Hartford Board of Education  
Regular Meeting – Tuesday, November 15, 2016  
Classical Magnet School  
85 Woodland Street, Hartford, CT 06112  
5:30 p.m.  
AGENDA

I. Call to Order
II. Roll Call
III. Opening Statement
IV. Dialogue Session
   1. Parent and Student Comment
   2. Public Comment
V. Reports
   1. Report of the Chair
   2. Report of the Superintendent
      o 1st Quarter Financial Report as of September 30, 2016
   3. Committee Reports
      o Parent & Community Engagement Committee
      o Policy Committee
      o Finance Committee
VI. Business Agenda
   A. Consent Agenda
      1. Contract Continuation Approvals: Lighthouse School Initiative (Supt et al.)

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

That the Hartford Board of Education authorizes the Superintendent to execute the following contract continuations:
a) Connecticut Business & Industry Association Education Foundation (CBIA EF), for the term delineated in the contract ending June 30, 2017, at an amount not to exceed $97,450. Funds for this contract come from the Connecticut State Department of Education.

b) Blue Hills Civic Association (BHCA) for the term delineated in the contract ending June 30, 2017, at an amount not to exceed $79,458. Funds for this contract come from the Lighthouse Funds.

2. Contract Continuation Approval: MailFinance/Neopost New England
$237,416.40/5 years (Supt et al.)

MailFinance/Neopost New England will contract with the Hartford Public Schools to provide a lease for up to 40 postage machines for up to 40 schools/departments across the district. The new meters are more economical to operate, have maintenance and support charges built into the lease and provide the user with significant enhancements.

That the Hartford Board of Education authorizes the Superintendent to execute a lease agreement with MailFinance/Neopost New England for the period of November 1, 2016 through October 31, 2021 at a cost not to exceed $237,416.40.

3. Approval of Alliance Grant Projects and Submittal of Expenditures (Supt et al.)

The State Department of Administrative Services, Division of Construction Services, and Office of School Construction Grants & Review requires that the Board of Education certify that the attached school projects, as identified in the Alliance Grant have been completed.

That the Hartford Board of Education accepts the projects as listed, as complete. Furthermore, that the Board of Education approves the submittal of all expenditures to the Office of School Construction Grants & Review.

B. Executive Session (Discussion of Documents Related to Collective Bargaining)

4. Approval of proposed Collective Bargaining Agreement: Hartford Schools Support Supervisors Association, Local 78, AFSA, AFL-CIO.

That the Board of Education approves the proposed Collective Bargaining Agreement with the Hartford Schools Support Supervisors Association, Local 78, AFSA, AFL-CIO.

VII. Adjournment
AGENDA

ITEM # 1

NEW BUSINESS

CONTRACT CONTINUATION APPROVALS:
LIGHTHOUSE SCHOOL INITIATIVE

AMOUNT
VARIOUS

NOVEMBER 15, 2016

FUNDING SOURCE
CT STATE DEPARTMENT
OF EDUCATION/LIGHTHOUSE GRANT

DR. SCHIAVINO-NARVAEZ
MS. ENGLAND

BACKGROUND

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

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute the following contracts:

a) Connecticut Business & Industry Association Education Foundation (CBIA EF), for the term delineated in the contract ending June 30, 2017, at an amount not to exceed $97,450.

b) Blue Hills Civic Association (BHCA) for the term delineated in the contract ending June 30, 2017, at an amount not to exceed $79,458.
The Connecticut Business & Industry Association Education Foundation (CBIA EF)
Lighthouse Management Fee

Executive Form

1. Context/Overview

On June 17, 2014, the Hartford Board of Education approved Sarah J. Rawson School to be a Hartford Public Schools Lighthouse School. Rawson School continues to develop its Science, Technology, Engineering, Arts and Math (STEAM) model to improve student achievement, provide an exciting neighborhood school opportunity to new and existing families and contribute toward stabilizing the neighborhood’s residential patterns. Part of Rawson’s Lighthouse STEAM model includes developing and nurturing partnership will businesses and industries. The Connecticut Business & Industry Association Education Foundation (CBIA EF) will continue to focus on this aspect of the project and will also be responsible for branding and marketing the school and its theme.

