twitter.com/[your Twitter handle]

Please enter Facebook information in this format: www.facebook.com/[your Facebook address]
Executive Director and/or CEO:
Dr. Christina M. Kishimoto

Primary Contact Prefix (Ms./Mr.): Mr.
Primary Contact First Name: Kelvin
Primary Contact Last Name: Roldan

Primary Contact Role/Title: Chief Institutional Advancement Officer

Primary Contact Telephone Number: 860-695-8449

Primary Contact Email Address: kroldan@hartfordschools.org

Organization Attachment Information:

NOTE: In order to submit your grant application, you must include the following required attachments. The maximum size for all attachments combined is 15 MB. Please note that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be uploaded. Your attachments can be formatted as Word documents, Excel spreadsheets or PDFs. Please be sure to remove all images from your attachments. The naming convention of your attachments should be as follows:

Org. Name - Document Name.Extension, e.g., Travelers - Board of Directors.doc

Please upload Audited Financial Statements for past two fiscal years (Required):
HPS-FY11andFY12 audits.pdf

Please upload Board of Directors list for your organization (Required):
HPS-Board of Education.docx

Please upload IRS Letter of Tax Exempt Status (Required):
HPS-IRS EXEMPTION LETTER.doc

Please upload Non-Discrimination Statement (Required):
HPS -Non-Discrimination Statement Form.doc

Please upload Operating Budget for current fiscal year (Required):
HPS - 2012-2013 Budget Summary.pdf

Organization Information:
The mission statement below is what you originally specified in the pre-application. However, if you wish to change it, please modify here accordingly:
(100 word maximum)
Hartford's system of schools exists to provide all students with access to participation in a global economy through attainment of Academic Standards of the State of Connecticut and readiness for post-secondary education.

Brief background and history of organization:
(200 word maximum)
Hartford Public Schools (HPS) serves approximately 21,000 students in Hartford, which has one of the highest poverty rates in the country and is the capital of the state with the largest achievement gap in the country. More than 90% of its students are minority students, an equal percentage qualify for free/reduced price lunch, and they come from families speaking at least 70 different languages. HPS has struggled for many years with low achievement and a persistent achievement gap. In 2006, a new school administration and leadership team were selected and installed by the Hartford community and began an aggressive overhaul, redirection and reform of the school system in order to improve student achievement and close the achievement gap. The new team launched a school reform initiative that created a portfolio school district to provide genuine choices to Hartford parents to select the appropriate school for their children. In addition, a new accountability framework, managed performance empowerment, was created that provided differentiated levels of school autonomy depending on performance, thereby empowering leaders of successful schools. Since launching this reform initiative, the district has seen five years of achievement growth in key areas and has closed the achievement gap by one-third.

Brief description of your organization's programs:
(300 word maximum)
Hartford Public Schools is fully responsible for all public schools serving the children of Hartford, Connecticut, and offers a full range of educational services. The school district currently enrolls approximately 21,500 students and operates 48 schools serving students from prekindergarten to grade 12. The district operates under a Portfolio School District model. Under this model, districts hold portfolios of schools, some operated by district employees in the traditional way and others using new designs (and on occasion in partnership with external partners). Schools with new designs run under rules created to provide different options for student, e.g., extended day, extended year, thematic designs focusing on arts, specific skill area or careers, such as the Hartford Public High School Academy of Engineering and Green Technology and the Burns Latino Studies Academy. Five district schools are Community Schools, which offer an expanded range of services to students and families through collaboration with a partnering community-based organization such as the Village for Families and Children and Compass Youth Collaborative. The district also hosts a number of magnet schools; e.g., Capital Preparatory Magnet School and Hartford Magnet Trinity College Academy. Since 2007, 26 redesigned schools have been opened in Hartford, serving all grade levels. Thus, families are able to choose from a variety of options to obtain the most appropriate educational setting for their children. The major components of the district's portfolio strategy are:
1. High-level options and choices for all families
2. School autonomy
3. Student-based funding
4. Talent management approach
5. Theme-based partnerships
6. Performance-based accountability for schools
7. Extensive public engagement

Number of staff:
3,361

Number of volunteers (if applicable):

Describe your organization's achievements and successes over the past two years:
(200 word maximum)
Following six years of reform, Hartford Public Schools has made significant progress. Some of the highlights of this growth from 2006-2011 include:
- 22.3% growth in 3rd grade reading on the Connecticut Mastery Test (CMT)
- 20.9% growth in 4th grade mathematics on the CMT
- Reading scores increased by 7.7% and writing by 13.9% on the 10th grade Connecticut Academic Performance Test (CAPT)
- 25.4% increase in the graduation rate
- 4.3% increase in post-secondary enrollment
In the past year, gains included major increases in 4th, 5th, 7th and 8th grade reading, 5th, 8th, and 10th grade science and 10th grade writing. Twenty-nine schools increased their Overall School Index (a district-set measure of school growth) above last year. and eighteen of those schools raised their OSI by more than four points, the benchmark set by the district that determines whether a school has made truly significant progress. The number of schools at goal range increased from 10 to 94, the largest number since the beginning of reform. Seven of Hartford’s magnet schools have been selected to receive Magnet Schools of Merit Awards; four Hartford schools were among those named as America’s Best Schools by U.S. News and World Report.

Dates of your fiscal year:
(mm/yyyy - mm/yyyy)
07/2012-06/2013

Surplus or deficit from previous fiscal year:
Surplus

Surplus or deficit amount:
(Please use this format: $XXX,XXX)
0

Total annual budget current fiscal year:
( Please use this format: $XXX,XXX)
$400,109,906
**Total Expenses:**
(Please use this format: $XX,XXX)
400,109,906

**Total Revenue:**
(Please use this format: $XX,XXX)
$400,109,906

---

**Other Information:**

Please help us identify the population(s) served, for this specific request, by your program or project. If this request is not for a specific program or project and is a request for general operating or capital support, please indicate the population(s) served by your organization as a whole.

Does your program/organization serve a population that is more than 50% ethnically/racially diverse?
Yes

If you selected Yes, please indicate the primary population served. If you are specifically serving an immigrant population not represented here, please select Other Immigrants or Ethnicities. If you do not have one primary population, please select Multiple.
Multiple

If you selected "Other Immigrants or Ethnicities" above as your primary population served, please specify here as to what that population served is:

---

**Proposal Information:**

file:///Users/kroldan/Documents/HP%20Files/Board%20Agenda/2013-20...Travelers%20Foundation%20Education%20Funding%20Request.webarchive  Page 5 of 10
NOTE: In order to submit your grant application, you must include the following required attachment. The maximum size for all attachments combined is 15 MB. Please note that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be uploaded. Your attachment can be formatted as Word documents, Excel spreadsheets or PDFs. Please be sure to remove all images from your attachment. The naming convention of your attachment should be as follows:

Org. Name - Document Name.Extension, e.g., Travelers - Board of Directors.doc

Please upload Detailed Program Budget for this specific request (Required):
HPS - 2013 Proposed Budget.xlsx

Date of Request:
05/08/2013

Type of Request:
Program/Project

The amount below is what you originally requested in the pre-application. However, if you wish to request a different amount, please modify here accordingly:
(Please use this format: $XX,XXX)
425000

What percentage of your budget does this request represent? If you are requesting general operating funding, please state the percentage of your total budget as compared to your request. If this is for a program or project, please state the amount you are requesting from Travelers as a percentage of the total program/project budget.
4%

Dates covered by this request:
August 30, 2013-June 30, 2014

The Project Title below is what you originally specified in the pre-application. However, if you wish to change the Project Title, please modify here accordingly:
(25 word maximum)
Hartford Public Schools/Travelers Partnership

The summary of request below is what you originally specified in the pre-application. However, if you wish to change the summary, please modify here accordingly:
(100 word maximum)

Hartford Public Schools requests funding for: 1) continued support for High School, Inc., including the Director of Business Partnerships position, parking needs, program enhancements, parent activities, and field trip/collage tours; 2) continued support for Dwight/Bellizzi, including the Tutorial program, uniforms, theme-based libraries, first day of school activities, parent activities, Boys and Girls Clubs, Compass, and other theme-based enhancements.
How does your organization or project/program improve academic and career success for underrepresented students in your community?
(300 word maximum)

Following years of decline, Hartford Public Schools has seen significant improvement in student performance since launching its reform initiative in 2006. The first five years of Hartford’s reform focused on developing new systems, new types of schools and new ways of thinking. In 2011-12, HPS developed a new strategic operating plan for the next five years of reform that is focused on strategic alignment and a closer attention to school quality. Its three central goals are: the Third Grade Promise - All students who enter a Hartford Public School at grade Pre-K or K will read at/above grade level by the end of third grade; Middle Years Redesign - All middle grade students will demonstrate sustained performance gains that will prepare them for the rigor of a college-ready high school curriculum; and College Readiness - All students earning a HPS diploma will demonstrate college readiness. In all three areas, the plan outlines action steps within six key strategy areas: relevant curriculum, school design fidelity, innovative leaders, quality instruction, family and community engagement, and capacity building. The Superintendent of Schools has also introduced a management structure to support continuous improvement by organizing centralized district functions around seven leadership teams that work in partnership with school-based staff to support increased student achievement. Phase two of Hartford’s reform also includes a School Quality Approach, an aggressive, highly structured management approach to school turnaround that will further the leadership, policy, school climate and other operational conditions necessary for school success in schools that continue to struggle. The goal is to use a highly defined management approach in struggling schools to prepare the site-based team to ultimately become autonomous. In spite of major gains, the district’s students still perform below the state average on state assessments, and we continue to refine and improve our efforts.

