I. Call to Order

II. Roll Call

III. Opening Statement

IV. Dialogue Session
   1. Parent and Student Comment
   2. Public Comment

V. Reports
   1. Report of the Chair
   2. Report of the Superintendent
   3. Committee Reports
      o Policy Committee
      o Family & Community Engagement
      o School Choice & Facilities Committee
      o Finance & Audit Committee
      o Teaching & Learning Committee

VI. Business Agenda

A. Items in Order of Importance

1. Contract Approval: Cross and Joftus $175,000 (Supt et al.)

   In response to the Office of the Child Advocate (OCA) report, the Board approved an Action Plan in February of 2017. As part of that Action Plan, an RFP was issued for an independent monitor to oversee progress in implementing the plan, provide periodic public progress reports to the Board, State Department of Education and the Department of Children and Families.

   Through the Request for Proposal (RFP) process, Cross and Joftus was selected as the independent monitor.

   That the Hartford Board of Education authorizes the Superintendent to execute a contract with Cross and Joftus LLC, for the term delineated in the contract ending June 30, 2018, at a cost not to exceed $175,000.
2. Resolution: Adoption to Name the Bulkeley High School Basketball Court in Honor of Mr. Louis J. Bazzano (School Choice & Facilities Committee)

Per Hartford Public Schools’ policy 3505, at least six months shall intervene between the date of the announcement and the date of the decision. At the regular meeting held on May 16, 2017, Ms. Glanville, Chair of the School Choice and Facilities Committee, made the announcement on the request to name the school’s basketball court after Lou Bazzano.

Mr. Bazzano meets and exceeds the requirements of Policy 3505, and the board office has received numerous letters of support.

In order to have this honor unveiled at the October 8th Bulkeley Hall of Fame Ceremony, in which Mr. Bazzano is being inducted, a motion, pursuant to Board Bylaw 9314, to waive the six month consideration period provided for under Board Policy 3505(a) concerning the renaming of a part of a school, solely for the purpose of voting at this meeting.

That the Hartford Board of Education agrees to waive the six month consideration period and adopt the name change for the Bulkeley High School Basketball Court, to be named in honor of Mr. Louis J. Bazzano.

3. Second Reading and Adoption: Bylaws of the Board: Board Committees (The Board)

That the Hartford Board of Education accepts the second reading and adopts the revised Board Committee Bylaws # 9321.

B. Consent Agenda

4. Acting Administrative Appointment (Supt et al.)

That the Hartford Board of Education approve the Superintendent’s recommendation to appoint Edward “Gus” Jacobsen to the position of Acting Principal at Noah Webster Magnet School.

5. Contract Approval: Healthmaster Holdings LLC. $150,000 (Supt et al.)

HealthOffice Anywhere is an electronic health record system by Healthmaster Holdings that will give us the tool needed to continue generating income and increase the number of students served at our school based health and dental clinics.

There is an initial set-up, implementation and maintenance fee of $49,800, and Healthmaster Holdings charges a 5% clearinghouse fee taken from the Medicaid reimbursements that are generated, expected to be in the range of $100,000. Since the fee is taken from the Medicaid reimbursements, there is no impact to the HPS budget.
That the Hartford Board of Education authorizes the Superintendent to execute a contract with HealthMaster Holdings for the term delineated in the contract ending June 30, 2018, with a 2 year option to renew, at a cost of $49,800 plus the 5% clearing house fee, expected to be approximately $100,000/year.

6. Contract Continuation Approval: College Board $61,466 (Supt et al.)

The Connecticut State Department of Education (CSDE) will no longer be providing funding for the administration of the grade 10 Fall 2017 PSAT. In the past, the CSDE funded both the 11th grade and the 10th grade PSAT. However, due to budget constraints, the CT SDE will only fund the 11th grade administration of the PSAT. This decision, although understandable, will have an adverse effect on the students of our district. Therefore, the Office of Academics, Teaching & Learning, and Students Supports in collaboration with the Office of Secondary Education are working to mitigate this issue.

This contract is aligned to two of our four strategic priorities: Teaching and Learning and Systemic Accountability. Data from the administration of these assessments will be used to inform instructional practices, with the goal of increasing the number and percent of HPS students who are college and career ready.

That the Hartford Board of Education authorizes the Superintendent to execute a contract with College Board for the term delineated in the contract ending June 30, 2018, at a cost not to exceed $61,466.

7. Approval of School Construction Projects as Complete and ED049F Submittal: Various School Projects (Supt et al.)

As part of the State of Connecticut, DOE, Bureau of School Facilities process for close-out of construction projects, an ED049F application (application) must be completed and filed. In order for an application to be filed, the following must be certified by the Hartford School Building Committee and the Board of Education.

That the Hartford Board of Education accepts the attached school projects as complete for public school purposes. Furthermore, the Hartford Board of Education authorizes the Superintendent to execute and submit an ED049F application to the Bureau of School Facilities for review and approval.

C. Executive Session (Personnel Matters: Dr. Torres-Rodriguez and Pending Litigation)

VII. Adjournment
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AGENDA

ITEM # 1

NEW BUSINESS

CONTRACT APPROVAL:
CROSS & JOFTUS, LLC.

