

STAMFORD BOARD OF EDUCATION

Board Members

Geoff Alswanger, President
David Mannis, Vice President
Mike Altamura, Secretary
Andy George, Assistant Secretary
Betsy Allyn
Jennienne Burke
Jackie Heftman
Mayor David R. Martin
Antoine Savage
Nicola Tarzia

REGULAR BOARD MEETING

Tuesday, November 28, 2017

7:00 PM

Stamford Government Center

- 1. CALL TO ORDER**
- 2. SALUTE TO THE FLAG**
- 3. MISSION STATEMENT**
 - *The Stamford Public Schools prepares each and every student for Higher Education and Success in the 21st Century.*
- 4. STUDENT AND STAFF ACHIEVEMENTS**
- 5. SUPERINTENDENT'S REPORT**

6. BOARD REPORT

President's Report – Mr. Alswanger

SPEF – Mrs. Burke

CCJEF – Mrs. Heftman

CABE Report – Mrs. Heftman

Technology Plan Steering Committee – Mr. George

Cooperative Educational Services (CES) - Mr. George

School Readiness Council – Mr. George

Cradle to Career

7. TIME FOR THE PUBLIC TO BE HEARD

8. CONSENT AGENDA FOR APPROVAL

CONSENT MINUTES

Special Board Meeting – November 9, 2017

Operations Committee Meeting – November 14, 2017

Fiscal Committee Meeting – November 14, 2017

Policy Committee Meeting – November 14, 2017

Labor Relations Committee Meeting – November 21, 2017

Family, School and Community Engagement Committee Meeting – November 21, 2017

Special Board Meeting – November 21, 2017

CONSENT RESOLUTIONS

Resolution 11-28-17:85 **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education approve the following purchases of over \$100,000. The purchase is for four special education students requiring out-of-district tuition at a total cost of \$488,140.

Resolution 11-28-17:86 **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education approve the Every Student Succeeds Act: Title IV, Part A: Student Support and Academic Enrichment Grant in the amount of \$49,218 to fund 1) a pre-AP Summer program; 2) workshops to educate School Governance Councils on reducing district-wide chronic absence; 3) curriculum writing to standardize Social-Emotional Learning programs; and 4) an opportunity for teachers to attend an Educational Technology workshop presented by Stamford teachers.

Resolution 11-28-17:88 **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education approve the following Mission Statement for the Stamford Public Schools – Second Vote:

The mission of the Stamford Public Schools is to provide an education that cultivates productive habits of mind, body and heart in every student.

Resolution 11-28-17:89 **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education approve the following Vision Statement for the Stamford Public Schools – Second Vote:

The Stamford Public Schools will be a learning organization that continuously improves its effective, innovative and transformational teaching and learning. We will challenge, inspire and prepare all students to be productive, contributing members of society.

Resolution 11-28-17: 90 **BE IT RESOLVED**, that on the recommendation of the Superintendent of Schools, that the Board of Education support the addition of three additional schools to the previously approved Energy Improvement District (EID) project.

Resolution 11-28-17:91 **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education approve the job description, posting and filling of a 1.0 FTE Secondary Literacy EL Reading Specialist.

Resolution 11-28-17: 94 **BE IT RESOLVED**, that the Board of Education approve establishing a Fiscal & Operations Committee. The existing Teaching & Learning Committee will be renamed Teaching, Learning, and Community Committee. All other committees will be removed effective November 30, 2017.

Resolution 11-28-17: 95 **BE IT RESOLVED**, that the Board of Education approve the Regular and/or Committee and/or Work meeting dates for January through December 2018.

Resolution 11-28-17:99 **BE IT RESOLVED**, that on the recommendation of the Superintendent of Schools, that the Board of Education approve the job description for the Deputy Superintendent.

Resolution 11-28-17:100 **BE IT RESOLVED**, that on the recommendation of the Superintendent of Schools, that the Board of Education approve the job description for the Chief Operations Support Officer.

Resolution 11-28-17:102 **BE IT RESOLVED**, that on the recommendation of the Superintendent of Schools, that the Board of Education approve the job description for the Associate Superintendent for School Development.

Resolution 11-28-17:104 **BE IT RESOLVED**, that on the recommendation of the Superintendent of Schools, that the Board of Education approve the job description for the Associate Superintendent for Teaching & Learning.

9. REPORTS/DISCUSSION

a. Labor Relations

Jackie Heftman, Chair
Andy George
David Mannis
Antoine Savage

Committee Report

Job Descriptions

Resolution 11-28-17:103 **BE IT RESOLVED**, that on the recommendation of the Superintendent of Schools, that the Board of Education approve the job description for the Associate Superintendent for Human Capital.

Future Committee Agenda Items

- Update on Parent Facilitators role including job description
- Revised Administrative Hiring Procedure
- Management Report of Administrative Leave Data

b. Teaching and Learning

Betsy Allyn, Chair
Mike Altamura
Jennienne Burke
Andy George

Committee Report

International Trips

Resolution 11-28-17:96 **BE IT RESOLVED**, on the recommendation of the Superintendent of Schools, that the Board of Education approve the trip to Spain April 7-14, 2018, by students and staff from Academy of Information Technology and Engineering.