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

<table>
<thead>
<tr>
<th>Lighthouse School - Sarah J. Rawson</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget</strong></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>$225</td>
</tr>
<tr>
<td>.56 mile for PM/Administrator</td>
<td></td>
</tr>
<tr>
<td>Staff salaries - Project Manager</td>
<td>$75,175</td>
</tr>
<tr>
<td>1 FTE</td>
<td></td>
</tr>
<tr>
<td>Fringe benefits</td>
<td>$21,050</td>
</tr>
<tr>
<td>28%</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$96,450</td>
</tr>
<tr>
<td>CBIA Communications</td>
<td>$1,100</td>
</tr>
<tr>
<td>Total</td>
<td>$1,100</td>
</tr>
</tbody>
</table>

3. Targeted populations to be served

Rawson School students, families, staff and community

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

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960 Main Street Hartford CT 06103 • www.hartfordschools.org
Rawson School continues to develop its Science, Technology, Engineering, Arts and Math (STEAM) model to improve student achievement, provide an exciting neighborhood school opportunity to new and existing families and contribute toward stabilizing the neighborhood’s residential patterns. The Lighthouse project at Rawson School supports the district's SOP by providing students with equitable access to meaningful and differentiated instruction.

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

N/A

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

N/A

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

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

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

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

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

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

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Blue Hills Civic Association - Lighthouse Initiative  
Executive Form

1. Context/Overview

The Blue Hills Civic Association founded in 1962, is a non-profit, community-based organization whose purpose is to build a strong, caring Blue Hills community, to enhance the quality of life of both our neighborhood residents and those beyond and in so doing, to improve the city of Hartford. As part of the Rawson Lighthouse STEAM initiative, the submitted proposal will consist of three components:

(I) Creation and Oversight of a Community Hub at Rawson School  
(II) Focus on Neighborhood Sustainability  
(III) Supporting Students’ Readiness for Secondary and Post-Secondary Options

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

Funding will be used to pay salaries and to defray the cost of community meetings.

3. Targeted populations to be served

Rawson School families and other community members in the Blue Hills neighborhood.

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

BHCA will continue to expand the Community Hub at Rawson School in service to students, families and community members. The Hub will increase and support family engagement and will provide services to assist adults in gaining employment, housing, etc.

BHCA will support Rawson School families in understanding secondary and post-secondary options.

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

5. Performance/Measurement: progress, success & next steps
The following will serve as measures of progress toward outcomes:

- Pre/Post surveys
- PTO/SGC meeting agendas/minutes
- Meeting sign-in sheets and agenda
- Number of families/community members served by Hub

6. Is this a sole source vendor?  ☑Yes  ☐No  ☐N/A

If sole source vendor, please specify why the purchase qualifies as sole source procurement:

a. Why is the requested vendor the only one that can satisfy the requirements and what are the unique properties that are unavailable with any other vendor?

The Blue Hills Civic Association (BHCA) is one of three major partners with Rawson School and the Rawson School Parent Governance Council in the design and development of the Rawson Lighthouse School grant application to the Hartford Public Schools and continues to be the lead community organization that is part of the Rawson Lighthouse management team. The BHCA and its role in the Lighthouse initiative was specifically cited as critical to the project’s success by the Connecticut State Department of Education, representatives of Sheff vs. O’Neil, Rawson School Leadership and the Rawson School Governance Council. The BHCA is the historic sponsor of after-school and summer career education youth internships, and paid job placements benefiting children and families in Hartford’s Blue Hills’ neighborhood.

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

7. For grants only:

a. Identify partnerships and their financial commitment included in the grant

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

In 2014, the Connecticut State Department of Education awarded a multi-million dollars grant to Rawson School; the grant spans three (3) years and this is the second year of implementation. On June 17, 2014, the Hartford Board of Education approved Sarah J. Rawson School to be a Hartford Public Schools Lighthouse School. Rawson school has adopted a STEAM (Science, Technology, Engineering, Arts and Math) model to continue to improve student achievement, provide an exciting neighborhood school opportunity to new and existing families and contribute toward stabilizing the Blue Hills neighborhood’s residential patterns.
EXHIBIT A