AMOUNT
$175,000

BACKGROUND

To accomplish the goals put forth by Hartford Public Schools Board of Education with regards to the Office of the Child Advocate (OCA) Action Plan and need for an Independent Monitor, Cross & Joftus will create a systematic approach that will:

- Provide a review and monitoring of the systems, structures, processes and protocols to address each area of concern noted in the HPS OCA Action Plan;
- Offer an independent, external perspective on the systems change work Hartford Public Schools is engaged in;
- Offer guidance around strategies for moving from compliance to culture change;
- Provide a dependable, consistent source of information and assurance to our community that we are faithfully engaged in improving student safety systems;
- Ensure that sustainability of systems is attended to so that at the close of the independent monitoring relationship. Hartford Public Schools and the community can have confidence that similar issues will not arise in the future.

With the support of a Monitoring Advisory Group, Cross & Joftus will verify the following:

- Ensure the implementation of required corrective actions indicated in the 2017 Report from the Office of the Child Advocate and noted in the Action Plan in Response to the Office of the Child Advocate’s Findings and Recommendations;
- Support the HPS internal team in developing systems that ensure problem areas are monitored, addressed, and resolved;
- Support the HPS internal team in creating the culture shift necessary to
ensure student safety at all levels (staff, school, central office, board) within HPS;

- Monitor newly developed systems for accountability, efficiency, effectiveness and sustainability;
- Report to the families, staff, board and community of Hartford Public Schools as well as the State Department of Education, the City of Hartford and DCF on progress made on the implementation of the Action Plan and related culture change.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute a contract with Cross and Joftus LLC, for the term delineated in the contract ending June 30, 2018, at a cost not to exceed $175,000.
SCOPE OF SERVICES

Overview

To accomplish the goals put forth by Hartford Public Schools, Cross & Joftus will create a systematic approach scaffolded with experienced support. We will creative innovative solutions in partnership with the district to address the following:

- Provide a review and monitoring of the systems, structures, processes and protocols to address each area of concern noted in the HPS OCA Action Plan.
- Offer an independent, external perspective on the systems change work Hartford Public Schools is engaged in;
- Offer guidance around strategies for moving from compliance to culture change;
- Provide a dependable, consistent source of information and assurance to our community that we are faithfully engaged in improving student safety systems;
- Ensure that sustainability of systems is attended to so that at the close of the independent monitoring relationship, Hartford Public Schools and the community can have confidence that similar issues will not arise in the future.

With the support of a Monitoring Advisory Group, we will verify the following:

- Ensure the implementation of required corrective actions indicated in the 2017 Report from the Office of the Child Advocate and noted in the Action Plan in Response to the Office of the Child Advocate's Findings and Recommendations;
- Support the HPS internal team in developing systems that ensure problem areas are monitored, addressed, and resolved;
- Support the HPS internal team in creating the culture shift necessary to ensure student safety at all levels (staff, school, central office, board) within HFS;
- Monitor newly developed systems for accountability, efficiency, effectiveness and sustainability;

Revised 7/1/2017
· Report to the families, staff, board and community of Hartford Public Schools as well as the State Department of Education, the City of Hartford and DCF on progress made on the implementation of the Action Plan and related culture change.

**Key Activities**

<table>
<thead>
<tr>
<th>Activity</th>
<th>C&amp;J Implementation</th>
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<tr>
<td>Develop Outcome Measures</td>
<td>Cascading from the ultimate outcome measures, the C&amp;J team will develop formative benchmarks that must be achieved</td>
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<tr>
<td>Develop an approach for monitoring the implementation of HPS Action Plan</td>
<td>The C&amp;J team will develop an action plan monitoring process that will include goal, action items, completion date(s) and measurable indicators. This tool will be used to support and coordinate the activities of the Monitoring Advisory Group and that of the HPS Internal Team</td>
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<td>and the HPS Internal Team as well as the use of monitoring framework/tools</td>
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<tr>
<td>Advise on and support the HPS internal team in implementation of the HPS</td>
<td>C&amp;J’s expertise edges on building the capacity of district personnel. We are expert coaches because our partners and associates have done the work.</td>
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<td>Action Plan as well as identifying how to systemize processes and procedures as standardized practices in the district</td>
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<tr>
<td>Advise, support and build internal capacity to create the cultural changes</td>
<td>The C&amp;J team will work with key personnel to analyze and develop plans for reconfiguring core systems—instructional, human capital, finance and operations, data, and others—so that they work together to support the overarching goals. Focusing on coherence, integration, and effective practice makes sure that these plans are effective.</td>
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<td>necessary to ensure ongoing compliance and a commitment to student safety</td>
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<td>at all levels (staff, school, central office, board)</td>
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<td>Develop a plan for community outreach and the delivery of progress reports</td>
<td>The C&amp;J team will establish a plan and communication vehicles and routines that directly facilitate communication with partners and District leadership. We will establish a cadence of in-person and written communications in agreement with leadership.</td>
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<td>as indicated in Section V.</td>
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<td>Develop, format and produce quarterly written reports that are accessible</td>
<td>The C&amp;J team, through district, state and county reviews and oversight has expertise in reaching multiple stakeholders (through town halls, listening tours, focus groups and the use of social media to reach a variety of stakeholders)</td>
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<td>for multiple and diverse stakeholder groups. Reports must be translated into Spanish (and included in the project budget).</td>
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Deliverables