Resolution 11-28-17:97 **BE IT RESOLVED**, on the recommendation of the Superintendent of Schools, that the Board of Education approve the trip to Italy April 5-13, 2018, by students and staff from Westhill High School.

Future Committee Agenda Items

- DIPS/SIPS by School (January 2018)
- National School Clearing House Data (College)
Naviance – College Data (January 2018)
- M-Class Reporting (January 2018)
- NGA Report (January 2018)
- Middle School Schedule Review (January 2018)
- ELL – New Arrivals/ESL/Bilingual (January 2018)
- Teachers/Administrators Professional Development (2018)

**c. Family, School, and Community
Engagement**

Committee Report

Future Committee Agenda Items

- Parent Facilitator Presentation
- Welcome Web-Series
- Joint District Council

Antoine Savage, Chair
Betsy Allyn
Jennienne Burke
Nicola Tarzia

d. Fiscal

Committee Report

Budget Update

Andy George, Chair
Jackie Heftman
David Mannis
Nicola Tarzia

Award of RFP 17-14 District Copier Service

Resolution 11-28-17:87 **BE IT RESOLVED**, that on the recommendation of the Superintendent of Schools, that the Board of Education award RFP 17-14 for district copier service to Canon for 54 months at a cost of \$449,460 per year pending a contract approved by the Law Department.

e. Operations

Jennienne Burke, Chair
Betsy Allyn
Mike Altamura
Jackie Heftman

Committee Report

Future Committee Agenda Items

- Building Use Fund (January 2018)
- Facilities Use Policy and Fee Structure (January 2018)
- Transportation Update – Mid Year Review (January 2018)

f. Policy

David Mannis, Chair
Mike Altamura
Antoine Savage
Nicola Tarzia

- **Committee Report**
- **Review of Regulation 5118 – Eligibility for Athletics**
- **Review of Regulation 9324.1 – Board Calendar**

Future Committee Agenda Items

- Policy and Regulation 9324.1 Board Calendar
- Review Policy and Regulations:
 - 4111 – Certified/Non-Certified Recruitment and Selection
 - 4111.1 – Certified/Non-Certified Affirmative Action/Non-discrimination
 - 4111.3 – Certified Minority Teacher Recruitment
- Review of Policy 2151 – Appointments to Administrative Positions
- Review of Policy 4112 – Personnel-Certified/Non-Certified:
Appointment and Conditions of Employment
- Policies regarding CCJEF lawsuit decision (if necessary)

10. Meeting Calendar

11. Adjournment



**City of Stamford
BOARD OF EDUCATION**

RESOLUTION

Board Meeting Date: November 28, 2017 **Action Required By:** November 28, 2017

Code: 11-28-17:85

SUBJECT: Approval of Purchases over \$100,000

BACKGROUND: The following purchases exceed \$100,000

	TUITION 2017-18	
Milestones Behavioral Service	3 Students	\$364,500
Aces	1 Student	\$123,640

ALTERNATIVES:

FUNDING SOURCE:

Beginning Date of Program or Project:	07/01/17	Ending Date of Program or Project:	06/30/18
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POLICY/REGULATION REFERENCE: 3300 Fiscal Management – Support Services

RESOLUTION: **BE IT RESOLVED**, that on the recommendation of the Superintendent of Schools, that the Board of Education approve the following purchases of over \$100,000. The purchases are for four special education students requiring out-of-district tuition at a total cost of \$488,140.

ATTACHMENTS:

1)


Signature of Member(s) Submitting Report

2)


Signature of Superintendent of Schools

3)

**Stamford Public Schools**

EXCELLENCE IS THE POINT.

"See Stamford Code of Ethics
Language on the back of PO."

P.O. #: 414231

DATE: 10/18/17

VENDOR #
2005102

INVOICE TO:
City of Stamford
STAMFORD PUBLIC SCHOOLS
888 WASHINGTON BLVD
203-977-4315 5TH FLOOR
STAMFORD, CT 06901

TO: MILESTONES BEHAVIORAL SERVICES
339 BOSTON POST ROAD
ORANGE, CT 06477

SHIP TO:
City of Stamford
STAMFORD PUBLIC SCHOOLS
888 WASHINGTON BLVD
203-977-4315 5TH FLOOR
STAMFORD, CT 06901

DELIVER BY: SHIP VIA:
10/16/17

F.O.B.

REQ. NO.
273034

CONFIRM BY

CONFIRM TO
JEAN VALENTINE

REQUISITIONED BY
9043/LJC/WH/2/121500

FREIGHT

CONTRACT NO. ACCOUNT NO.
000161300229043441509560

PROJECT REQ. DATE
10/10/17

LINE# QUANTITY UOM ITEM NO. AND DESCRIPTION

1 121500.00 DL TUITION 17/18

UNIT COST	EXTENDED COST
1.0000	121500.00
SUB-TOTAL	121500.00
TOTAL	121500.00



Stamford Public Schools

EXCELLENCE IS THE POINT.

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Language on the back of PO."

P U R C H A S E O R D E R

PAGE: 1

P.O. #: 414232

DATE: 10/18/17

VENDOR #
2005102

INVOICE TO:
City of Stamford
STAMFORD PUBLIC SCHOOLS
888 WASHINGTON BLVD
203-977-4315 5TH FLOOR
STAMFORD, CT 06901

TO: MILESTONES BEHAVIORAL SERVICES
339 BOSTON POST ROAD
ORANGE, CT 06477

SHIP TO:
City of Stamford
STAMFORD PUBLIC SCHOOLS
888 WASHINGTON BLVD
203-977-4315 5TH FLOOR
STAMFORD, CT 06901

DELIVER BY: SHIP VIA:
10/16/17

F.O.B.