BLUE HILLS CIVIC ASSOCIATION – LIGHTHOUSE INITIATIVE

SCOPE OF SERVICES

Community Outreach Center:
Build upon the “One Stop Shopping” Community Hub model, created during school year 2015-2016, for parents and residents. The Community Hub focuses on parent/resident communication, engagement, satisfaction, and parent retention at Rawson. The type of services will include resume writing and interviewing workshops, a community job fair, a housing fair and assistance relative to housing issues. The Community Hub will provide additional opportunities for parent communication and parent engagement that will strengthen family knowledge and skills to support and extend student learning at home, school, and in the community. BHCA will implement other family engagement strategies that are led by parents and families as well as other stakeholders. BHCA will utilize home visits, family-to-family networking and support systems, as well as neighborhood meetings to increase parent communication, engagement, satisfaction and retention.

Neighborhood Sustainability:
Sustain home ownership and promote economic development in the Blue Hills neighborhood, including Bowles Park and Westbrook Village; partner with first time homebuyer and housing counseling services; expand a system to comprehensively address homeownership, blight, mortgage foreclosure, economic development and public safety in the Blue Hills neighborhood.

Improve secondary and post-secondary educational options in North Hartford:
• Improve Rawson parent options in STEM-like theme high schools
• Integrate Rawson parents of 6th- 8th graders into the Weaver High School Campaign Membership to explore and define necessary competencies for a successful transition
• Further engage Rawson parents in the work of developing the curriculum, staff/teacher recruitment, school culture and the physical structure for the new Weaver High School
• Expose parents, students, SGC and PTO members to quality high schools via bus tours.
• Establish a partnership between the University of Hartford’s School of Education and Rawson to develop tutoring, mentoring and internship opportunities
• Sponsor College Week and/or transport students to local college fairs
• Establish connections between STEAM careers and associated majors at the University of Hartford
• Provide classroom leadership training for parents.
• Facilitate community workshops on college admissions and financial aid
AGENDA
ITEM # 2

NEW BUSINESS

CONTRACT CONTINUATION APPROVAL:
MAILFINANCE/NECPOST NEW ENGLAND LEASE

AMOUNT
$237,416.40/5 YEARS

BACKGROUND

MailFinance/Neopos: New England will contract with the Hartford Public Schools to provide a lease for up to 40 postage machines for up to 40 schools/departments across the district. The lease is for 60 months and the average cost is $990.96 per meter per year.

These 40 new meters will replace 43 machines whose leases have/will expire during FY16-17. Of these 43 machines, 4 meters in the Central Office will be consolidated to 1 new larger machine which will be housed in the new Central Office Mailroom. The new meters are more economical to operate, have maintenance and support charges built into the lease and are feature rich providing the user with significant enhancements. The new lease also includes updating all the machines when a U.S. Postal Service increase (or decrease) takes place.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to approve the lease agreement with MailFinance/Neopost New England for the period of November 1, 2016 through October 31, 2021 at a cost not to exceed $237,416.40.

NOVEMBER 15, 2016

DR. SCHIAVINO-NARVAEZ
MS. ALTIERI

FUNDING SOURCE
GENERAL BUDGET
HARTFORD
PUBLIC SCHOOLS
Where the future is present.

Beth Schiavino-Narvaez, Ed.D.
Superintendent

Paul Altieri
Chief Financial Officer

MailFinance/Neopost New England
Executive Form

1. Context/Overview

Lease Renewal of MailFinance/Neopost New England Postage Machines

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

43 schools/departments have a lease on their postage meter that has/will expire in FY16-17. We will be consolidating 4 machines in the Central Office to one larger postage machine to be housed in the new Central Office Mailroom; therefore we will be leasing only 40 new meters in FY16-17. This is a more favorable and economical lease.

3. Targeted populations to be served

40 schools and Central Office departments across the district

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

More economical and efficient use of mailing, including letters to parents, staffing letters to employees, W-2 forms, and Special Education notifications. This new lease will save money.

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

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

Primarily with cost savings. We expect over $55,000 in savings over the new 5 year lease term.