Cross & Jof tus will deliver quarterly written reports outlining HPS progress in all nine areas of the Action Plan. These reports will be delivered to the Superintendent of Schools, the Board of Education, the State Department of Education, the City of Hartford, the Office of the Child Advocate, and the Department of Children and Families. We understand that these reports will also be posted on the HPS website and through other distribution channels readily accessible to community members (libraries, NRZs, etc.) for families and community partners to access. We intend to uphold the requested timeline for reports to be submitted on a quarterly basis. Each Quarterly report will include the following data points:

- A description of the systems, structures, processes and protocols implemented to address each area of concern. These may include meeting protocols, new processes and procedures, external reviews, superintendent and board reviews.
- An assessment of the efficacy of electronic monitoring system being launched by Hartford Public Schools to monitor safety concerns.
- An assessment of protocols within the Office of Talent Management to ensure ongoing training of staff, proper and timely response to performance concerns related to student safety and proper follow-up, ongoing monitoring and/or other resolution of staffing concerns.
- An assessment of protocols within the Special Education Department to ensure student safety measures are being followed and where concerns are raised, that they are monitored and satisfactorily addressed in a timely manner.
- A recommendation for concern areas requiring additional attention and gaps in policies, protocols and procedures to be addressed.
- Development of a permanent structure/protocol for ensuring compliance once the monitor’s role has ended and any costs required for ensuring the ongoing implementation of such.
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AGENDA

ITEM # 2

NEW BUSINESS

RESOLUTION: ADOPTION TO NAME
BHS BASKETBALL COURT IN HONOR
OF LOUIS BAZZANO

SEPTEMBER 19, 2017

SCHOOL CHOICE &
FACILITIES COMMITTEE

BACKGROUND

Per Hartford Public Schools’ policy 3505, at least six months shall intervene between the date of the announcement and the date of the decision. At the regular meeting held on May 16, 2017, Ms. Glanville, Chair of the School Choice and Facilities Committee, made the announcement on the request to name the school’s basketball court after Lou Bazzano.

Mr. Bazzano meets and exceeds the requirements of Policy 3505, and the board office has received numerous letters of support.

In order to have this honor unveiled at the October 8th Bulkeley Hall of Fame Ceremony, in which Mr. Bazzano is being inducted, a motion, pursuant to Board Bylaw 9314, to waive the six month consideration period provided for under Board Policy 3505(a) concerning the renaming of a part of a school, solely for the purpose of voting at this meeting.

Mr. Bazzano began his coaching career at Bulkeley High School in 1953, and from 1953 to 1966 he amassed a record of 202 wins and 86 losses. At the original Bulkeley High School, located on Maple Avenue (currently M.D. Fox) his teams won 40 consecutive games. During his 13 year span, he lost only 4 home games. Mr. Bazzano will be posthumously welcomed to the Bulkeley High School Athletic Hall of Fame in October of 2017. He also served as the Director of Health Education and Athletic Director for the Hartford Schools, serving Hartford for over 40 years.

RECOMMENDATION

That the Hartford Board of Education agrees to waive the six month consideration period and adopt the name change for the Bulkeley High School Basketball Court, to be named in honor of Mr. Louis J. Bazzano.
March 16, 2017

TO: Christina Santiago
   Liaison to the Board of Education
   Hartford Public Schools
   960 Main Street
   Hartford, CT 06103

FROM: Robert G. Raffaolo Sr
       Coordinator for the Bulkeley High School Hall of Fame

RE: Bulkeley High School Basketball Court to be named on behalf of Mr. Louis J. Bazzano

Dear Cristina;

I am writing in response to your e-mail dated March 13, 2017 asking me to write our official request to ask the School Choice and Facilities Committee, Tiffany Glanville, “chair” for their consideration for naming the Bulkeley High School main basketball court in honor of Mr. Louise J. Bazzano. If this is approved by this committee it will pass to the entire board for final approval. I am enclosing a biography that was used for Mr. Bazzano to be inducted into the inaugural class for the 2015 Bulkeley High School Hall of Fame. This was our first Hall of Fame in our 90 year history.

This biography only speaks of Mr. Bazzano as a coach and lists some of his career accomplishment, but this is only a small fraction, of the impact that this man had on the Hartford Board of Education and the Hartford Public School, as a coach, Director of Health Education and the Athletic Director for the City of Hartford Schools. The impact that this man had on all of the physical education teachers he supervised, the health teachers, the athletic coaches and the interaction that he had with all of the principals in the schools.

We believe that this man gave his life to the Hartford Public Schools for over 40 years. He has been recognized for his distinguished work, by the City of Hartford, the State of Connecticut. He has been recognized as a leader at the National these recognition's depicts the achievements he has accomplished over his long career. We believe this shows his unselfish service that he has given to all levels, city state and national. We believe this does justify for your committee to give consideration to have the, main basketball court at Bulkeley High School named in his honor.

Sincerely yours,

Robert G. Raffaolo Sr
Coordinator for the BEIS/HOF

C/c Jose Colon-Rivas, Ph.D.
Louis J. Bazzano

"Lou"

Lou Bazzano began his coaching career in 1951 at Plymouth, New Hampshire, where he coached three sports. He immediately distinguished himself by leading his football team to the Class S, State Championship. During the same year, 1951, he coached an undefeated basketball team. During the 1951/1952 seasons, Mr. Bazzano won the Baseball Conference League two consecutive years, with an overall record of 35 and 6.