REQ. NO.
273035

CONFIRM BY

CONFIRM TO
JEAN VALENTINE

REQUISITIONED BY
9043/LJC/WH/2/121500

FREIGHT

CONTRACT NO. ACCOUNT NO.
000161300229043441509560

PROJECT REQ. DATE
10/10/17

LINE#	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	121500.00	DL	TUITION 17/18	1.0000	121500.00
				SUB-TOTAL	121500.00
				TOTAL	121500.00

**Stamford Public Schools**

EXCELLENCE IS THE POINT.

"See Stamford Code of Ethics
Language on the back of PO."

P.O. #: 414233

DATE: 10/18/17

VENDOR #
2005102

INVOICE TO:
City of Stamford
STAMFORD PUBLIC SCHOOLS
888 WASHINGTON BLVD
203-977-4315 5TH FLOOR
STAMFORD, CT 06901

TO: MILESTONES BEHAVIORAL SERVICES
339 BOSTON POST ROAD
ORANGE, CT 06477

SHIP TO:
City of Stamford
STAMFORD PUBLIC SCHOOLS
888 WASHINGTON BLVD
203-977-4315 5TH FLOOR
STAMFORD, CT 06901

DELIVER BY: SHIP VIA:
10/16/17

F.O.B.

REQ. NO.
273036

CONFIRM BY

CONFIRM TO
JEAN VALENTINE

REQUISITIONED BY
9043/LJC/WH/2/121500

FREIGHT

CONTRACT NO. ACCOUNT NO.
000161300229043441509560

PROJECT REQ. DATE
10/10/17

LINE#	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	121500.00	DL	TUITION 17/18	1.0000	121500.00
				SUB-TOTAL	121500.00
				TOTAL	121500.00



PURCHASE ORDER

PAGE: 1

Stamford Public Schools

EXCELLENCE IS THE POINT.

"See Stamford Code of Ethics
Language on the back of PO."

P.O. #: 414234

DATE: 10/18/17

VENDOR #
2011680

TO: ACES
350 STATE STREET
NORTH HAVEN, CT 06473

INVOICE TO:
City of Stamford
STAMFORD PUBLIC SCHOOLS
888 WASHINGTON BLVD
203-977-4315 5TH FLOOR
STAMFORD, CT 06901

SHIP TO:
City of Stamford
STAMFORD PUBLIC SCHOOLS
888 WASHINGTON BLVD
203-977-4315 5TH FLOOR
STAMFORD, CT 06901

DELIVER BY: SHIP VIA:
10/05/17

F.O.B.

REQ. NO.
272693

CONFIRM BY
ATTENTION: DEE COLSON

CONFIRM TO
JEAN VALENTINE

REQUISITIONED BY
9043/LJC/WH/2/123640

FREIGHT

CONTRACT NO. ACCOUNT NO.
000161300229043441509560

PROJECT REQ. DATE
09/28/17

LINE#	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	123640.00	DL	TUITION 17/18	1.0000	123640.00
SUB-TOTAL					123640.00
TOTAL					123640.00



**City of Stamford
BOARD OF EDUCATION**

RESOLUTION

Board Meeting Date: November 28, 2017 **Action Required By:** November 28, 2017

Code: 11-28-17:86

SUBJECT: To accept the Every Student Succeeds Act (ESSA): Title IV, Part A: Student Support and Academic Enrichment (SSAE) Grant.

BACKGROUND: The SSAE grant outlines three priority areas of funding that Districts must adhere to: 1) provide all students with access to a well-rounded education; 2) improve school conditions for student learning; and 3) improve the use of technology in order to improve the academic achievement and digital literacy of all students.

The SSAE grant funding will:

- 1) Fund a high school pre-AP summer program
- 2) Fund workshops to educate School Governance Councils on reducing district-wide chronic absence.
- 3) Fund curriculum writing to standardize social-emotional learning programs
- 4) Fund an opportunity for teachers to attend an Educational Technology workshop presented by Stamford teachers.

The SSAE aligns with Board Goal #2: To focus on student attainment, achievement and growth.

ALTERNATIVES: To fund these initiatives through operating budget

FUNDING SOURCE: Title IV, Part A, SSAE Federal Grant

Beginning Date of Program or Project: 11/28/2017 **Ending Date of Program or Project:** 9/30/2018

POLICY/REGULATION REFERENCE: Policies 6119, 6120, 6121





Stamford Public Schools
Office of Grants and Funded Programs

☎ (203) 977-5271 Telephone

📠 (203) 977-4128 Facsimile

Earl Kim—Superintendent

Memo

To: Earl Kim 
From: Cheryl Poltrack 
Date: November 8, 2017
Subject: Board Approval for Every Student Succeeds Act (ESSA): Title IV, Part A: Student Support and Academic Enrichment (SSAE) Grant

Attached is the Board of Education Resolution 11-28-17:86 requesting Board approval for the Every Student Succeeds Act (ESSA): Title IV, Part A: Student Support and Academic Enrichment (SSAE) Grant.