Number of participants served annually by the program? If operating support, total number of individuals served by organization annually.
1,593

Are there opportunities for Travelers employees to serve as volunteers on this project?
Yes

If so, describe how Travelers employees might be able to apply their professional skills to this project. (100 word maximum)
There are many opportunities for Travelers employees to be involved as volunteers. Many have served as tutors in the Tutorial Program and have been partners in High School, Inc. For instance, Michael Klein, Senior Vice President of Business Insurance and President of Travelers Middle Market, has served as Chairman of the school’s Advisory Council. Travelers executives have been critically important partners of the reform effort in Hartford Public Schools, serving as thought partners and advocates who have spoken at public hearings and events. We look forward to the continued involvement of Travelers staff at various levels.
What are the specific goals of this request and what are your expected outcomes? Please be as specific as possible including both quantitative and qualitative goals and objectives. (100 word maximum)

The goals are to continue to support achievement and the business theme at High School, Inc.; to raise student achievement at Asian Studies Academy at Dwight/Bellizzi through support of the school theme; to enhance the ongoing process of school design and reform. The expected outcomes are: 1) Raising overall student achievement in HPS; 2) Attaining student achievement targets at Dwight/Bellizzi and High School, Inc.; 3) Using the flexibility and support provided by the Ingenuity Fund (which will be included in a future budget) to make progress in Priority areas of school reform in partnership with Travelers.

How will the program operate? Please include factors like who will be involved in the operations, how participants are recruited, how frequently the program will operate, etc. (100 word maximum)

At High School, Inc., the work will be led by the school principal, the School Governance Council, the Advisory Board and the National Academy Foundation. At Asian Studies, leadership for the work will be provided by the principal and School Governance Council. Other major parties involved are the Compass Youth Collaborative (the community partner for Asian Studies), overseen by the Director of Community Schools; and the World Affairs Council. The Travelers Tutorial program will be overseen by the principal and Travelers volunteers. The Ingenuity Fund is administered by the HPS Office of Institutional Advancement in close collaboration with Travelers Foundation.

How specifically will you measure and evaluate success? Please describe your benchmarking metrics and evaluation processes. (100 word maximum)

Results will be measured in the following ways:
1. Student achievement will be measured through scores on State assessments, including CMTs and CAPT;
2. Results at Dwight/Bellizzi and High School Inc., will be measured by success in reaching their individual school targets and accomplishing the specific activities described; e.g., successfully organizing and operating the tutorial program to provide assistance to students;
3. In school design work, HPS and Travelers will agree on a plan that aligns with expectations set by Travelers following the agreed-upon protocol.

If this is not a new program/organization, please provide a summary of any past measurement information. Please be as specific as possible including both quantitative and qualitative results. (100 word maximum)

1. Overall HPS student achievement rose for the 5th year in a row.
2. High School, Inc.'s CAPT scores declined from 2011 to 2012, while remaining higher than 2010, leading to a lower SPI rating (this is the baseline year of a transition from OSI to SPI). Asian Studies' CMT scores and SPI also declined overall. In both schools, all planned activities were completed. We plan an audit of the ASA school design next year in light of results.
3. Ingenuity Fund activities included web design and branding implementation, the Weaver redesign project, a successful State of the Schools event.
Travelers EDGE Partner Outcomes (If you are a Travelers EDGE partner, please select all that apply specific to this request):

College Success

Career Preparedness

Education Partner Outcomes (If you are NOT a Travelers EDGE partner, please select all that apply specific to this request):

Ensure Strong Schools

Prepare Students for College & Career Success
Increase academic success
Increase career preparedness
Reduce barriers to higher education

Connecticut Organizations Only:

Have you qualified in the past for the Connecticut Neighborhood Assistant Act Tax Credit Program?
No

If yes, do you plan to apply in 2013 for this program?
<None>

If you plan to apply in 2013, what program are you applying for?

Who is the contact at your organization for this request?
"This page [is] intentionally left blank."
AGENDA

ITEM # 9

NEW BUSINESS

CONTRACT APPROVAL
CREATIVE INTERVENTIONS, LLC

AMOUNT
$235,400 per year
$706,200 3-year period

SEPTEMBER 17, 2013

DR. KISHIMOTO
MS. KENNEDY

FUNDING SOURCE
SPECIAL FUNDS

BACKGROUND

Creative Interventions, LLC provides direct and indirect services to students with autism spectrum disorders. Services include the development of an Applied Behavior Analysis (ABA) program, a research based methodology that provides specific strategies for student with autism who exhibit severe behavioral, communication, social, and cognitive difficulties.

Creative Interventions also provides job-embedded professional development and training to teachers, paraprofessionals, and students in district-wide autism programs. Professional services consist of consultation, observations, on-site training, technical assistance, targeted professional development, parent training, in-home support for students with significant communication and behavior challenges, and as-needed attendance at PPTs.

Hartford Public Schools has been contracting with Creative Interventions, LLC since 2008. This year the Applied Behavior Analysis and Board Certified Behavior Analyst Consultant Contract was selected through the RFP process. Two consulting firms submitted RFP’s and Creative Interventions was chosen. Creative interventions has worked well with our staff and students, and has been able to deliver services in a timely and consistent manner to move both our staff and students forward. We have seen progress with our staff in terms of their ability to effectively work with our students and moreover, keep our students in our schools, and make progress, rather than having to resort to outplacement.

RECOMMENDATION

The Hartford Board of Education authorizes the superintendent to execute a contract with Creative interventions, LLC, for the time delineated in the contract ending October 1, 2016; for an amount not to exceed $235,400 per year, not exceed $706,200 over the 3-year contract term.
**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:** Creative Interventions, LLC

**Contact Person:** Clare Kennedy, Executive Director of Special Education

**School/Department:** Special Education Department

**Amount of Contract:** $706,200

**Funding Source:** 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>
</tr>
</thead>
<tbody>
<tr>
<td>Batchelder, Hooker, Clark, Wish, Burr, Rawson</td>
<td>100</td>
<td>50</td>
<td>Improve student achievement through targeted instruction to sub-groups</td>
<td>90%</td>
<td>$1,097.00</td>
<td>Competitively Bid</td>
</tr>
<tr>
<td>Home programs</td>
<td>10</td>
<td></td>
<td>Increase frequency and duration of appropriate behavior, communication skills, and independent living skills.</td>
<td>90%</td>
<td>$1,097.00</td>
<td>Competitively Bid</td>
</tr>
<tr>
<td>Job-embedded Professional training and small-group professional development</td>
<td>100</td>
<td>50</td>
<td>Increase knowledge and skill in implementing discrete trials for ABA and in tracking and analyzing data</td>
<td>100% implementation</td>
<td>$1097.00</td>
<td>Competitively Bid</td>
</tr>
</tbody>
</table>

**Briefly describe the purpose of the contract:**

Creative Interventions, LLC provides direct, indirect, school-based and in-home services to students with autism. Services include the development and implementation of an Applied Behavior Analysis (ABA) methodology for individual students and classes. A well-recognized, research-based program, ABA provides specific data-centered strategies for students with autism who are non-verbal and exhibit severe behavioral and cognitive challenges.
Please indicate the population to be served.

The Hartford Public Schools has identified approximately 386 students with autism. Of this population, 100 students require or will require ABA or highly-structured instruction in order to benefit from modifications in accessing the general education curriculum, within two years.

What are the expected outcomes and benefits to HPS students?

Expected student outcomes include increased attention to instruction, increased range of appropriate response to directions, increased number of appropriate vocalizations, and increased social behavior. Intensive training in these areas occur through consultation, on-site training and technical assistance, job-embedded professional development, parent training, home support, and attendance as needed at PPTs.

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

Creative Interventions, LLC provides frequency and duration data in chart form and narrative reports to Central Office and to each program site. The consultants and teachers collaborate weekly to assess student progress with regard to frequency and duration of targeted behaviors. Feedback to paraprofessionals is offered in each training session every week aligned with student progress.
Contract For Professional Services

By And Between

The Hartford Board of Education

And

Creative Interventions, 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 Creative Interventions, LLC, having an address and place of business at 15 School St., East Granby, CT 06026 acting herein by Scott Levine, its Executive 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 10/1/13 and end on 10/1/16, 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 $235,400 Dollars per year, not to exceed
706, 200 over the 3 year contract term (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 itemized 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 subcontractor’s 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 the 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: Creative Interventions, LLC

15 School Street

East Granby, CT 06026

Attn: Scott Levine, Executive Director

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

CBS Therapy

_________________________________________________________

By: Scott Levine
Executive Director

Date: ______________

Approved As to Form and Legality

_________________________________________________________

Date ______________

Corporation Counsel

Revised 12/2011
EXHIBIT A

SCOPE OF SERVICES
Scope of Services:

A. Overview of General Consulting and Assessment Services Proposed:

Consultative Services will include a focus on meeting with team members for identified students and reviewing records regarding student concerns. Consultants will provide recommendations related to education and therapeutic strategies. Consultants will provide direct staff training. Consultants will provide individual student program development and implementation of recommendations. Creative Interventions consultants will complete Functional Behavior Assessments (FBAs) and Behavior Intervention Plans (BIPs) for identified students, with written reports to be submitted within 30 days of assessment. Creative Interventions will attend PPT's upon request for identified students and provide consultation as outlined in Scope of Services to a minimum of 10 classrooms.

Proposed Breakdown of Services to be provided per school year: Note identified location/school is subject to change per request of HBOE, with outlined number of service provision hours to be shifted upon such request.

Program at Clark Elementary School: 13 hours per week consultation supervision by an ABA consultant. 3 hours per month supervision by BCBA. The role of the BCBA and ABA consultants will be to train the teachers on using the ABLLS/VBMAPP which are assessments and curriculum guides, training the teachers to complete a functional behavioral assessment, training the teachers to develop a comprehensive behavior plan, training the teachers to create program books for each child and reviewing those program books. The consultant will also provide training to paraprofessionals which will include implementing programming and data collection procedures (including taking and interpreting data). Staff development training will be provided to all throughout the year (see quality control). The ABA and BCBA Consultants will provide direct implementation of strategies, conduct functional behavior assessments, develop behavior intervention plans and program development for students in the classroom.

Program at Burr Elementary School: 13 hours per week consultation supervision by an ABA consultant. 3 hours per month supervision by BCBA. The role of the BCBA and ABA consultants will be to train the teachers on using the ABLLS/VBMAPP which are assessments and curriculum guides, training the teachers to complete a functional behavioral assessment, training the teachers to develop a comprehensive behavior plan, training the teachers to create program books for each child and reviewing those program books. The consultant will also provide training to paraprofessionals which will include implementing programming and data collection procedures (including taking and interpreting data). Staff development training will be provided to all throughout the year (see quality control). The ABA and BCBA Consultants will provide direct implementation of strategies, conduct functional behavior assessments, develop behavior intervention plans and program development for students in the classroom.