Lou began his basketball coaching career at Bulkeley High School in 1953. From 1953 to 1966, he amassed a record of 202 wins and 86 losses. At the original Bulkeley High School, located on Maple Avenue, Lou’s teams won 40 consecutive games. During this 13 year span Coach Bazzano lost only 4 home games.

Career Highlights:

- 1967 - UNICO National Special Athletic Award
- 1977-1979 – CAHPERD President
- 1989 - CHSC Hall of Fame
- 1991-1992 – Athletic Director Hall of Fame
- 1996 New Britain Hall of Fame
- 1997 - Gold Key Award from Sports Writers of CT
- 2006- New England Basketball Hall of Fame

We welcome Mr. Louis Bazzano posthumously to the Bulkeley High School Athletic Hall of Fame.
April 24, 2017

Cristina Santiago
Liaison to the Board of Education
Office of the Board of Education
Hartford Public Schools
960 Main Street, 8th Floor
Hartford, CT 06103

Dear Ms. Santiago,

It has come to our attention that there is discussion taking place regarding the dedication of the Bulkeley High School basketball court in the name of our father, Louis Bazzano Sr. This had been mentioned as a possibility at the time of his passing in April 2013.

Our Dad would have been very humbled and honored by this. His love for Bulkeley High School and the City of Hartford was evident throughout his many years of service and in retirement as well. He impacted numerous lives along the way and, in turn, was blessed by the love, kindness and friendship of many.

Our family is very touched that this is being considered. To have our father’s name forever inscribed within the confines of the Babe Allen Field House would be truly special.

Sincerely yours,

James L. Bazzano
April 24, 2017

Hartford Board of Education Secretary
Christina Santiago, Liaison to the HBOE
Office of the HBOE
Hartford Public Schools
960 Main Street
Hartford, CT 06103

Re: Dedication of the Bulkeley HS Basketball Court in honor of Louis Bazzano

Dear Ms. Santiago:

As a Bulkeley graduate of the class of 1960, I would love to have the BHS basketball court named after my beloved mentor and basketball coach Louis Bazzano. I really believe that if it was not for him, I probably would not have gone to college.

I was from a family of seven (three brothers and three sisters), and like many of my friends in the South End of Hartford during the late fifty's, college was not a priority among us. With six siblings, there was not money lying around for college tuitions. So in school before Bulkeley, I was just doing enough to get very average grades.

As a sophomore at Bulkeley I was fortunate to make the JV basketball team. After about ten games, I was elevated to the varsity. That meant I could dress in the varsity room (a super big deal to me). I was maybe ninth or tenth man on the team but quite honored for the new status, but was still getting average grades. Then Coach Bazzano told me I probably would be able to maybe get a scholarship to college if I improved my grades. So I took school work more seriously and in my junior and senior year I started making the Honor Role. And happily got a scholarship and loans and got into Trinity College in Hartford.

Mr. Bazzano was a fantastic coach, teacher, health education supervisor, physical education supervisor, athletic director, and he gave to the City of Hartford’s Public Schools forty years of excellence, passionate, loyal, public service.

Coach Bazzano passionately loved Bulkeley Basketball, Bulkeley High School and Hartford sports. He deserves this great honor of having the Bulkeley Basketball named after him.

Very truly yours,

Barry J. Leghorn
Bulkeley High School
Class of 1960
Dear Ms. Santiago,

I am writing to encourage the Board of Education to honor Lou Bazzano by dedicating the Bulkeley High School basketball court to him.

My late husband, Gene Reilly class of '62, played on Mr. Bazzano's team for four years. I will leave it to the statistics and his former players to attest to his prowess as a supreme strategist and motivational coach. He earned the respect of everyone who knew him in this capacity.

However, there is another story to tell that demonstrates a side of him that may not be evident to the devoted fan.

After a successful college basketball career, Gene followed his dream of being a head basketball coach. The first thing that he realized was that he needed help in formulating a coaching philosophy and winning style. How was he to motivate so many different players to bring out their best. What plays would work in different situations. Coaching is really teaching at its best, with a report card after every game.

The first thing Gene did was contact Mr. Bazzano. Gene knew that he wanted to be just like him. He felt that Mr. Bazzano was the best coach he had ever had, which is saying something. And how did Mr. Bazzano respond? He welcomed Gene into his home over a period of time and spent hours with him, sharing his knowledge. Gene learned at the master's knee, so to speak.

Mr. Bazzano gave of his time and expertise so generously. Even though you had graduated and were out in the world, you remained part of his Bulkeley family. Over the years, I would see Mr. Bazzano at Gene's games. Mr. Bazzano always kept up with his players and was ready at any time to be of help to them.

Yes, Mr. Bazzano was an excellent coach. But he was a caring person who touched and influenced so many impressionable lives in a positive way. At a time when coaches come and go, Mr. Bazzano stayed and built relationships that lasted.

I feel that honoring Lou Bazzano in this way is the right thing to do.