The SSAE grant is a new Federal entitlement grant awarded to Districts who receive Title I, Part A funds. Stamford's entitlement which is based on a formula is \$49,218.

The Grants and Funded Program office is in the process of developing and submitting the application to the State Department of Education (SDE), which is due on November 22, 2017. The award letter will not be distributed until the application has been approved by the CSDE. Board approval is requested at this time as the application document requests this information.



**City of Stamford
BOARD OF EDUCATION**

RESOLUTION

RESOLUTION:

BE IT RESOLVED, that on the recommendation of the Superintendent of Schools, that the Board of Education approve the Every Student Succeeds Act: Title IV, Part A: Student Support and Academic Enrichment Grant in the amount of \$49,218 to fund 1) a pre-AP Summer program; 2) workshops to educate School Governance Councils on reducing district-wide chronic absence; 3) curriculum writing to standardize Social-Emotional Learning programs; and 4) an opportunity for teachers to attend an Educational Technology workshop presented by Stamford teachers.

ATTACHMENTS:

- 1) Email from SDE
- 2) SSAE LEA Funding

A handwritten signature in cursive script, appearing to read "Chey Peltre", written over a horizontal line.

Signature of Member(s) Submitting Report

A handwritten signature in cursive script, appearing to read "Eric", written over a horizontal line.

Signature of Superintendent of Schools

Poltrack, Cheryl

From: Williams, Eileen <Eileen.Williams@ct.gov>
Sent: Thursday, October 19, 2017 11:50 AM
To: Williams, Eileen
Cc: Peterson, Glen
Subject: Title IV, Part A, Student Support and Academic Enrichment Grant-Sent on behalf of Glen Peterson
Attachments: SSAE Funding by LEA 2017-18.doc
Importance: High

SENT OUT ON BEHALF OF GLEN PETERSON, EDUCATION DIVISION DIRECTOR

Dear Superintendents, Executive Directors, Directors and Title I Coordinators:

This is a follow-up to the Commissioner's e-mail sent to you on October 13, 2017. As indicated in the Commissioner's memo, a list of districts and their allotments under Title IV, Part A is attached. Please understand that the grant amounts are based on a formula provided by the U.S. Department of Education.

If you have any questions or concerns, you may e-mail me at glen.peterson@ct.gov or Scott Newgass at scott.newgass@ct.gov.

Glen



Eileen Williams
Administrative Assistant
Connecticut State Department of Education
Sheff Office/RSCO
860-713-6743

Student Support and Academic Enrichment Grant

LEA funding 2017-18

NORTH BRANFORD	10,000	VERNON	10,000
NORTH CANAAN	10,000	VOLUNTOWN	10,000
NORTH HAVEN	10,000	WALLINGFORD	10,000
NORTH STONINGTON	10,000	WATERBURY	165,867
NORWALK	38,576	WATERFORD	10,000
NORWICH	34,976	WATERTOWN	10,000
OLD SAYBROOK	10,000	WESTBROOK	10,000
ORANGE	10,000	WEST HARTFORD	15,147
OXFORD	10,000	WEST HAVEN	37,421
PLAINFIELD	10,000	WESTON	10,000
PLAINVILLE	10,000	WESTPORT	10,000
PLYMOUTH	10,000	WETHERSFIELD	10,000
POMFRET	10,000	WILLINGTON	10,000
PORTLAND	10,000	WILTON	10,000
PRESTON	10,000	WINCHESTER	10,000
PUTNAM	10,000	WINDHAM	21,852
REDDING	10,000	WINDSOR	10,000
RIDGEFIELD	10,000	WINDSOR LOCKS	10,000
ROCKY HILL	10,000	WOLCOTT	10,000
SALEM	10,000	WOODBIDGE	10,000
SALISBURY	10,000	WOODSTOCK	10,000
SCOTLAND	10,000	DISTRICT NO. 1	10,000
SEYMOUR	10,000	DISTRICT NO. 4	10,000
SHARON	10,000	DISTRICT NO. 5	10,000
SHELTON	10,000	DISTRICT NO. 6	10,000
SHERMAN	10,000	DISTRICT NO. 7	10,000
SIMSBURY	10,000	DISTRICT NO. 8	10,000
SOMERS	10,000	DISTRICT NO. 9	10,000
SOUTHINGTON	10,000	DISTRICT NO. 10	10,000
SOUTH WINDSOR	10,000	DISTRICT NO. 11	10,000
SPRAGUE	10,000	DISTRICT NO. 12	10,000
STAFFORD	10,000	DISTRICT NO. 13	10,000
STAMFORD	49,218	DISTRICT NO. 14	10,000
STERLING	10,000	DISTRICT NO. 15	10,000
STONINGTON	10,000	DISTRICT NO. 16	10,000
STRATFORD	17,643	DISTRICT NO. 17	10,000
SUFFIELD	10,000	DISTRICT NO. 18	10,000
THOMASTON	10,000	DISTRICT NO. 19	10,000
THOMPSON	10,000	CREC	35,441
TOLLAND	10,000	CES	10,000
TORRINGTON	11,766	ACES	10,000
TRUMBULL	10,000	LEARN	10,000



**City of Stamford
BOARD OF EDUCATION**

RESOLUTION

Board Meeting Date: November 28, 2017 **Action Required By:** November 28, 2017
Code: 11-28-17:87

SUBJECT: Award of District Copier Service RFP 17-14

BACKGROUND: The existing copier contract has expired and an RFP was issued to select a new vendor. The district currently produces approximately 52,000,000 copies per year on 165 machines. The machines have been in service for 4 years and require replacement.