Program at Wish: 16 hours per week consultation supervision by an ABA consultant. 3 hours per month supervision by BCBA. The role of the BCBA and ABA consultants will be to train the teachers on using the ABLLS/VBMAPP which are assessments and curriculum guides, training the teachers to complete a functional behavioral assessment, training the teachers to develop a comprehensive behavior plan, training the teachers to create program books for each child and reviewing those program books. The consultant will also provide training to paraprofessionals which will include implementing programming and data collection procedures (including taking and interpreting data). Staff development training will be provided to all throughout the year (see quality control). The ABA and BCBA Consultants will provide direct implementation of strategies, conduct functional behavior assessments, develop behavior intervention plans and program development for students in the classroom. In efforts to build capacity there will be a classroom at Wish school that will be designated as a Demonstration/Training classroom for other staff within the district to represent a comprehensive ABA Classroom for other classrooms to
strive for. Staff who have attended trainings and workshops will be invited to this classroom to shadow and learn.

**Program in two additional Schools:**

**School 1:** 10 hours per week consultation supervision by an ABA consultant, 2 hours per month supervision by BCBA September-December and a reduction of support to 6 hour per week 1.5 hours per month supervision by a BCBA January-June. The role of the BCBA and ABA consultants will be to continue training the teachers on using the ABLLS/VBMAPP which are assessments and curriculum guides, training the teachers to complete a functional behavioral assessment, training the teachers to develop a comprehensive behavior plan, training the teachers to create program books for each child and reviewing those program books. The consultant will also provide training to paraprofessionals which will include implementing programming and data collection procedures (including taking and interpreting data). Staff development training will be provided to all throughout the year (see quality control). Attendance at professional development trainings and workshops as requested.

**School 2:** 10 hours per week consultation supervision by an ABA consultant, 2 hours per month supervision by BCBA September-December 2013 and a reduction of support to 6 hour per week 1.5 hours per month supervision by a BCBA January-June. The role of the BCBA and ABA consultants will be to continue training the teachers on using the ABLLS/VBMAPP which are assessments and curriculum guides, training the teachers to complete a functional behavioral assessment, training the teachers to develop a comprehensive behavior plan, training the teachers to create program books for each child and reviewing those program books. The consultant will also provide training to paraprofessionals which will include implementing programming and data collection procedures (including taking and interpreting data). Staff development training will be provided to all throughout the year (see quality control). The ABA and BCBA Consultants will provide direct implementation of strategies, conduct functional behavior assessments, develop behavior intervention plans and program development for students in the classroom. Creative Interventions staff will look at individual children only as needed. Attendance at professional development trainings and workshops as requested.

**Pathways School:** 4 hours per week of ABA Consultation for students identified as having a diagnosis of an Autism Spectrum Disorder 1 hour per month of supervision by a BCBA.

**Summer Program:** The summer program will consist of 3 weeks of services. Due to the shortened day during the summer program the consultant and BCBA/BCABA will provide support for one half of the hours that are provided during the regular school year (see outline each school and reduce by half per school).

**Home Programming** – Average of two hours per week for entire school year depending on the districts need for home services for students who are enrolled in the ABA program. Programs will include parent training on skills acquisition, behavior management and data collection.

**Emergencies/Expedited Evaluations including any follow up services** – As needed not to exceed contracted funds. Each evaluation includes direct observation of child in school setting and home if appropriate. Functional Behavioral Assessment or observation with strategies with written report to be provided to the school district within 30 days of completion of the assessment, training needed to implement recommendations and follow up to support staff and family as needed and outlined. Follow up time will be authorized by the district prior to implementation.

**Attendance at PPT meeting:** Consultants will attend PPT meetings upon request.
Staff Training: Consultants will provide two half-day professional development workshops each school year.

Family Support Services: Two after school presentations/workshops for families in the district providing family training (e.g. Education on Autism, ABA, behavior interventions, etc.) and programming information will be provided each school year.

Quality Control: In order for the ABA programs to be successful, it will be necessary to assess the teachers' and paraprofessionals' learning of the skills consultants are training them in.
- Teachers should receive a pre- and post baseline checklist (before training, after training and maintenance checklist) on the following skills: administering the ABLLS, VB-MAPP, developing and maintaining program books including data collection and graphs, functional behavioral assessments and training paraprofessionals in effective teaching techniques.
- The paraprofessionals should receive a pre-and post baseline checklist (before training, after training and maintenance checklist) on the following skills: organization, discrete trials, appropriate use of reinforcement, and implementation of behavior plan and data collection.

Quarterly Meetings: The director of Creative Interventions, LLC will meet with the Senior Director for Special Education Services up to four times throughout the year to discuss programming and review data.

Proposal: This proposal is a general outline of services and is based on the hourly rate of $95/hr for an ABA consultant and $120/hr for a BCBA consultant. Services may be modified as the district's needs change and is approved by the Senior Director for Special Education Services.

Additional Services: Additional services that go above the agreed contract amount will be billed at the rate of $95/hr for an ABA consultant and $120/hr for a BCBA consultant.

Note: Ratio of Supports: Professional Development (e.g., staff training, consultation, etc) for each individual program is 56% of the supports to be provided with evaluation and direct services to students occurring 45% of the proposed services.

Total cost for services per year – $235,400.

Prepared by:
Melissa S. Saunders, MS., BCBA
Clinical Director
Creative Interventions, LLC
860-413-9538 ext 304
Msaunders@creativeinterventions.net
AGENDA

ITEM # 10

NEW BUSINESS

CONTRACT CONTINUATION APPROVAL
DR. ERIC COHEN - PSYCHIATRIC SERVICES

AMOUNT
$140,000 per year
$420,000 3-year contract

SEPTMBER 17, 2013

DR. KISHIMOTO
MS. KENNEDY

FUNDING SOURCE
SPECIAL FUNDS

BACKGROUND

Special Education students who are in need of clinical services require psychiatric oversight. Dr. Cohen provides this oversight to students identified as having emotional disturbances. In addition, Dr. Cohen provides psychiatric evaluations and consultation for Hartford Public School students who are referred through the PPT process. Dr. Cohen also provides professional development to staff.

The Psychiatric Consultant contract was put out through the RFP process. No other provider submitted proposals. Psychiatric Consultants/Evaluators are very difficult to find, especially in a district with such high caseloads. Because we had no responses, Dr. Cohen agreed to continue to provide psychiatric evaluation and consultation services to the Hartford Public Schools for the next three years.

Dr. Eric Cohen has been providing oversight to Hartford Public School students identified as having emotional disturbances. He has provided psychiatric evaluations and consultations to Hartford Public School students and teachers since 2008. Dr. Cohen has an excellent rapport with students and staff alike. He provides quality comprehensive evaluations within a reasonable timeframe. He meets all timelines and has been instrumental in keeping us in compliance with evaluations. We are delighted that Dr. Cohen has agreed to contract with us.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute a contract with Eric B. Cohen, MD, LLC, for the term delineated in the contract ending October 1, 2016, at a cost not to exceed $140,000 per year, not exceed $420,000 over the 3-year contract term.
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: Eric B. Cohen, MD, LLC

Contact Person: Clare Kennedy, Executive Director of Special Education

School/Department: Special Education

Amount of Contract: $420,000

Funding Source: Special Funds

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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>
<th>Cost Per Unit/Student</th>
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Briefly describe the purpose of the contract:

Dr. Cohen will provide psychiatric evaluations and consultations to Hartford Public School students. The form and scope of these consultation services will be determined upon collaboration by Provider and Hartford Public School designees. These services may include program development; consultation to school psychologists, social workers, or administrators; consultations with outside clinicians involved in providing services to specific Hartford Public School students.

Please indicate the population to be served.

Pre-kindergarten to 12th grade students who are referred for psychological consultations or evaluation through a PPT.

What are the expected outcomes and benefits to HPS students?

Outcomes and benefits include improved diagnostic information, educational and therapeutic strategies leading to better student performance, decreased need for formal testing due to ongoing consultation, and ensured compliance with evaluation time frames.

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

These evaluations have been instrumental in our ability to provide students with effective strategies to support their academic and emotional needs. Data indicated that by establishing team consultation, we have been able to establish a more efficient and meaningful evaluation process. Additionally, we are in compliance with timelines mandated by federal laws.
SOLE SOURCE DOCUMENTATION FORM

DATE:  AUGUST 29, 2013     P.O. OR REQUISITION NUMBER: ____________

VENDOR:  ERIC COHEN, MD, LLC     TOTAL COST:  $180.00 PER YEAR FOR THREE YEARS

DEPARTMENT/DIV:  SPECIAL EDUCATION    REQUISITIONER:  CLARE KENNEDY, EXEC. DIR.  SPEC. EDUC.

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

Briefly describe the scope of services or equipment needed.

Dr. Cohen provides oversight, psychiatric evaluations, and consultations for Hartford Public School students who are referred through the PPT process.

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:  This contract went through the RFP process and received no proposals. Dr. Cohen has provided these services to the Hartford Public Schools for many years.

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.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(USE ADDITIONAL PAPER IF NECESSARY)

DEPARTMENT HEAD NAME, PRINTED:  CLARE KENNEDY, EXEC. DIRECTOR OF SPECIAL EDUCATION

Department Head Signature:  ___________________________ Date:  9/3/13
Contract For Professional Services

By And Between

The Hartford Board of Education

And

Eric B. Cohen, MD, 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 Eric B. Cohen, MD, LLC, having an address and place of business at 10 North Main Street, Suite 315, West Hartford, CT 06107, acting herein by Eric B. Cohen, MD, its Member ("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 10/1/2013 and end on 10/1/2016, 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 $140,000 Dollars per year, not to exceed

Revised 12/2011
$420,000 Dollars over the 3 year contract term (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.

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.

The HBOE hereby agrees to defend, indemnify and hold harmless Contractor, 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 the HBOE, 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.