Sincerely,

Mary Margaret Reilly

Mary Margaret Reilly, class of '63
Hartford Board of Education
Hartford Public Schools
960 Main St.
Hartford, CT 06103

Dear Hartford School Board Members,

On behalf of the Perrone Family, we would like to convey our great respect for Coach Lou Bazzano and join in supporting naming the Bulkeley High School basketball court in honor of Coach Bazzano. The late Carmen Perrone was very fortunate to have been coached by Mr. Bazzano from 1956 – 1958 and was part of Coach Bazzano’s 1st Bulkeley team to play in the New England tournament in Boston.

While we can’t personally contribute information on Lou’s accomplishments over his 40 years in the Hartford school system, we can attest to Carmen’s sincere respect and admiration for Coach Bazzano and the Coach’s deep commitment and connection to the athletes he coached and the children of the City of Hartford. That regard never wavered or lessened in Carmen’s lifetime.

Therefore, we respectfully and proudly join the movement inspired by Frank Scelza to name the Bulkeley High School basketball court in honor of Louis J. Bazzano, Jr.

Sincerely,

David A. Perrone and
Eileen Daly Perrone Griffin
Class of 1961, Bulkeley High School

[Signature]
HBOA SECRETARY
CHRISTINE SANTIAGO, LIASON THE HBOA
OFFICE OF THE HBOA
HARTFORD PUBLIC SCHOOLS
960 MAIN ST.
HARTFORD, CT. 06103

DEAR CHRISTINE,

MY NAME IS JOSEPH DICHIARA. A RETIRED TEACHER COACH AT BULKELEY AND COORDINATOR OF PHYSICAL EDUCATION AND ATHLETICS FOR THE HARTFORD SCHOOL SYSTEM.

I AM WRITING IN SUPPORT OF DEDICATING THE BULKELY HIGH SCHOOL BASKETBALL COURT IN HONOR OF LOU BAZZANO. LOU WAS A OUTSTANDING TEACHER AND BASKETBALL COACH FOR THIRTEEN YEARS, AND SERVED AS COORDINATOR OF PHYSICAL EDUCATION AND ATHLETICS FOR HIS REMAINING YEARS IN THE HARTFORD SCHOOL SYSTEM. I HAD THE PRIVILAGE OF SUCCEEDING HIM IN AS A TEACHER COACH AT BULKELY AND AS COORDINATOR OF PHYSICAL EDUCATION AND ATHLETICS. I RECEIVED TREMENDOUS SUPPORT FROM HIM IN ALL MY ENDEVORS, AS ALL TEACHERS AND COACHES HE SERVED.

HE WAS ALWAYS A LOYAL SUPPORTED OF THE HARTFORD SCHOOL SYSTEM. HIS INFLUENCE WAS FELT BY ALL.

SINCERELY,

Joseph DiChiaro
May 2, 2017

Cristina Santiago
Liaison to the Board of Education
Office of the Board of Education
Hartford Public Schools
960 Main Street, 6th Floor
Hartford, CT 06103

RE: Coach Lou Bazzano

To Whom It May Concern:

It is with great pleasure that I give my full support to the efforts of so many coaches, teachers, former players and school administrative staff to dedicate and name Bulkeley High School’s basketball floor after Coach Lou Bazzano!

As a former Bulkeley student, athlete, teacher, coach and as a member of the Bulkeley Hall of Fame, I can attribute much of my coaching and sports management success to Coach Bazzano. I was an assistant to Coach Bazzano when he was head basketball coach and I learned so much from him during our time together with the teams.

I know from firsthand experience how dedicated he was to the school, the players and the staff. Coach Bazzano was very strict but he was also very fair. He had extremely high expectations for himself and set the bar high for all those around him. He just made everyone better.

Not only was he a good coach, a true friend, and a loyal supporter of everything ‘Bulkeley’; he was an outstanding citizen and major booster to all sports all around the City of Hartford. Many, many times after we both retired we would run into each other all over the city on football and baseball fields and on basketball courts. He loved the City and sports were a very big part of this love.

Best wishes on your efforts to memorialize Coach Bazzano by naming the Bulkeley High School basketball floor after him.

Sincerely,

Felix Karsky
The 'Beeber' of Buckely

Dear 'Beeber',

Thank you so much for your kind words and wishes. It is truly an honor to have been named after the city of Buckely.

I hope you are well and that everything is going according to plan.

Looking forward to our reunion soon.

Yours sincerely,

[Signature]
AGENDA

ITEM # 3

NEW BUSINESS

SECOND READING & ADOPTION: BYLAWS OF THE BOARD: 9321 BOARD COMMITTEES

BACKGROUND

As part of ongoing policy review and development, the Board has been working to update and revise the committee functions, to reflect strategic priorities.

RECOMMENDATION

That the Hartford Board of Education accepts the second reading and adopts the revised Board Committee Bylaws: 9321.
Bylaws of the Board

Board Committees

Committee of the Whole

Committees of the Whole are posted workshops of the Board. The Board shall meet periodically as a Committee of the Whole to review intergovernmental and legislative matters including developing an annual legislative agenda. This committee will also review board processes, including all issues relating to board meetings, workshops, committees, legislative matters, constituent service, and other issues related to how the Board does its work. Actions taken at these meetings, which must be posted and open per state laws, will come as committee recommendations to the Board for consideration in regular business meetings.