FUNDING SOURCE:

Beginning Date of Program or Project: December 2017 **Ending Date of Program or Project:** June 2022

POLICY/REGULATION REFERENCE: 3300


RESOLUTION: **BE IT RESOLVED**, that on the recommendation of the Superintendent of Schools, that the Board of Education award RFP 17-14 for district copier service to Canon for 54 months at a cost of \$449,460 per year pending a contract approved by the Law Department.

ATTACHMENTS:

1)Cover Letter

2)Vendor Pricing

3) Scope Work, Scoring Criteria


Signature of Member(s) Submitting Report


Signature of Superintendent of Schools



P.O. Box 9310, Stamford, CT 06904

Offices at 888 Washington Blvd. Phone (203) 977-4105

www.stamfordpublicschools.org

Earl Kim, Superintendent of Schools

To: Earl Kim, Superintendent of Schools 

From: Hugh Murphy, Executive Director of Finance 

Re: Award of RFP 17-14 District Copier Service

Date: November 16, 2017

On October 19, 2017 we opened copier proposals for the district. Vendors were asked to provide price quotes for the 164 district machines under several options: 54 month lease with \$1 buyout for volumes of 50m and 52m copies per year, 54 month lease with fair market value (FMV) buyout for volumes of 50m and 52m copies per year. Nearly all the vendors also submitted alternate proposals with the addition of "papercut" software which holds printing documents in a que until the author signs into the machine and releases the document to print. The value of this option is that unwanted copies can be deleted before printing and only clean documents are printed. Most of the vendors estimated that this option would save us between 10%-30% on the volume of copies made and proposed cost savings from doing so. Seven companies responded to the RFP with prices ranging from \$390,000 to \$515,000 per year. To analyze the bids a review committee was assembled consisting of: City Technology Director and Assistant Director, Principal Scofield Magnet School, Assistant Principal Hart Magnet School, Teacher Union President, BOE Management analyst and Executive Director of Finance. While reviewing the proposals, our objectives were:

- Find the best quality and most durable equipment at the best price
- Obtain equipment with the highest speeds possible because of the limited time teachers have to make copies
- Obtain the best service possible and minimize machine downtime
- Obtain sufficient training for staff to operate the new equipment
- Install equipment as smoothly as possible to minimize disruption
- Add security and login features to the equipment for increased accountability
- Increase machine security by eliminating the machine's ability to store student information to comply with student data privacy act
- Easily interface with the district's technology network
- Keep current with smartphone and chrome book technology

From the seven vendor responses, the three highest rated vendors (Canon, CBS and TGI) were selected for interviews and rated for 5 areas of performance: price, equipment quality, service, references and ability to work with the IT department to minimize disruption. The scoring was as follows:

	Canon	CBS	TGI
First Place votes	5	1	0
Second Place votes*	1	3	3
Third Place votes	0	2	3
*= includes two vendors that tied for second place			

From our review of the responses and follow up questions, the committee recommends awarding RFP 17-14 to Canon at an annual cost of \$449,460 and a total of \$2,022,570 over 54 months. The vendor has guaranteed additional savings of \$5,813 on existing print shop equipment already in place so the annual total would drop to \$443,647.

Additionally, the selection team visited the vendors headquarters to view a demonstration of the machines and also checked references.

Please contact me if you require further information.

Murphy, Hugh

From: ksavage@csa.canon.com
Sent: Wednesday, November 15, 2017 4:04 PM
To: Murphy, Hugh
Cc: Joachim, Vivens; Valentine, Jeanie; sgruenstrass@solutions.canon.com; eaulfinger@solutions.canon.com; mrosen@solutions.canon.com; rricottone@solutions.canon.com; mmellusi@solutions.canon.com
Subject: Canon's Revised Pricing
Attachments: RFP 17-14_Recommended_inc uniFLOW.pdf; Canon Presentation Revised Pricing Pages.ppt

Hi Hugh,

Please see attached revised pricing. Approved at a very high level.

54 Month, FMV, Recommended Configuration with Uniflow.

The new pricing expands the Uniflow Output solution to fit the district's needs, discussed with Mike and Sam after the demo yesterday. The new solution now includes Unlimited Concurrent User Licenses and the necessary number of remote print servers.

For your reference, I've broken out the 'What's Included' pages from our presentation and updated them to reflect this latest response.

To sum it up, with the discount to your Print Shop's cpc included, Canon now comes in a little under your annual budget of \$444,000.00 per year. \$ 443,646.96 to be exact.

With your approval we look forward to placing a no cost trial unit and providing trial Uniflow Software so Mike and Sam can see it in action.

Thank you again for the opportunity. I'll follow up with a call to see if you have any questions.

Regards,

Canon

CANON SOLUTIONS AMERICA

Kevin P. Savage
Account Executive, Major

Canon Solutions America, Inc.
1133 Westchester Ave., White Plains, NY 10604
www.csa.canon.com
ksavage@csa.canon.com
T 914.286.8976 F 914.286.8962

What's Included?