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

Cooperative Purchasing Award through NJPA (National Joint Powers Alliance)

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AGENDA

ITEM # 3

NEW BUSINESS

APPROVAL OF ALLIANCE GRANT PROJECTS 2015-2016 AS COMPLETE AND SUBMITTAL OF EXPENDITURES

NOVEMBER 15, 2016

DR. SCHIAVINO-NARVAEZ
DR. COLON-RIVAS

BACKGROUND

The State Department of Administrative Services, Division of Construction Services, Office of School Construction Grants & Review requires that the Board of Education certify that the following school projects, as identified in the Alliance Grant have been completed.

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>PROJECT NAME</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wish</td>
<td>Replace Fire Alarm Panel</td>
<td>$19,634.00</td>
</tr>
<tr>
<td>Wish</td>
<td>Replace Gym Bleachers</td>
<td>$16,512.00</td>
</tr>
<tr>
<td>Wish</td>
<td>New Gym Wall Padding</td>
<td>$3,550.00</td>
</tr>
<tr>
<td>Wish</td>
<td>Repair Auditorium Seating</td>
<td>$3,960.00</td>
</tr>
<tr>
<td>Bellizzi</td>
<td>Replace Interior door Hardware</td>
<td>$105,000.00</td>
</tr>
<tr>
<td>Bellizzi</td>
<td>Add Cameras and Card Access</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>Burns</td>
<td>Replace Carpet with Vinyl Tile</td>
<td>$12,152.20</td>
</tr>
<tr>
<td>Classical</td>
<td>Replace Carpet with Vinyl Tile</td>
<td>$16,076.00</td>
</tr>
<tr>
<td>Kennelly</td>
<td>Replace Carpet with Vinyl Tile</td>
<td>$72,988.40</td>
</tr>
<tr>
<td>Moylan</td>
<td>Install Pool Liner</td>
<td>$41,928.00</td>
</tr>
<tr>
<td>Parkville</td>
<td>Replace Automated Door Opener</td>
<td>$7,740.37</td>
</tr>
<tr>
<td>Hooker</td>
<td>Replace Automated Door Opener</td>
<td>$16,734.15</td>
</tr>
<tr>
<td>Batchelder</td>
<td>Replace Automated Door Opener</td>
<td>$3,998.17</td>
</tr>
<tr>
<td>Batchelder</td>
<td>Refurbish Gym Floor</td>
<td>$36,579.00</td>
</tr>
<tr>
<td>SAND</td>
<td>Replace Automated Door Opener</td>
<td>$4,326.15</td>
</tr>
<tr>
<td>District-wide</td>
<td>Replace Fire Panel Monitoring</td>
<td>$53,049.00</td>
</tr>
</tbody>
</table>

Total $423,227.44

At this time, acceptance of the work by the Board of Education is requested.
RECOMMENDATION

That the Hartford Board of Education accepts the 16 Projects, as complete. Furthermore, that the Board of Education approves the submittal of all expenditures to the Office of School Construction Grants & Review.
Alliance Grant Projects

Executive Form

1. Context/Overview

The HPS has applied for and received $2,680,000 from a State of Connecticut sponsored Alliance grant. The total available to the Hartford Public Schools was $2,680,000. The Grant requires that the HBOE accept the projects as completed before going to State audit.

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

The Grant was specific for projects not eligible under the State Construction Grant Program. Projects such as these are normally funded through HPS Building Improvement or COH Capital Improvement Project funding.

3. Targeted populations to be served

District Schools in need of Facility Improvements.

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

Continued Facility improvements during HBOE and City of Hartford funding/fiscal constraints.

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

The City of Hartford and State of Connecticut Procurement process was followed to ensure the best prices.

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

35% of projects have been completed. 20% of projects underway and 45% of projects are in development and procurement process.

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

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AGENDA
ITEM # 4

NEW BUSINESS

PROPOSED COLLECTIVE BARGAINING AGREEMENT: HARTFORD SCHOOLS SUPPORT SUPERVISORS ASSOCIATION, LOCAL 78, AFSA, AFL-CIO

NOVEMBER 15, 2016

DR. SCHIAVINO-NARVAEZ
MS. CUTLER-HODGMAN

BACKGROUND

- The current contract will expire on June 30, 2017.
- Negotiations for the new contract started on September 21, 2016.
- The Parties reached a tentative agreement on September 21, 2016.
- The membership of the bargaining unit ratified the tentative agreement on October 20, 2016.
- 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 Schools Support Supervisors Association, Local 78, AFSA, AFL-CIO.