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: Eric B. Cohen, MD, LLC
10 North Main Street, Suite 315
West Hartford, CT 06107
Attn: Eric B. Cohen, MD, Member

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

Eric B. Cohen, MD, LLC

By: Eric B. Cohen
Member

Date: _______________

Approved As to Form and Legality

Date _______________

Corporation Counsel
EXHIBIT A

SCOPE OF SERVICES

Synopsis of Program:

1.1 Psychiatric evaluations of Hartford Public School students are conducted following authorization at a PPT meeting regarding the student. The evaluation will only take place with the legal guardian present whenever possible, and the guardian must provide their consent for the assessment to take place without their presence if they are unable to attend the meeting. If the student is in the guardianship of the Department of Children and Families, the DCF worker must be present.

Initial impressions are provided verbally to the guardian (and school social worker or other school staff if present) following the evaluation. Final recommendations made in the written report may differ from the initial verbal report.

Medications are not prescribed for these students by Provider following the evaluation, although a recommendation may be made to the guardian that a trial of medication may be considered. It is the responsibility of the guardian to pursue treatment in the community if the guardian believes that pharmacological treatment is warranted. Recommendations may also be made for outside counseling and it is the responsibility of guardian to obtain those services if desired.

1.2 Provider will provide agreed upon consultation services to Hartford Public Schools not to include direct medication management of the students. The form and scope of those consultation services will be determined upon collaboration by Provider and Hartford Public Schools designees. These services may include program development; consultation to school psychologists, social workers, or administrators; consultations with outside clinicians involved in providing services to specific Hartford Public School Students.
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AGENDA

ITEM # 11

NEW BUSINESS

CONTRACT APPROVAL:
INFOSNAP, INC.

AMOUNT
$126,200

SEPTMBER 17, 2013

DR. KISHIMOTO
MR. GENAO

FUNDING SOURCE
GENERAL BUDGET

BACKGROUND

With eleven years of experience, infosnap, Inc. is the leading provider of online enrollment and registration solutions with data integration services to multiple PreK-12 school districts. Infosnap’s solutions eliminate a host of tedious, costly and time-consuming paper processes. Transitioning our registration process from paper to online with infosnap will save our school district money, increase staff productivity, simplify the process for parents and save them time, and provide our schools with experienced and reliable infosnap support specialists.

Infosnap, Inc. provides a bilingual (English/Spanish) online platform that allows parents to register their children on any computer using the exact same registration form(s) that we currently use on paper; fill out online, all forms that the district may require (i.e. medical forms, Home Language Survey Form, Appearance Release Form, etc.), and update their contact information throughout the year. Parents would come to the schools to sign the registration documents and show any required documentation (I.D., proof of residency) instead of spending hours in the school filling out paperwork. Once the school verifies the documentation, the school submits the online information into Powerschool.

Using this online registration system will allow Powerschool to be populated much quicker as the paper registration documents would not be awaiting someone to enter the registration information that parents filled out by hand. Also, the data would be more accurate as the errors produced by trying to interpret the handwriting on forms would be eliminated. The accuracy of the information will ensure effective and timely communication with parents. Parents who do not have a computer at home would be provided with a dedicated computer at the schools and in community agencies.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute a contract with infosnap, Inc. for the term delineated in the contract ending July 31, 2015, for a cost not to exceed $126,200. Furthermore, this contract may be extended for a term of three more years at a cost not to exceed $166,191, based on performance and funding availability.
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/Consultant Name: Infosnap, Inc.

Contact Person: Eduardo V. Genao

School/Department: Early Literacy and Parent Engagement

Amount of Contract: $126,200 2-year contract

Funding Source: General Budget

<table>
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<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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<td>Sole Source</td>
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Briefly describe the purpose of the contract:

Infosnap, Inc. will provide a bilingual (English/Spanish) online registration platform for parents to register their children online, fill out all forms that the district requires, and to provide parents with an online platform to update their family’s information (i.e. address, telephone(s), email(s)).

Please indicate the population to be served.

All new and existing parents and students in the district.

What are the expected outcomes and benefits to HPS students?

Parents will save time filling out registration and other district forms; data will be more accurate in Powerschool, facilitating effective communication with parents; all forms (i.e. medical, Home Language Survey Forms, Appearance Release Form) will be completed in a timely manner; schools will review and approve information before submitting to Powerschool.

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

Number of students registered online and enrolled in Powerschool in a timely manner will increase; accuracy of the data in Powerschool will improve as a result of parents being able to update their information online. Schools will still verify information before submitting it to Powerschool.
Infosnap: Sole Source Letter

Date: July 1st, 2013

To: Mr. Jamie Olender
Executive Director of Institutional Data, Hartford PSD

The purpose of this letter is to inform you that Infosnap, Inc. is the sole source and publisher of its developed hosted services and products. Infosnap is also the direct sole source provider of all professional development services to its districts. Infosnap’s solution is developed, coded, manufactured and distributed solely by Infosnap. No other vendor, distributor or provider offers Infosnap hosted software as a service. Infosnap also provides direct support to the districts, families and district staff alike.

- Infosnap has well over 13 years’ experience offering online registration/integrated back to school solutions and applications, including school choice.
- Infosnap has 600+ K-12 clients, 200+ are PowerSchool clients.
- Infosnap has provided multiple references to Hartford and has a proven integration and support record.
- Infosnap exclusively sits on the Pearson/PowerSchool development committee as the registration provider and has direct access to PowerSchool developers and a test environment - on all its releases. Additionally, Pearson has contracted directly with Infosnap to provide Infosnap with a customized plug-in to effectuate automated two-way data exchange between Infosnap and PowerSchool. Infosnap’s plug-in will be exclusively embedded in the PowerSchool software in an upcoming PowerSchool release. This will enable both administrators and families to access Infosnap services directly from their respective PowerSchool portals. The real-time exchange of data is ready for the PowerSchool 7.8 release and has been tested by Infosnap already. Infosnap’s service can also process fees directly.

Please let me know should you need further details.

Sincerely,

Bob Chappell,
Robert Chappell
Regional Director Sales and Marketing

Infosnap, Inc.
4550 Montgomery Avenue, Suite 310N
Bethesda, MD 20814
301-907-7085

Infosnap, Inc. – 4550 Montgomery Ave – Suite 310 N. – Bethesda, MD - 20814
Contract For Professional Services
By And Between
The Hartford Board of Education
And
Infosnap, Inc.

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 Infosnap, Inc., provider of online admission and registration solution company, having an address and place of business at 4450 Montgomery Avenue, Suite 310N, Bethesda, MD, 20814, acting herein by Louis J. Trotter, Jr., 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 September 18, 2013 and end on July 31, 2015 unless terminated earlier pursuant to Section 11 below (the "Term"); and may be extended for a term of three more years to end on June 30, 2018, based on performance and funding availability.

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 One Hundred Twenty Six Thousand, Two Hundred ($126,200) over the two year contract term (the "Contract Price"), and may be extended for a term of three more years at a cost not to exceed One Hundred Sixty Six Thousand, One Hundred Ninety One ($166,191) for a three year contract term, based on performance and funding availability. The 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 discrimination.
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.

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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.
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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.

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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.

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(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

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Revised 12/2011
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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 no: 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: Jamie Olander, Executive Director of Institutional Data

To the Contractor: infosnap, inc
4450 Montgomery Avenue
Suite 310N
Bethesda, MD, 20814
Attn: Louis J. Trotter, Jr., 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

...........................................................

...........................................................

Witness

...........................................................

Witness

...........................................................

Approved As to Form and Legality

...........................................................

Corporation Counsel

HARTFORD BOARD OF EDUCATION

By: Dr. Christina M. Kishimoto
Superintendent

Date: ______________

infoSnap, Inc.

By: Louis J. Trotter, Jr.
President

Date: ______________

Date ______________
EXHIBIT A

SCOPE OF SERVICES
SCOPE OF SERVICES

1. SERVICES. Infosnap shall provide HBOE the following Services:

   a. Online processes. We will provide you with and host an online process for registration/enrollment of new students and re-registration/re-enrollment of returning students ("registration").

   b. Online forms. We will create online forms ("Submittable forms") for your registration process. These forms will enable Users to enter and/or edit online, via infosnap, relevant information you currently collect on your forms. We may also utilize forms which can be printed and given to others for manual completion offline as part of the process, e.g., Medical Forms which need to be signed by a doctor, etc. ("Supplemental forms").

   c. Required fields and Read-Only Fields. Users can be required to complete certain data fields, as specified by you as part of the set-up process. Users can be prevented from changing selected data that you require them to see, but not change.

   d. Printing and instructions. Completed Submittable forms can be printed by Users for their records. Forms can contain instructions you provide us as part of the set up process.

   e. Customer Portal. Your authorized administrators at individual schools and at the District office will have online access to a Customer Portal, hosted by infosnap, that will allow them to:

       • Utilize Roster Management tools (see 2b);
       • Manage online form submissions and run reports;
       • Print information submitted online by Users; and
       • Review, edit and approve submitted data (see 2f).

   We can provide an initial group training session for administrators and we will train someone from your District to support administrators using the Customer Portal.

   f. Fee Collection (optional). At the time families submit their registration, we can collect fees through our merchant account via credit card or e-check payment. We can split and remit the fees to different departments/accounts in your District, and transmit appropriate accounting codes with the remittances. If we are collecting and remitting for multiple accounts, each account charge constitutes a transaction. We charge you 2.95% of the transaction amount, plus $0.25 per transaction, plus a $15.00 monthly statement fee for each account for each month with activity. These are deducted from your monthly remittance.
Supplement #1 to Infosnap Services Agreement

This Supplement #1 is a part of the Services Agreement ("Services Agreement") between Infosnap, Inc. ("Infosnap" or "we") and Hartford Public School District ("District" or "you").