Expanded III, Recommended Configuration:

FMV, 54 Months (Including Uniflow) 45,000,000 Prints/yr.

44,400,000 B&W Prints with overage of \$.0038

600,000 Color Prints with overage of \$.035

\$ 37,455.00 - per month

\$ 112,365.00 - per quarter

\$ 449,460.00 - per year

Our Pricing Group has been able to get approval for pricing which fits within your Annual Budget of \$444,000.00 / Year.

Canon Recom. Fleet w/ Uniflow: \$ 449,460.00

Print Shop CPC Reduction: - \$ 5813.04

Total Annual Cost: \$ 443,646.96

Please Note:

- Upon Award, Canon will Discount the newly placed Print Shop Equipment to match the lower cost per copies provided to the fleet. A Total Annual Savings of \$ 5813.04. (Based on Current Print Volume)

What's Included?

Base, Recommended Configuration:

- **Delivery, Installation, Training, Service Support, All Parts (Including Drums), Toner, Staples, End of Lease Return.**
- **Equipment, Recommended Configuration:**
Fax Standard on IR400iF & IC MF419DW; +(6) Fax Board Add On's, + ESP Surge
(36) IR8505i (29) IR6575i (56) IR6555i (3) IRC5550i
(3) IRC5560i (12) IR400iF (25) IC MF419DW
- **Remote User Interface** (View/Edit Device Setting Remotely)
- **Advance Box** (Document Sharing btw. 2nd & 3rd Gen Canon Devices)
- **Scanning** (OCR to Word/PowerPoint ; OCR Searchable PDF; Compact PDF, PDF, TIFF, JPEG, ESP, XPS)
- **Remote Fax** (Remote Address Book, Forwarding Conditions)
- **Print** (UFR II, PS, PCL; Gen.3 & IC inc. Basic Google Cloud Print)
- **Direct Print** (Print from USB; PDF, TIFF, JPEG, ESP, XPS)
- **Hard Drive Erase** (up to 9 times), **Encrypted Chip Set**
- **Secure Print** (Driver Version, Manually Apply Print Code)
- **Universal Log In Manager** (Basic Authentication, Tracking & Reporting; Departmental)
- **eLearning** (Interactive Web Training)
- **MyCSA** (Account Management 24/7: Monitor Fleet, Order Supplies/Service. Submit Meter Reads, View Invoices)

Expanded III, Recommended Configuration:

Includes everything listed under Base, as well as below options

- **(2) Education Sector Licenses** (Unlimited Concurrent Users, One License for each network)
- **(6) Remote Print Servers** (Required Redundancy)
- **Statistics Module** (60 Customizable Reports, User Level)
- **Secure Printing/Universal Print Queue** (Follow Me Print) (139) Devices, all units except for desktop printers.
- **Google Cloud Print** (Follow Me, Print from Chrome Book, Mobile Print)
- **(139) Card Readers** (Reads HID Cards/Badges)



**Stamford Public Schools
RFP 17-14**

OFFICIAL RESPONSE FORM

Name of Consultant/Vendor Canon Solutions America, Inc.

Name of Primary contact person Kevin Savage, Major Account Executive

Address of Vendor Headquarters: One Canon Park, Melville, NY 11747 Local Office: 1133 Westchester Ave. White Plains, NY 10604

Phone Number of Vendor Headquarters: 800.815.4000 Kevin: 914.286.8976

Contact Person e-mail for follow-up ksavage@csa.canon.com

Number of Years' providing similar work: 46 years

1. (Contract List of School based references including contact names, school district and phone numbers size can be either # students served or annual dollar amount)

<u>Reference District</u>	<u>Contact Name</u>	<u>Phone Number</u>	<u>E-mail</u>	<u>Contract Size</u>
---------------------------	---------------------	---------------------	---------------	----------------------

a) Please see the Reference section within our response.

b)

c)

2. Billing/pricing based on fixed total dollar not to exceed price for each of the four years

1. Pricing (Recommended Solutions Including uniFLOW)

	<u>B&W and Color FY 2017/18 1/18-6/18 (6 months)</u>	<u>B&W and Color FY 2018/19 7/18-6/19 (12 months)</u>	<u>B&W and Color FY 2019/20 7/19-6/20 (12 months)</u>	<u>B&W and Color FY 2020/21 7/20-6/21 (12 months)</u>	<u>B&W and Color New 7/21-6/22 (12 months)</u>
Opt 1 - I Cost per Year \$	<u>\$ 224,730.00</u>	<u>\$ 449,460.00</u>	<u>\$ 449,460.00</u>	<u>\$ 449,460.00</u>	<u>\$ 449,460.00</u>
Opt 1 - II Cost Per Year	<u>\$ 224,730.00</u>	<u>\$ 449,460.00</u>	<u>\$ 449,460.00</u>	<u>\$ 449,460.00</u>	<u>\$ 449,460.00</u>
Opt 2 - I Cost Per Year	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
Opt 2 - II Cost Per Year	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
Opt 3 - I Cost per Year	<u>\$ 224,730.00</u>	<u>\$ 449,460.00</u>	<u>\$ 449,460.00</u>	<u>\$ 449,460.00</u>	<u>\$ 449,460.00</u>
Opt 3 - II Cost Per Year	<u>\$ 224,730.00</u>	<u>\$ 449,460.00</u>	<u>\$ 449,460.00</u>	<u>\$ 449,460.00</u>	<u>\$ 449,460.00</u>