Ad Hoc Committee / Task Force

Ad hoc committees and Task Forces may be created by the Chairperson or the board.

The duties of the committee or task force shall be outlined at the time of appointment, and the committee or task force shall dissolve and issue a final report within six months or later, if timeline is extended.

All committees or task forces of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

Standing Committees of the Board

The Chairperson of the Board of Education shall appoint the committee chairs and members by filing a list thereof with the Superintendent's office as soon as possible following the annual meeting. The Chairperson's designation shall be made public at the first board meeting subsequent to its filing.

The following will be standing committees:

1. **Finance and Audit Committee**
   This committee will deal with matters pertaining to the development and recommendation of the school system budget to the Board, review and maintenance of a five-year financial forecast, and monitoring of financial affairs of the Board of Education. The Committee will recommend to the Board budget modifications, adhering to board policy, based on financial analyses and the needs of the system, review contracting practices, ensure that budget allocations & expenditures reflect the system's priorities as informed by the strategic operating plan, oversee and review the school system audit, and serve as an advocacy body on behalf of the district at the local and state level.
Bylaws of the Board

Board Committees (continued)

2. Family and Community Engagement Committee
   The committee will review and assess indicators of parent and community engagement practices, review the results of an annual customer satisfaction survey, and review and assess constituent service reports — so as to make recommendations to the Board and the Superintendent. Additionally, the committee will work closely with the appropriate staff to monitor the functioning of school governance councils, as well as establish and monitor policies and processes that promote more effective engagement that is linked to teaching and learning between families, schools, students, the Board, and the system. This committee also informs planning strategies, topics, timelines, and other matters related to Board and community dialogues as pertaining to the Board's outreach to stakeholders and the district's partnerships with families and communities.

3. School Choice and Facilities Committee
   The School Choice and Facilities Committee will focus on topics in the areas of: facilities master planning, school (re)design, construction and maintenance, public use of facilities, attendance area studies, transportation, and state/federal legislation that impact school facilities, enrollment and equity. This committee will review and assess data related to the development and operation of School Choice; review and make recommendations about policies related to the implementing of School Choice; and, review educational design specifications for new incubated, redesigned, consolidated, co-located and magnet schools. The committee will also review proposals regarding facility usage and building location of the aforementioned schools, and the annually updated Capital Improvement Plan, prior to submission to the City of Hartford.

4. Policy Committee
   This committee is responsible for the biannual review of all policies and recommendations or revisions for Board of Education Policies. In addition this committee addresses matters pertaining to the development and recommendation of policies for the Board and its bylaws. The committee monitors the implementation of Board policies, and continuously stays abreast local, state and federal laws and regulations to determine and apply implications for Hartford Public Schools' policy development and revisions. The committee works closely with the appropriate staff to draft new or refined policies, processes and protocols that are brought to the full Board and Superintendent for any formal action to be conducted. On an as-needed basis, the committee shall advise the Board of Education on matters directly affecting employees of the school system. Issues and referrals related to human resources come primarily from the superintendent of schools, and include the adoption and implementation of policies and practices to recruit, develop and retain a diverse, cultural competent and highly effective staff—in order to ensure equity and excellence in achieving Board and system goals and objectives.

5. Teaching & Learning Committee
   The committee shall advise the Board of Education on matters relating to teaching and learning, including the instructional programs used in the district's schools and their relevance and alignment to the local contexts. Specific responsibilities of the committee shall be: to work cooperatively with the superintendent and appropriate staff to monitor and assess instructional programs and professional learning that are aligned with student needs and achievement—in order to ensure equity and excellence; and, to
monitor as needed progress, outcomes, and the effectiveness of the curriculum and teaching and earning practices in achieving Board and system goals and objectives, as articulated by the district's strategic operating plan.

Each committee shall have, as near as can be; the same number of members, provided that each member of the Board serves on two (2) committees.

The duties of each committee shall be determined or revised as the committee is formed.

Each committee chair, with the assistance of the Superintendent, will establish a schedule of committee meetings.

The agenda for each committee shall include any matter referred to that committee as well as any item submitted to the Superintendent by any member of the committee at least 72 hours in advance of the committee meeting. The Board committee agenda setting protocol must be adhered to for item submission guidelines.

Committee reports shall be prepared at the direction of the committee chair and shall faithfully reflect the discussion and the votes taken. Committee reports from meetings shall be shared with all members of the Board and the Superintendent.

No committee shall have power other than to recommend to the Board unless specially authorized.

All committees of the Board shall follow the provisions of the Freedom of Information Act as required by statute.

Legal Reference: Connecticut General Statutes
1-7 through 1-21k Freedom of Information Act.
1-18a Definitions.
1-21a Meetings of government agencies to be public.

Bylaw adopted: April 22, 2008
Revised: March 16, 2010

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut
AGENDA

ITEM # 4

NEW BUSINESS

SEPTEMBER 19, 2017

ACTING ADMINISTRATIVE ASSIGNMENT

DR. TORRES-RODRIGUEZ

MS. BANKS

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>Edward “Gus” Jacobson Jr.</td>
<td>$129,455</td>
<td>Acting Principal, Webster MicroSociety Magnet School</td>
<td>August 22, 2017</td>
</tr>
</tbody>
</table>
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AGENDA

ITEM # 5

NEW BUSINESS

CONTRACT APPROVAL: HEALTHMASTER HOLDINGS, LLC.