Date: August 28th, 2013

1. SERVICES. We will provide you with the following Services:

   a. Online processes. We will provide you with and host an online process for registration/enrollment of new students and re-registration/re-enrollment of returning students ("registration").

   b. Online forms. We will create online forms ("Submittable forms") for your registration process. These forms will enable Users to enter and/or edit online, via Infosnap, relevant information you currently collect on your forms. We may also utilize forms which can be printed and given to others for manual completion offline as part of the process, e.g., Medical Forms which need to be signed by a doctor, etc. ("Supplemental forms").

   c. Required fields and Reac-Only Fields. Users can be required to complete certain data fields, as specified by you as part of the set-up process. Users can be prevented from changing selected data that you require them to see, but not change (see 3 below).

   d. Printing and instructions. Completed Submittable forms can be printed by Users for their records. Forms can contain instructions you provide us as part of the set up process (see 3 below).

   e. Customer Portal. Your authorized administrators at individual schools and at the District office will have online access to a Customer Portal, hosted by Infosnap, that will allow them to:

      • Utilize Roster Management tools (see 2b);
      • Manage online form submissions and run reports;
      • Print information submitted online by Users; and
      • Review, edit and approve submitted data (see 2f).

   We can provide an initial group training session for administrators and we will train someone from your District to support administrators using the Customer Portal.

   f. Fee Collection (optional). At the time families submit their registration, we can collect fees through our merchant account via credit card or e-check payment. We can split and remit the fees to different departments/accounts in your District, and transmit appropriate accounting codes with the remittances. If we are collecting and remitting for multiple accounts, each account charge constitutes a transaction. We charge you 2.95% of the transaction amount, plus $0.25 per transaction, plus a $15.00 monthly statement fee for each account for each month with activity. These are deducted from your monthly remittances.

2. REGISTRATION PROCESS.

   a. Export. You will create an export from your Database of student and family biographical information that conforms to a data format we will provide you. This export may occur at multiple times during the registration season. All students will need to be stored in your Database prior to export;

   b. Roster. You will use the Roster Management tools provided in the Customer Portal to upload and manage your student and family biographical information. The Roster information will be used to: (a) pre-populate your online registration solution with the student and family biographical information; and (b) create a registration invitation to be sent to the student’s family either via email or printed hardcopy, which advises them of the online registration process and their unique access PIN (Snapcode);

   c. Family process. Following the instructions contained in the student’s registration Invitation, families will access your online registration process, edit online their current biographical data (as exported from your Database), and then submit the edited data to you;

   d. Change Report. We will provide a change report that will include the student’s name, parents’ names, those fields that have been modified, as well as the new values, the old values and the date they were modified;

   e. Polish. You will be able to “polish” the information provided online by the Users as follows:

      • Convert names, etc. to proper case;
      • Conform phone numbers to a standard format;
      • Conform email and postal addresses to a standard format; and
      • Make manual changes on the fly.

   f. Administrative Review. Using the Customer Portal, authorized administrators at individual schools in your District will be able to review, edit and approve data that has been submitted online by families.

   g. Data. We will create .csv file(s) per specifications that you provide us (specifications must be consistent with your data structure and format) for you to import at a central District location the approved family data (returning students) and compatible biographical information from new families into your District’s central Database. The importing of that data back into your central Database will be solely your responsibility.

3. YOUR ADDITIONAL RESPONSIBILITIES

   a. Hyperlink. You will create a hyperlink from your website to our website for Users to access our online services.

   b. Set up. You will complete our set-up questionnaire and interview process.

   c. Forms. You will provide us with copies of your Submittable and Supplemental forms in either high quality PDF or Microsoft Word format.

   d. Data Review. The data contained in the data extract you create (see 2a above) is the “official record” that families will see when they access their online registration/enrollment forms. You are responsible to review the data extract for the accuracy of the data. If you require our assistance to extract and “clean-up” your data, we charge $200 per hour. You are also responsible to preview, review and sign off on the pre-populated registration forms (see 2b above) containing the extracted data.

   e. Database prep. Prior to commencing the extract, you must identify in your Database the parent with whom the student physically resides.

   f. Identical Database. You ensure that the Database installation at each school is identical.

   g. Identical Form Fields. You ensure that the data fields extracted from our database to pre-populate the Submittable online forms are identical for each school.

   h. Substantially Similar Forms. You ensure that the Submittable forms will be the same for all schools in the district (minor variations may be permitted). Supplemental Forms may vary from school to school.
4. DATABASE. PowerSchool Version #: ________________

5. NUMBER OF STUDENTS AND SCHOOLS. You represent and warrant that the approximate number of students in your District is 21,025 attending 51 schools.

6. TERM OF SERVICES (years 3, 4, 5 reflect a discount with a 3% increase - not our standard 5%)

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Time Set Up Fee</td>
<td>$22,200</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Academic Year Service Fee</td>
<td>$55,500</td>
<td>$55,500</td>
<td>$57,165</td>
<td>$58,880</td>
<td>$60,646</td>
</tr>
<tr>
<td>Discount*</td>
<td>($3,500)</td>
<td>($3,500)</td>
<td>($3,500)</td>
<td>($3,500)</td>
<td>($3,500)</td>
</tr>
<tr>
<td>Spanish One Time Set Up</td>
<td>$2,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Fee - Discount**3</td>
<td>($2,000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish Academic Year</td>
<td>$4,000</td>
<td>$4,000</td>
<td>$4,000</td>
<td>$4,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Service Fee – Discount**3</td>
<td>($4,000)</td>
<td>($4,000)</td>
<td>($4,000)</td>
<td>($4,000)</td>
<td>($4,000)</td>
</tr>
<tr>
<td>Totals</td>
<td>$74,200</td>
<td>$52,000</td>
<td>$53,665</td>
<td>$55,380</td>
<td>$57,146</td>
</tr>
</tbody>
</table>

New Students
Approximate Dates of Service
- 12/20/13-01/29/14
- 01/30/14-01/29/15
- 01/30/15-01/29/16
- 01/30/16-01/29/17
- 01/30/17-01/29/18

Returning Students
Approximate Dates of Service
- 07/01/13-06/30/14
- 07/01/14-06/30/15
- 07/01/15-06/30/16
- 07/01/16-06/30/17
- 07/01/17-06/30/18

7. PRICE AND PAYMENT. The $22,200 one-time Set-Up Fee is due within 45 days of contact signing to allow for flexibility for the City of Hartford’s financial process.

Service Fees will be due on:

Year 1: At signing ($55,500) is due within 45 days of contact signing to allow for flexibility for the City of Hartford’s financial process.

Year 2: January 20th, 2015 ($55,500)

To achieve the service initiation date above, you will need to: (i) execute this contract and return it to us (by fax) within five days after the first date set forth above; (ii) promptly respond to our questionnaire and interview process; and (iii) promptly test the services when asked by us. You will advise us of any date(s) on which you want Services to not be available, e.g., close of registration season.

**You provide the translated Spanish forms that we use to design and create your Spanish site.

Agreed:

infosnap, inc.                               Hartford Public School District (CT)

By: ________________________________          By: ________________________________

Name: Louis J. Trotter, Jr., President       Name: ________________________________

Date: ________________________________        Date: ________________________________

Payment and Notice address:

infosnap, inc.

4550 Montgomery Avenue, Suite 310N

Bethesda, MD 20814

Hartford_infosnap_Supplement #1 5 year_(4BC) updated for Sept 2013 BOE Meeting
"This page [is] intentionally left blank."
AGENDA

ITEM # 12

NEW BUSINESS

CONTINUATION OF SERVICES 2013-2014
ASSESSMENT MANAGEMENT
SUNGARD PUBLIC SECTOR

AMOUNT
$125,165

BACKGROUND

Hartford Public Schools will contract with SunGard Public Sector to continue to provide assessment management system services during school years 2013-2014. Initiated in July 2009, the services that are included in this contract are: a longitudinal performance database for student data (Performance Tracker); an assessment building tool for benchmark and classroom assessment (Assessment Builder); a SIF (Student Interoperability Framework) License Fee, so that data can easily be exchanged between different software products within the district; an Online Assessment module, including server, implementation, configuration, and student use for assessments; 50 Bubble Reader Software licenses, to enable teachers to scan assessments at the building level; and professional development to use the various aspects of the system.

The continuation of the contract with SunGard Public Sector is recommended for year 5 of the contract signed November 30, 2009.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute a contract with SunGard Public Sector, for the term delineated in the contract ending September 30, 2014; at a cost not to exceed $125,165.
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: SunGard Public Sector

Contact Person: George Michna, Ph.D.

School/Department: Office of Research and Assessment; Central Office

Amount of Contract: $125,165

Funding Source: 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>
</tr>
</thead>
<tbody>
<tr>
<td>Entire District</td>
<td>22,500</td>
<td>2,000</td>
<td>All SOP Goals</td>
<td>80% Participation</td>
<td>$5.56</td>
<td>Contract continuation/ Originally Competitive Bid</td>
</tr>
</tbody>
</table>

Briefly describe the purpose of the contract:

To continue services related to the Assessment Management System (Performance Plus) for district use.

Services include:
- a longitudinal performance database for student data (Performance Tracker);
- an assessment building tool for benchmark and classroom formative assessment (Assessment Builder);
- a SIF (Student Interoperability Framework) License Fee to receive PowerSchool data
- an Online Assessment module, including server, implementation, configuration, and student use for assessments;
- 50 Bubble Reader Software licenses, to enable teachers to scan assessments at the building level; and
- professional development to use the various aspects of the system.

Please indicate the population to be served.

All district staff, including teachers and administrators.

Form revised 2-2012
What are the expected outcomes and benefits to HPS students?

To assist the district in evaluating the Strategic Operating Plan and to provide district staff a method to evaluate student learning in the classroom. For example, teachers would use this system to monitor student learning and to provide timely feedback for student improvement. District staff will be able to effectively evaluate student learning and identify areas of focus.

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

Success will be evaluated as follows:
- Number and proportion of assessments processed via system
- Number and proportion of teachers accessing data
- Number and proportion of administrators accessing student data
- User feedback

Form revised 2-2012
August 12, 2013

Melinda B. Kaufmann
Assistant Corporation Counsel
City of Hartford
550 Main Street
Hartford, CT 06103

Dear Ms. Kaufmann:

SunGard Public Sector, Inc. ("SunGard K-12 Education") K-12 Education's is a leading provider of software products, technology services and industry services to school districts throughout the country. We at SunGard K-12 Education look forward to providing Hartford Public Schools with our software for supporting teachers to us data to inform instruction as per your charter application.