OPTION 1: PRICING SUMMARY – True Cost per Copy- Recommended Equipment Speed

45,000,000		
I. GUARANTEED ANNUAL VOLUME:	50,000,000 IMPRESSIONS	(44,400,000 B&W, 600,000 Color)
	B&W	Color
Cost per Copy:	<u>\$.00965</u> Per Copy/Print	<u>\$.035</u>
Total Annual Cost	\$: \$ 428,460	\$ 21,000
EXCESS COPY CHARGE:	<u>\$.0038</u> per Copy/Print	<u>\$.035</u>
(Excess Copy charge based on volume over guaranteed minimum.)		

45,000,000		
II. GUARANTEED ANNUAL VOLUME:	52,000,000 IMPRESSIONS	(44,400,000 B&W, 600,000 Color)
	B&W	Color
Cost per Copy:	<u>\$.00965</u> Per Copy/Print	<u>\$.035</u>
Total Annual Cost	\$: \$ 428,460	\$ 21,000
EXCESS COPY CHARGE:	<u>\$.0038</u> per Copy/Print	<u>\$.035</u>
(Excess Copy charge based on volume over guaranteed minimum.)		

~~**OPTION 2: PRICING SUMMARY – Lease to Own - \$1.00 Purchase Option - Recommended Speed**~~

45,000,000		
I. GUARANTEED ANNUAL VOLUME:	50,000,000 IMPRESSIONS	(44,400,000 B&W, 600,000 Color)
	B&W	Color
Total Annual Cost \$:	_____	_____
EXCESS COPY CHARGE:	_____ per Copy/Print	_____
(Excess Copy charge based on volume over guaranteed minimum.)		

45,000,000		
II. GUARANTEED ANNUAL VOLUME:	52,000,000 IMPRESSIONS	(44,400,000 B&W, 600,000 Color)
	B&W	Color
Total Annual Cost \$:	_____	_____
EXCESS COPY CHARGE:	_____ per Copy/Print	_____
(Excess Copy charge based on volume over guaranteed minimum.)		

OPTION 3: PRICING SUMMARY – Fair Market Value- Recommended Equipment Speed

45,000,000		
I. GUARANTEED ANNUAL VOLUME:	50,000,000 IMPRESSIONS	(44,400,000 B&W, 600,000 Color)
	B&W	Color
Total Annual Cost \$:	<u>\$ 428,460</u>	<u>\$ 21,000</u>
EXCESS COPY CHARGE:	<u>\$.0038</u> per Copy/Print	<u>\$.035</u>
(Excess Copy charge based on volume over guaranteed minimum.)		

45,000,000		
II. GUARANTEED ANNUAL VOLUME:	52,000,000 IMPRESSIONS	(44,400,000 B&W, 600,000 Color)
	B&W	Color
Total Annual Cost \$:	<u>\$ 428,460</u>	<u>\$ 21,000</u>
EXCESS COPY CHARGE:	<u>\$.0038</u> per Copy/Print	<u>\$.035</u>
(Excess Copy charge based on volume over guaranteed minimum.)		

Upon Award

Print Shop: Current Costs

Recommended Model	Serial#	Monthly Equipment Payment	Monthly Service Payment	Monthly B&W Allowance	Monthly Color Allowance	B&W Overage	Color Overage	B&W Ave. Monthly Volume	Color Ave. Monthly Volume	B&W Average Monthly Overage	Color Average Monthly Overage	Total Monthly Expense
Canon VP DP 140 (140 ppm)	698500487	\$ 2,401.00	\$ 922.50	225000	NA	\$ 0.0041	NA	418500	NA	\$ 793.35	NA	\$ 4,116.85
Canon IP C850 (85ppm)	WJC01822	Inc.	\$ 1,557.00	0	35000	\$ 0.0105	\$ 0.0445	2255	37848	\$ 23.68	\$ 125.85	\$ 1,706.52
		\$ 2,401.00	\$ 2,479.50					420755	37848	\$ 817.03	\$ 125.85	\$ 5,823.37

Print Shop: Discount (Upon Award)

Recommended Model	Serial#	Monthly Equipment Payment	Monthly Service Payment	Monthly B&W Allowance	Monthly Color Allowance	B&W Overage	Color Overage	B&W Ave. Monthly Volume	Color Ave. Monthly Volume	B&W Average Monthly Overage	Color Average Monthly Overage	Total Monthly Expense
Canon VP DP 140 (140 ppm)	698500487	\$ 2,401.00	\$ 855.00	225000	NA	\$ 0.0038	NA	418500	NA	\$ 735.30	NA	\$ 3,991.30
Canon IP C850 (85ppm)	WJC01822	Inc.	\$ 1,225.00	0	35000	\$ 0.0105	\$ 0.0350	2255	37848	\$ 23.68	\$ 98.98	\$ 1,347.66
		\$ 2,401.00	\$ 2,080.00					420755	37848	\$ 758.98	\$ 98.98	\$ 5,338.96

Monthly Savings: \$ 484.42
Annual Savings: \$ 5,813.04

B. SCOPE

1. SCOPE OF WORK

The Stamford Board of Education is requesting bid submissions in two (2) formats:

Option 1 will be a true **“Cost per Copy agreement”** meaning that the district is charged based on the actual number of copies made under 2 scenarios: existing equipment speed and recommended equipment speed. The Cost per Copy price should include all equipment, service and supplies (including staples) except paper and will constitute a usage agreement without the option of ownership at the end of term. Copies in excess of the guaranteed annual allowances should be stated separately.