AMOUNT APPROX: $150,000

SEPTMBER 19, 2017

DR. TORRES-RODRIGUEZ

MS. ENGLAND

FUNDING SOURCE

N/A

BACKGROUND

The implementation of the HealthOffice Anywhere electronic health record system will give us the tool needed to continue generating income and increase the number of students served, thus positively impacting the overall health and well-being of Hartford’s student population.

- HealthOffice Anywhere by HealthMaster Holdings was chosen by the City of Hartford RFP process as a sole source provider.
- No budget impact: The elimination of 3 data entry specialists (salary with fringe = $175,000) more than pays for the set-up, implementation, and maintenance fees.
- % Clearinghouse fee taken from Medicaid reimbursement. Does not affect BOE budget as it is paid for by the Medicaid reimbursements that are generated.
- Initial set-up, implementation, and maintenance, $49,800 Clearinghouse fee (5% standard fee) to be taken from Medicaid Reimbursements and are expected to be in the range of $100,000.
- Follows recommendations of the City of Hartford audit, providing greater accountability for billing.
- Medicaid billing generated with provider entry.
- Increase in Medicaid reimbursements anticipated.
- Brings us into compliance with Department of Public Health (DPH) requirements.
- Facilitates increased accuracy and efficiency with DPH mandated reports.
- Facilitates increased efficiency of providers, allowing for increased service to students.
- Implementation of electronic health record allows current antiquated data-base to be retired, sharply reducing interruptions in service to students.
- Provides better standard of care with direct provider entry at point of service.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute a contract with HealthMaster Holdings for the term delineated in the contract ending June 30, 2018, with a 2 year option to renew, at a cost of $49,800 plus the 5% clearing house fee, expected to be approximately $100,000/year.
HealthMaster Holdings: Implementation of Electronic Health Record (HER) System
Executive Form

1. Context/Overview:

Dr. Myers, HBOE Medical Director, has emphasized the need for our dental and medical clinics to transition over to an HER System in order to meet today’s best standard of care possible for our students. There are many reasons why this transition will be beneficial. We anticipate an increase in Medicaid reimbursement as a result of direct billing utilizing an electronic health record system called HealthOffice Anywhere. Two City of Hartford audits in recent years indicated that an improved and updated billing system would allow us greater accountability and the ability to increase our revenue. HealthOffice Anywhere will provide the HPS dental and medical clinics with the tools we need to continue to generate and increase revenue to support our programs. An electronic record and billing system will increase the efficiency of dental and medical providers, allowing for more time for direct student care. We completed an RFP process in May 2017, as suggested by the Board, and the City of Hartford named HealthOffice Anywhere as the sole source provider that meets our documenting and billing needs.

The implementation of an electronic health record system supports the initiatives of the district as indicated in the Strategic Operating Plan. It will allow us to increase our ability to directly impact the SOP’s equity indicators of good attendance habits, reduced chronic absenteeism, increased graduation rates, and increased academic proficiency. When students receive health education, preventative dental and medical care, maintenance of chronic health issues, and treatment plans to address mental health issues within their own schools, they are more likely to remain healthy, have better attendance rates, and succeed academically. By streamlining the documentation and billing process, our providers will help to provide an equitable and healthy environment for our students, giving them greater opportunity to succeed in life.

2. Purpose for contract or grant:

The funds will be used for the purchase and maintenance of the HealthOffice Anywhere electronic health record system, including a Clearinghouse fee (standard for any EHR). Included are ample training opportunities in the form of “train the trainer” programs and an on-site two day training session for all service providers. Our providers will also be able to use HealthOffice Tutoring (eLearning), allowing users to train on a sample database in order to hone their skills.

"Every student and every school thrives"
3. Targeted populations to be served:

All HPS students served by dental/medical clinics.

4. Expected outcomes and benefits:

- Budget impact: Positive. Elimination of 3 full time data entry specialists ($175,000 including fringe) more than pays for set-up, implementation, and maintenance fees.
- HealthOffice Anywhere chosen by City of Hartford RFP process as sole source provider.
- Follows recommendations of City of Hartford audit, providing greater accountability for billing.
- Medicaid billing generated with provider entry.
- Increase in Medicaid reimbursements expected.
- Brings us into compliance with DPH requirements.
- Facilitates increased accuracy and efficiency with DPH mandated reports.
- Facilitates increased efficiency of providers, allowing for increased service to students.
- Implementation of electronic health record allows current antiquated data-base to be retired, sharply reducing interruptions in service to students.
- Provides better standard of care with direct provider entry at point of service.

5. Alternative options:

HealthOffice Anywhere chosen by the City of Hartford as the sole source provider that meets our needs.

6. Performance/Measurement:

We plan to consistently monitor numerous aspects of the anticipated outcomes of an electronic medical record system. This includes:

- staff productivity and efficiency
- the number of students served
- the percentage of billed compared to reimbursed claims
- the amount of denied claims and the number of these that are resubmitted and reimbursed
- the ability to extrapolate data and effectively meet reporting deadlines

"Every student and every school thrives"
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 Health Services Department has conducted research into different electronic health record systems. The City RFP process determined that HealthOffice Anywhere is the sole source provider that meets the needs of our medical and dental clinics.