To that end, it is important to note that SunGard K-12 Education is the owner and exclusive licensor of numerous software products for the public sector marketplace, including SunGard K-12 Education's PLUS SERIES software. This software includes PerformanceTRACKER, AssessmentBUILDER, and On-Line Assessments, (collectively, "SunGard K-12 Software"). The SunGard K-12 Software is fully developed, is completely integrated, and is licensed and maintained exclusively by SunGard K-12 Education. SunGard K-12 Education protects its intellectual property interests in SunGard K-12 Software by carefully safeguarding distribution of the SunGard K-12 Software, in whole and in part. Licensees are required to execute a license agreement under which the users, at an institution level, agree to use SunGard K-12 Software only for the purpose of conducting in-house, non-commercial computing operations and further agree to limit use of SunGard K-12 Software to those employees with a need to know.

We hope that this information is helpful. If I can be of further assistance, please do not hesitate to call. Many thanks for your consideration.

Sincerely,

Chris Everleth
Vice President, Development
CONTRACT NO. 1998

SunGard Public Sector Inc.
d/b/a "SUNGARD K-12 EDUCATION"

ADDENDUM

Client:
Hartford Public Schools
960 Main Street, 9th Floor
Hartford, CT 06103
Telephone: (860) 695-8438
Fax: (860) 722-3953
Attn: Bethany Silver

Licensor:
SunGard K-12 Education
3 West Broad Street
Bethlehem, PA 18018
Telephone: (610) 691-3616
Fax: (610) 954-8378

SunGard K-12 Education and Client agree to amend their existing agreement, dated November 29, 2009 ("Agreement"), to add the following as attached hereto and part of this Addendum.

EXHIBITS

EXHIBIT A: PAYMENT SUMMARY AND SCHEDULE

EXHIBIT B: SOFTWARE AND SERVICES
1. Software as a Service (Term License)
   a. PerformancePLUS
2. Professional Services
   a. PerformancePLUS
3. Pricing Notes

All terms and conditions of the existing Agreement shall remain in effect (with the exception of any conditions, prices and payment terms indicated herein). For payment terms, refer to the payment schedule in Exhibit A.

IN WITNESS WHEREOF AND INTENDING TO BE LEGALLY BOUND, the parties have caused this Addendum to be signed by its duly authorized officer.

Hartford Public Schools

BY: __________________________
PRINT NAME: __________________________
PRINT TITLE: __________________________
DATE SIGNED: __________________________

SunGard Public Sector Inc.

BY: __________________________
PRINT NAME: Bronne J. Bruzgo
PRINT TITLE: Vice President, Sales
DATE SIGNED: September 3, 2013
EXHIBIT A: PAYMENT SCHEDULE

SOFTWARE AND SERVICES

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Software as a Service (Term License)</td>
<td>$118,125</td>
</tr>
<tr>
<td></td>
<td>(refer to Exhibit B for detail)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PerformancePLUSS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Year 1: Annual System Services Term License fee is due upon Contract Execution Date.</td>
<td>$118,125</td>
</tr>
<tr>
<td>2</td>
<td>Professional Services</td>
<td>$7,040</td>
</tr>
<tr>
<td></td>
<td>(refer to Exhibit B for detail)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Due monthly as incurred</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL SOFTWARE AND SERVICES</strong></td>
<td><strong>$125,165</strong></td>
</tr>
</tbody>
</table>

1 Travel and living expenses are not included in this Professional Services cost.
EXHIBIT B: SOFTWARE AND SERVICES

1. SOFTWARE AS A SERVICE (Term License)

<table>
<thead>
<tr>
<th>PerformancePLUS</th>
<th>Based on an Enrollment of 21,000 students</th>
<th>Software as a Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance TRACKER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assessment BUILDER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Annual Cost Proposed: | $110,125 |
| TOTAL Subscription Renewal Fee: | $110,125 |

Performance PLUS Footnotes:

1. Some additional network/hardware components may be required at the client site at an additional cost. SunGard K-12 Education can work with the district to identify what additional network components would be required. All network devices are required to have registered or unique IP addresses.

2. Requires PerformanceTRACKER.


Software subscription is for an initial term of one (1) Contract Year. Continued subscription after the initial one (1) Contract Year term is optional and will renew on a Contract Year-to-Contract Year basis, unless either party elects not to renew Software subscription for the upcoming Contract Year by notifying the other party in writing of non-renewal at least thirty (30) days prior to the expiration of the then-current Contract Year. Annual software subscription is subject to an annual adjustment. Software subscription fees for each Contract Year are payable on the anniversary of the Execution Date of the Order Form to which these Exhibits are attached.

2. PROFESSIONAL SERVICES

<table>
<thead>
<tr>
<th>PerformancePLUS</th>
<th>Professional Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Added Services</td>
<td>Days</td>
</tr>
<tr>
<td>Professional Development Days</td>
<td>5.50</td>
</tr>
</tbody>
</table>

TOTAL PerformancePLUS Proposed Services: $7,040

TOTAL PROPOSED PROFESSIONAL SERVICES: $7,040
3. PRICING NOTES

<table>
<thead>
<tr>
<th>Pricing Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 SunGard K-12 Education’s pricing for services are billed as incurred unless otherwise indicated within the Payments Summary and Schedule.</td>
</tr>
<tr>
<td>2 Training and Consulting services are provided through a blended learning approach, comprised of instructor lead onsite, distant learning (edWeb), and self-paced online learning. The method of blended learning is determined by content.</td>
</tr>
<tr>
<td>3 Travel and living expenses are not included in the Professional Services costs.</td>
</tr>
<tr>
<td>4 Should additional daily time be needed for implementation assistance beyond the standard eight hour day, this can be scheduled with your Project Manager. Any services required beyond those days indicated will be performed at our then current rates.</td>
</tr>
<tr>
<td>5 Training day counts are based on a maximum class size of 16 individuals. SunGard K-12 Education training methodology is based on a train-the-trainer deployment.</td>
</tr>
<tr>
<td>6 The schedule for the above Training, Consulting and Professional Development services will occur as mutually agreed by SunGard K-12 Education and client and as documented in a training agenda that will be sent to the client. SunGard K-12 Education’s cancellation policy requires a 21-day advance notice to cancel scheduled training. Cancellations within 0-21 days of the scheduled service will be invoiced at 50% of the total quoted service cost. Cancellation within 5 days, or on the scheduled date, the service will be invoiced at 100% of the quoted cost. For any cancellation of on-site services, any non-refundable travel expenses will be invoiced to your organization at cost.</td>
</tr>
<tr>
<td>7 SunGard K-12 Education’s current Professional Services rates are as follows:</td>
</tr>
<tr>
<td>Training / Consulting / Professional Development Rate: $2,280 per day.</td>
</tr>
<tr>
<td>Custom Programming / Data Conversion Rate: $1,500 per day.</td>
</tr>
<tr>
<td>Project Management / Schools Interoperability Framework (SIF) Rate: $1,600 per day.</td>
</tr>
</tbody>
</table>
AGENDA

ITEM # 13

NEW BUSINESS

SEPTEMBER 17, 2013

CONTRACT APPROVAL:
SCHOLASTIC INC.

DR. KISHIMOTO
DR. COLLINS AYANLAJA

AMOUNT
$117,975

FUNDING SOURCE
SPECIAL FUNDS

BACKGROUND

Math 180 is a necessary program to advance our intervention focus on math. Math 180 is aligned to Common Core State Standards and will advance the skill level of Hartford Public Schools middle years students. It is a technology-based blended learning program designed to develop thinking and conceptual understanding in math. It adapts to learner needs and produces real-time data to inform teachers, students and parents of student progress.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute a contract with Scholastic, Inc., for the term delineated in the contract ending September 18, 2014; at a cost not to exceed $117,975.
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/Consultant Name: Scholastic Inc.
Contact Person: Carole Collins Ayanlaja
School/Department: Office of Research and Assessment
Amount of Contract: $117,975
Funding Source: 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>
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<tbody>
<tr>
<td>M.D. Fox Elem.</td>
<td>36</td>
<td>2</td>
<td>Middle Years Redesign</td>
<td>Proficiency Math CMT MAP RIT Algebra Credit</td>
<td>$583.00</td>
<td>Sole Source</td>
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<td>M.L. King</td>
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<td>Proficiency Math CMT MAP RIT Algebra Credit</td>
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<td>Proficiency Math CMT MAP RIT Algebra Credit</td>
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<td>Sole Source</td>
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<tr>
<td>Burns</td>
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<td>Middle Years Redesign</td>
<td>Proficiency Math CMT MAP RIT Algebra Credit</td>
<td>$583.00</td>
<td>Sole Source</td>
</tr>
</tbody>
</table>

Briefly describe the purpose of the contract.

This contract will provide a math intervention program for students in four schools who are below proficiency in math.

Please indicate the population to be served.

Standardized CMT math data indicates that over the past two years both grades 6 and 7 have experienced overall decreases in proficiency of -5.5% proficiency and -6.7% respectively. Less than 70% of our students are proficient in math in the middle grades. The target population or this intervention will be middle and high school students who are below proficient on both the CMT and the MAP.

Form revised 2-2012
What are the expected outcomes and benefits to HPS students?

Through the implementation of Math 180 intervention for the Common Core, students in grades 6, 7 and 8 will increase confidence and competence in math while providing teachers with support to ensure success. More students will score proficient on the middle years CMT and be prepared to be successful in Algebra in grade 8 or 9.

A study conducted by WestEnd (2012) indicated that about one out of five students who take Algebra I by the end of eighth grade, geometry by the end of ninth and Algebra II by the end of tenth, go on to complete pre-calculus in 11th grade and calculus as seniors.

These findings confirm setbacks for the majority of students who, by seventh grade, already are showing they're not ready for the math courses awaiting them in high school. These broader statistics speak to the challenges which face Hartford Public Schools in the district's effort to ensure math achievement for all students. The district developed the SRBI plan which supports instructional intervention techniques for students who need additional support to master learning standards. Math 180 is a math intervention program designed for struggling students in grades 6 and up. It is technology based and designed to develop thinking and conceptual understanding, adapts to learner needs, and produces real-time data to inform teachers, students, and parents of student progress. The outcomes and benefits to HPS students include the availability of a well vetted additional resource for math skill building which propels incremental progress through a differentiated, sequential process.

If this is a continuation of contract, please provide the most recent evaluation.

This is not a continuation. This is a new contract for a new program.
SOLE SOURCE DOCUMENTATION FORM

DATE: 8/21/2014  P.O. OR REQUISITION NUMBER: 

VENDOR: SCHOLASTIC INC.  TOTAL COST: $117,975.00

DEPARTMENT/DIV: OFFICE OF RESEARCH AND ASSESSMENT  REQUISITIONER: 

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

Briefly describe the scope of services or equipment needed.  See attached

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

X  The compatibility of equipment is of paramount consideration.
X  The compatibility of accessories or replacement parts is of paramount consideration.
X  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: See attached.

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.  See attached

(USE ADDITIONAL PAPER IF NECESSARY)

DEPARTMENT HEAD NAME, PRINTED: CAROLE COLLINS AYANLAJA

Department Head Signature: Date: 8/22/2013
April 23, 2013

To Whom It May Concern,

This letter will confirm that Scholastic Inc. is the sole source distributor for product, implementation services, and software maintenance and support for Math 180.

SCHOLASTIC MATH 180, SCHOLASTIC MANAGEMENT SUITE, AND SCHOLASTIC MATH INVENTORY associated logos and designs are trademarks and/or registered trademarks of Scholastic Inc.

If I can be of assistance to you in any other way, please feel free to contact me at (212) 965-7412 or email me at bpocari@scholastic.com.

Sincerely,

Beth Polcari
Senior Vice President of Finance and Operations
Education Group
Contract For Professional Services
By And Between
The Hartford Board of Education
And
Scholastic Inc.

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 Scholastic Inc. Broadway, New York, NY 10012 ("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 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 September 18, 2013 and end on September 18, 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 One Hundred Seventeen Thousand, Nine Hundred Seventy-Five 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

Revised 12/2011
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.

Revised 12/2011
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. HBOE acknowledges and agrees that the Contractor may use third party service providers to perform some of the services delivered under this Contract, such as hosting of software ("Third Party Vendors").

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
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 will subcontract a portion of the Services to be provided under this Contract and (2) HBOE shall not be liable for the payment of any wages or other expenses to such subcontractors or Third Party Vendors.

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 reports 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:

Contractor retains all right, title and interest in and to its software, documentation, training and implementation materials and other materials provided in connection with this Contract (collectively, "Contractor IP"). Contractor grants to HBOE a personal, nonexclusive license to use Contractor IP for its own non-commercial, incidental use as set forth herein and/or in any end user license agreement accompanying such Contractor IP. All data of HBOE shall remain the property of HBOE.

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: Carole R. Collins Ayanaaja, Chief of Assessment and Research

To the Contractor: Scholastics Inc.
524 Broadway
New York, NY 10012
Attn: Beth Polcari, SVP Business Finance
With a copy to:
557 Broadway
New York, NY 10012
Attn: EVP and General Counsel

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

Revised 12/2011
23. Entire Agreement:

This Contract, together with any end user license agreement, and the Hosting Services Terms and Conditions accepted by HBOE in connection with any hosting services it may purchase, 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. In the event of a conflict between this Contract and the Hosting Services Terms and Conditions or any end user license agreement, this agreement will govern.

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

Scholastic Inc.

By: Beth Polcari
SVP Business Finance

Date: 8/27/13

Approved As to Form and Legality

Corporation Counsel

Date _________________
EXHIBIT A

SCOPE OF SERVICES

The following items to be provided for these schools: Martin L. King, Pathways, Burns, and MD Fox Schools

Total Amount of the purchase: $117,975.00

MATH 180 Complete System - 36 Students: This includes all materials for 1 Teacher (MATH 180 License to Schlossonic Central and Print Teaching, RDI, Getting Started, Professional Development Guides, and in-person training), 1 Classroom Games Box, materials for 36 Students (36 Perpetual Student Software and SMI Licences and 36 sets of the Student mSpace Books Vol 1&2), and Leadership Training. Discount price valid through Aug. 31, 2013.

MATH 180 Additional Teacher Kit (Includes All Teacher Materials & Classroom Games Box)
AGENDA

ITEM # 14

NEW BUSINESS

PROPOSED COLLECTIVE BARGAINING AGREEMENT: THE HARTFORD FEDERATION OF SCHOOL SECRETARIES, LOCAL 1018 C, AFT, AFL-CIO

SEPTMBER 17, 2013

DR. KISHIMOTO

MS. CUTLER- HODGMAN

BACKGROUND

- The current contract expired on June 30, 2011.
- Negotiations for the new contract started in October 12, 2012.
- The Parties reached a tentative agreement on August 14, 2013.
- The membership of the bargaining unit ratified the tentative agreement on August 28, 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 Secretaries, Local 1018 C, AFT, AFL-CIO.
"This page [is] intentionally left blank."
AGENDA

ITEM # 15

NEW BUSINESS

SCHOOL ACTING ADMINISTRATIVE APPOINTMENT

SEPTEMBER 17, 2013

DR. KISHIMOTO

MS. ALLEN

BACKGROUND

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

RECOMMENDATION

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Salary</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bethany Sullivan</td>
<td>$115,388</td>
<td>Acting Principal, McDonough Expeditionary Learning Academy</td>
<td>September 30, 2013</td>
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"This page [is] intentionally left blank."
AGENDA

ITEM # 16

NEW BUSINESS

CONTRACT APPROVAL:
CT PEDIATRIC NEUROPSYCHOLOGY ASSOCIATES

AMOUNT
$80,000

SEPTMBER 17, 2013

DR. KISHIMOTO
MS. KENNEDY

FUNDING SOURCE
SPECIAL FUNDS

BACKGROUND

Connecticut Pediatric Neuropsychology Associates is providing neuropsychological consultation to the Hartford Public Schools students. Consultations will focus on meeting with team members and reviewing records regarding students of concern, providing recommendations related to educational and therapeutic strategies, and making recommendations as to whether additional assessment is indicated. When additional assessment is required, CT Pediatric Neuropsychology Associates will provide a comprehensive evaluation, including report and presentation of results and recommendations.

The Neuropsychological Consultant contract was put out through the RFP process. No other provider submitted proposals. Neuropsychological Consultants/Evaluators are very difficult to find, especially in districts with such high caseloads. Because we had no responses, Dr. Isenberg agreed to continue to provide neuropsychological evaluation and consultation to the Hartford Public Schools for this school year.

Dr. Isenberg has been providing consulting and evaluation services to Hartford Public Schools since 2011. Dr. Isenberg has an excellent reputation in the area and has an excellent relationship with both staff and students. His evaluations are comprehensive and always delivered within a reasonable timeframe. He meets all timelines and has been instrumental in keeping us in compliance with evaluations.

RECOMMENDATION

That the Hartford Board of Education authorizes the superintendent to execute a contract with Connecticut Pediatric Neuropsychology Associates for term delineated in the contract ending October 1, 2014; at an amount not to exceed $80,000.
CONTRACT / CONSULTANT SCOPE OF SERVICE

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

NEW ___ X ___ CONTINUATION ___ ___

Contract Title: CT Pediatric Neuropsychology Associates

Contact Person: Clare Kennedy, Executive Director of Special Education

School/Department: Special Education

Amount of Contract: $80,000 per year

Funding Source: 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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<tbody>
<tr>
<td>All</td>
<td>By referral</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sole Source</td>
</tr>
</tbody>
</table>

Briefly describe the purpose of the contract:

Connecticut Pediatric Neuropsychology Associates will provide Neuropsychological Consultations and Evaluations to Hartford Public School's students. Consultations will focus on meeting with team members and reviewing records regarding students of concern, providing recommendations related to educational and therapeutic strategies, and making recommendations as to whether additional assessment is indicated. When additional assessment is required, CT Pediatric Neuropsychology Associates will provide a comprehensive evaluation including reports and presentation of results and recommendations.

Please indicate the population to be served.

Pre-kindergarten to 12th grade students who are referred for neuropsychological consultations or evaluation through a PPT.

What are the expected outcomes and benefits to HPS students?

Outcomes and benefits include improved diagnostic information, educational and therapeutic strategies leading to better student performance, decreased need for formal testing due to ongoing consultation, and ensured compliance with evaluation time frames.

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

These evaluations have been instrumental in our ability to provide students with effective strategies to support their academic and emotional needs. Data indicated that by establishing team consultation, we have been able to establish a more efficient and meaningful evaluation process. Additionally, we are in compliance with timelines mandated by federal laws.
SOLE SOURCE DOCUMENTATION FORM

DATE: August 29, 2013

P.O. OR REQUISITION NUMBER: ____________

VENDOR: CT Pediatric Neuropsychology

TOTAL COST: $180,00 PER YR. FOR 3 YEARS

DEPARTMENT/DIV: SPECIAL EDUCATION

REQUISITIONER: CLARE KENNEDY, EXEC. DIR. SPEC. EDUC.

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

Briefly describe the scope of services or equipment needed.

CT Pediatric Neuropsychology Associates provides neuropsychological consultations and evaluations to HPS students who are mandated to receive these services. PreK to 12th grade students are referred for neuropsychological consultations or evaluations through the PPT.

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: This contract went through the RFP process and received no proposals. CT Pediatric Neuropsychology has provided these services to the Hartford Public Schools for many years.

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.

__________________________________________________________

__________________________________________________________

__________________________________________________________

(USE ADDITIONAL PAPER IF NECESSARY)

DEPARTMENT HEAD NAME, PRINTED: CLARE KENNEDY, EXEC. DIRECTOR OF SPECIAL EDUCATION

Department Head Signature: ____________________ Date: 9/3/13
Contract For Professional Services

By And Between

The Hartford Board of Education

And

CT Pediatric Neuropsychology Associates

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 CT Pediatric Neuropsychology Associates, having an address and place of business 300 Hebron Avenue, Unit 111, Glastonbury, CT 06033 acting herein by Gary M. Isenberg Psy.D., 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 the 10/1/13 and end on 10/1/14, 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 $80,000 Dollars per year (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 HBCE 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.