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

The requested vendor service is unique in that it satisfies all of the district requirements of an electronic health record system. HealthOffice Anywhere directly bills Medicaid. It routinely checks student insurance eligibility and aids in identifying deniable claims, which will increase reimbursements/revenue. It is compatible with student documentation systems already in use (PowerSchool) and meets the requirements for security and data transmission. It provides for daily backup and secured storage of confidential information, accurate extrapolation and maintenance of data, and customizable reporting that can easily be translated into external reporting database formats.

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

N/A

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

N/A
June 1, 2017

Martin M. Smith, CEO
Healthmaster Holdings, LLC
2655 Oakley Park Road, Suite 100
Walled Lake, MI 48390

Re: Billing and Electronic Health Care System

Dear Martin M. Smith:

Thank you for responding to our Request for Proposal number 5778 for an Billing and Electronic Health Care System.

Proposals have been reviewed and a decision was made to award a Contract to your company for these services. This award is contingent upon EEO Certification, verification of your tax status/financial obligations to City, finalization of the scope of services and form of Contract.

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

Information regarding these required forms is located at http://www.hartford.gov/procurement/forms.

Do not initiate work until a contract has been executed.

We appreciate your time and effort in preparing this proposal and look forward to doing business with your company. A Contract will be sent to your attention soon for your signature.

If you have any questions, please feel free to give me a call.

Sincerely,

William Diaz
Procurement Specialist
(860) 757-9604
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AGENDA

ITEM # 6

NEW BUSINESS

CONTRACT CONTINUATION APPROVAL:
COLLEGE BOARD

AMOUNT
$61,466.00

SEPTEMBER 19, 2017

DR. TORRES-RODRIGUEZ
MS. ENGLAND & MR. SWAN

FUNDING SOURCE
SPECIAL FUNDS
ALLIANCE DISTRICT

BACKGROUND

The Connecticut State Department of Education will no longer provide funding for the administration of the grade 10 Fall 2017 PSAT. In the past, the CT SDE funded both the 11th grade and the 10th grade PSAT. However, due to budget restraints, the CT SDE will only fund the 11th grade administration of the PSAT. This decision, although understandable, will have an adverse effect on the students of our district. Therefore, the Office of Academics, Teaching & Learning, and Students Supports in collaboration with the Office of Secondary Education are working to mitigate this issue.

In addition, in order to better align the district assessment suite to that of the Connecticut State Department of Education, HPS has adopted the assessment tools that are part of the continuum that culminate into the CT SDE SAT 11th grade administration. This will ensure that students are better prepared to take the CT SDE 11th grade state assessment.

RECOMMENDATION

That the Hartford Board of Education authorizes the Superintendent to execute a contract with College Board for the term delineated in the contract ending June 30, 2018, at a cost not to exceed $61,466.
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AGENDA

ITEM #7

NEW BUSINESS  SEPTEMBER 19, 2017

APPROVAL OF SCHOOL CONSTRUCTION PROJECTS
AS COMPLETE AND ED049F SUBMITTAL
VARIOUS SCHOOL PROJECTS

BACKGROUND

As part of the State of Connecticut, DOE, Bureau of School Facilities process for close-out of construction projects, an ED049F application (application) must be completed and filed. In order for an application to be filed, the following must be certified by the Hartford School Building Committee and the Board of Education:

a. The project has been accepted by the architect and construction management firm;
b. All change orders for this project have been approved by the State Department of Education;
c. The grant received for this project does not represent a duplication of funding and that funds received do not exceed 100% of the total cost of the project;
d. All bills for the project have been paid or funds to pay such bills are deposited in a separate escrow account;
e. The total sum noted in this application was expended for the school building project mentioned herein;
f. Application is hereby made under provisions of Chapter 173 of the Connecticut General Statutes as amended for payment of the school building project grant due based on the completion of the project described in this application, and
g. All the statements contained in this application are true and correct to the best of the applicants knowledge.

All above matters have been addressed and/or completed for the school projects being presented as follows:

Hartford Public High School – (State Project Number #064-0246)
Hartford Public High School Central Administration - (State Project Number #064-0266)
Noah Webster Elementary School - (State Project Number #064-0270)
Sports and Medical Sciences Academy - (State Project Number #064-0279)
University High School for Science and Engineering - (State Project Number #064-0287)
University High School Modular Classrooms - (State Project Number #064-0297)
RJ Kinsella Magnet School of Performing Arts - (State Project Number #064-0292)
Capitol Prep Magnet School - (State Project Number #064-0290)
Annie Fisher Science Technology Engineering and Math STEM School - (State Project Number #064-0291)
Mary Hooker Environmental Sciences Magnet School - (State Project Number #064-0293)
Betances - (State Project Number #064-0260 CV)
Betances Roofing- (State Project Number #064-0275 RR)
Kennelly Roofing- (State Project Number #064-0276 RR)
Martin Luther King - (State Project Number #064-0288)
Bulkeley Bathrooms - (State Project Number #064-02300)

RECOMMENDATION

That he Hartford Board of Education accepts the aforementioned school projects as complete for public school purposes. Furthermore, the Hartford Board of Education authorizes the Superintendent to execute and submit an ED049F application to the Bureau of School Facilities for review and approval.