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: CT Pediatric Neuropsychology Associates
300 Hebron Avenue, Unit 111
Glastonbury, CT 06033
Attn: Gary M. Isenberg, Psy.D.

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

CT Pediatric Neuropsychology Assoc.

__________________________________________  ____________________________________________

By: Gary M. Isenberg, Psy.D
    President

Date: __________________________

Approved As to Form and Legality

__________________________________________  ____________________________________________

Date __________________________

Corporation Counsel

Revised 12/2011
October 11, 2012

Clare Kennedy
Executive Director
Learning Support Services
Hartford Public Schools
960 Main Street, 5th Floor
Hartford, CT 06103

As per our discussion, Connecticut Pediatric Neuropsychology Associates will provide Neuropsychological Consultation to the Hartford Public Schools an estimated four to eight hours per month (based upon the district's needs). Consultation will focus on meeting with team members and reviewing records regarding students of concern, providing recommendations related to education and therapeutic strategies and making recommendations as to whether additional assessment is indicated. Consultation services will be billed at $250 per hour.

Connecticut Pediatric Neuropsychology Associates will also provide Neuropsychological Evaluations in our Glastonbury office for students referred by the district. Evaluations will be billed at $250 per hour. The cost of each evaluation differs depending on the amount of time required to answer identified questions. The cost of evaluations ranges from $1,550 to $2,550, with the average/typical cost being $2,150.

Gary M. Isenberg, Psy.D.
Managing Partner
Connecticut Pediatric Neuropsychology Associates
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AGENDA

ITEM # 17

NEW BUSINESS

SEPTEMBER 17, 2013

APPROVAL OF SCHOOL CONSTRUCTION PLANS
AND ED042 SUBMITTAL
WEST MIDDLE SCHOOL

DR. KISHIMOTO
DR. SLATER

BACKGROUND

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

At this time the Harford School Building Committee, working through ARCADIS/O&G Program Management, has reviewed and approved construction packages for the below listed activities which will advance the renovation projects being performed at the following school:

West Middle School – State Project #064-0303
Phase II – Construction

A cost estimate has been prepared and the scope is within budget. Project schedules call for such work to be bid and implemented, while the renovations are in process. The school is scheduled to open for the start of the 2015-16 school year.

RECOMMENDATION

The Hartford Board of Education approves the final plans and authorizes the architect to submit the documents for the Construction phase of work for the above referenced school project, to the Bureau of School Facilities for their review and approval.

Attachments: ED042 Form
REQUEST FOR REVIEW OF FINAL PLANS

<table>
<thead>
<tr>
<th>DISTRICT NAME</th>
<th>FACILITY NAME AND ADDRESS</th>
<th>STATE PROJECT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>HARTFORD</td>
<td>WEST MIDDLE SCHOOL</td>
<td>064-0303EA/RR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHASE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHASE 2 OF 4</td>
</tr>
</tbody>
</table>

Estimated date to begin construction: 9/02/13  
Estimated date to complete construction: 7/15/15

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

Certification of Approval dates:

<table>
<thead>
<tr>
<th>Local Board of Education</th>
<th>Final Plans &amp; Prof. Costs estimate</th>
<th>Site Approval (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9/17/13</td>
<td>/ N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Building Committee</th>
<th>Final Plans &amp; Prof. Costs estimate</th>
<th>Site Approval (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9/16/13</td>
<td>/ N/A</td>
</tr>
</tbody>
</table>

We hereby certify that these final plans and project manual as prepared for bidding and dated 9/16/2013 and the professional costs estimate dated 9/16/13 for this project have been reviewed and approved for this site on the dates shown above.

For the Town or Regional Board of Education:

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

For the School Building Committee:

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

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

Project Architect/Engineer Firm:

SMITHEDEWARDSMcCoy ARCHITECTS  
(860) 560-6000

Firm Name (Type or print)  
Telephone

I hereby: (check one)

(INDICATE FOR BUREAU OF SCHOOL FACILITIES REVIEW)

X request a review of the final plans, project manual, Ineligible and Limited Eligible Costs Worksheet and professional cost estimate cited above. (Attach copies of all these documents.)

(INDICATE FOR LOCAL OFFICIALS REVIEW)

submit certifications of local approval of plans and project manual as provided by CGS Sec. 10-292(b) and attached professional cost estimate cited above, the Ineligible and Limited Eligible Costs Worksheet and scope letter including alternates. (Reverse side of form must be completed.)

**DR CHRISTINA M. KISHINOTO**
Superintendent's Name (Type or print)  
Signature  
Date

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

ITEM # 18

NEW BUSINESS

APPROVAL OF:
BUDGET ALLOCATION CHANGES

FINANCE AND AUDIT COMMITTEE

September 17, 2013

BACKGROUND

In accordance with Board of Education Policy No. 3140 Transfer of Funds between Categories – Amendments; the following transfers require Board of Education approval:

- Allocation Changes through June 30, 2013 (see attached listing).

RECOMMENDATION

That the Hartford Board of Education approves the Transfer of Funds between Categories listed.
# Hartford Public Schools General Budget

## Allocation Changes through June 30, 2013

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2012-13 Adopted Budget</th>
<th>FY 2012-13 Amended Budget</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries</strong></td>
<td>147,897,280</td>
<td>147,838,591</td>
<td>(57,686)</td>
</tr>
<tr>
<td><strong>Salaries Total</strong></td>
<td>1,730,000</td>
<td>1,730,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Instructional Improvements</strong></td>
<td>1,077,336</td>
<td>1,088,595</td>
<td>12,259</td>
</tr>
<tr>
<td><strong>Professional Services</strong></td>
<td>2,867,629</td>
<td>3,841,824</td>
<td>984,195</td>
</tr>
<tr>
<td><strong>Professional Contracts &amp; Svcs</strong></td>
<td>3,634,965</td>
<td>4,931,410</td>
<td>996,445</td>
</tr>
<tr>
<td><strong>Maint Supplies &amp; Services</strong></td>
<td>388,080</td>
<td>294,916</td>
<td>(93,164)</td>
</tr>
<tr>
<td><strong>Maintenance/Repair Contracts</strong></td>
<td>2,496,288</td>
<td>2,846,943</td>
<td>350,655</td>
</tr>
<tr>
<td><strong>Rental - Equip &amp; Facilities</strong></td>
<td>2,692,485</td>
<td>3,128,886</td>
<td>436,381</td>
</tr>
<tr>
<td><strong>Building Improvements</strong></td>
<td>911,826</td>
<td>803,462</td>
<td>(108,364)</td>
</tr>
<tr>
<td><strong>Purchased Property Services</strong></td>
<td>6,488,779</td>
<td>7,074,187</td>
<td>585,408</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td>21,058,556</td>
<td>23,316,646</td>
<td>1,657,090</td>
</tr>
<tr>
<td><strong>Communications</strong></td>
<td>138,861</td>
<td>313,041</td>
<td>176,180</td>
</tr>
<tr>
<td><strong>Advertising</strong></td>
<td>265,839</td>
<td>244,986</td>
<td>(40,853)</td>
</tr>
<tr>
<td><strong>Printing &amp; Binding</strong></td>
<td>16,913</td>
<td>3,267</td>
<td>(13,646)</td>
</tr>
<tr>
<td><strong>Tuition</strong></td>
<td>33,116,382</td>
<td>36,383,998</td>
<td>3,277,616</td>
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<tr>
<td><strong>Travel &amp; Conferences</strong></td>
<td>269,526</td>
<td>284,405</td>
<td>24,880</td>
</tr>
<tr>
<td><strong>Misc Services</strong></td>
<td>428,838</td>
<td>411,429</td>
<td>(17,409)</td>
</tr>
<tr>
<td><strong>Systemwide Purchased Svcs Total</strong></td>
<td>55,902,914</td>
<td>60,967,772</td>
<td>5,064,858</td>
</tr>
<tr>
<td><strong>Instructional &amp; Other Supplies</strong></td>
<td>3,043,142</td>
<td>2,940,457</td>
<td>(102,685)</td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td>12,254,016</td>
<td>7,777,670</td>
<td>(4,476,346)</td>
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<tr>
<td><strong>Text &amp; Library Books</strong></td>
<td>709,017</td>
<td>1,713,395</td>
<td>1,004,378</td>
</tr>
<tr>
<td><strong>Misc Supplies</strong></td>
<td>398,871</td>
<td>503,884</td>
<td>105,013</td>
</tr>
<tr>
<td><strong>Supplies &amp; Materials Total</strong></td>
<td>16,394,848</td>
<td>12,936,506</td>
<td>(3,458,340)</td>
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<tr>
<td><strong>Equipment</strong></td>
<td>1,147,828</td>
<td>2,545,329</td>
<td>1,397,501</td>
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<tr>
<td><strong>Outlay Total</strong></td>
<td>1,147,828</td>
<td>2,545,329</td>
<td>1,397,501</td>
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<tr>
<td><strong>Organization Dues</strong></td>
<td>116,622</td>
<td>88,995</td>
<td>(27,627)</td>
</tr>
<tr>
<td><strong>Legal Judgments</strong></td>
<td>230,000</td>
<td>358,034</td>
<td>128,034</td>
</tr>
<tr>
<td><strong>Other Operating Expenses</strong></td>
<td>314,041</td>
<td>414,712</td>
<td>100,671</td>
</tr>
<tr>
<td><strong>Other Misc Expend Total</strong></td>
<td>660,663</td>
<td>881,741</td>
<td>201,078</td>
</tr>
<tr>
<td><strong>Fringe Benefits</strong></td>
<td>48,400,005</td>
<td>45,121,642</td>
<td>(3,278,363)</td>
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<tr>
<td><strong>Reserve Comp Educ</strong></td>
<td>1,450,007</td>
<td>-</td>
<td>(1,450,007)</td>
</tr>
<tr>
<td><strong>Sundry Total</strong></td>
<td>48,950,912</td>
<td>45,121,642</td>
<td>(4,728,270)</td>
</tr>
</tbody>
</table>

| Fund 1903 General Budget Total   | 284,008,187                | 284,008,187                | -            |