Option 2 will be a **“Lease to Own agreement”** meaning the district will pay a monthly charge and at the end of 48 months, the district can purchase the equipment for \$1 per machine. The pricing must include all equipment, service and supplies (including staples) except paper with the option to purchase the equipment at the end of term for \$1.00 under the same 2 scenarios as detailed above: existing equipment speed and recommended equipment speed. Copies in excess of the guaranteed annual allowances should be stated separately.

Cost per Copy pricing submissions are to be for a term of **48 Months**, and should include all equipment, service and supplies including staples (except paper). All pricing shall be **FIXED** for the entire term starting approximately November, 2017.

Pricing should include all delivery, installation, and training and cost to remove your equipment at the end of this contract (unless the district opts to purchase the equipment under Option 2.)

Pricing should be a Cost per Copy based on an annual minimum copy allowance and excess copy charge. Billing shall occur on a quarterly basis.

Minimum Volumes for annual Guaranteed Copy allowance per year - 50,000,000
52,000,000

Copies made in excess of minimums may be discounted.

2. F.O.B.

Prices are to be quoted F.O.B. Stamford, Connecticut (inside delivery). Deliveries made under this bid will be shipped to the Stamford Public Schools location designated when the order is issued. Bid prices should take this factor into consideration.

3. MULTI-FUNCTION PRODUCTS

Recommended equipment should have the capability to serve as multi-function devices. All of the devices should have the following functionality where applicable by model:

- Walk up copier
- **Groups 3 – 6:**
- Network Printer
- Scanner (scan to USB flash drive and scan to network, both b/w and color)
- Security Codes
- Fax

All copiers installed must be digital.

All like models must have the same firmware.

All vendors must submit in writing their warranty and the guarantee on the proposed products and their network support structure to implement the recommended solution.

4. EXISTING EQUIPMENT

A listing of current equipment is attached as Exhibit A – Current Equipment List

5. EQUIPMENT CATEGORIES

Equipment recommendations should be categorized according to the following guidelines:

Group 1: AMV - 5,000 to 15,000 Copies per month
Machine Speed – 20-30 copies per minute

Group 2: AMV – 15,000 to 25,000 Copies per month
Machine Speed – minimum of 35 copies per minute

Group 3: AMV – 25,000 to 45,000 Copies per month
Machine Speed – minimum of 55 copies per minute

Group 4: AMV – 45,000 to 70,000 Copies per month
Machine Speed – minimum of 75 copies per minute

Group 5: AMV – over 70,000 Copies per month
Machine Speed – minimum of 90 copies per minute

Vendors are required to include any special installation requirements such as wiring and ventilation.

Each machine delivered must be standard brand new, unused, of the latest model, currently in production with the Original Equipment Manufacturer with parts readily available and guaranteed against material defects. Used, Newly Manufactured, and Remanufactured are not acceptable.

If equipment quoted does not meet the specifications on some or all points, the vendor must outline all exceptions in a letter on their letterhead, otherwise, it will be presumed that the vendor/bidder is proposing in accordance to all specifications. A vendor must provide in the space outlined in Exhibit B the manufacturer and model number of each machine quoted.

If quoted materials and/or equipment do not meet the attached specifications on ALL points, the bidder must outline ALL exceptions in a letter; otherwise, it will be presumed that the bidder is bidding according to all specifications. A space has been provided on the forms in Exhibit B “Proposed Models” for the bidder to write the manufacturer and model number of each item quoted. The bidder **MUST** fill in this column in order for the bid quotations to be evaluated.

Copier/printer volume capability must meet or exceed Buyers Laboratory Inc. specification guide listed as manufacturer's recommended monthly volume. Failure to meet this criterion will result in automatic disqualification of your entire bid.

All bidders will submit a copy of their standard service contract agreement for each unit being quoted.

All district-owned and short-term leased copiers must be provided with a full service contract or replacement units. Replacement units must be new units and must be of equal speed and with the same features.

All equipment quoted must carry a replacement guarantee for a minimum of four (4) years. This

replacement guarantee shall be provided by the vendor at the time of the bid and should be signed by an authorized service manager of the manufacturer.

The Stamford Public Schools leased copier/printer population is included in **EXHIBIT A: "CURRENT EQUIPMENT LIST"**. Bidders must include the replacement cost in their bid. (page 19)

6. SERVICE REQUIREMENTS

Vendor service shall be provided by a designated service team, each factory trained technician shall be trained on all products proposed by the vendor.

The district requires same day service on service calls placed before noon. A replacement machine is required for machines down more than a week.

The vendor will provide the Stamford Public Schools with quarterly copier usage, lease status and service history performance reviews for all copier/printer systems.

All vendors shall provide a written guarantee of Copier/Printer Performance with outline provisions for replacement of non-performing copiers. The district will require machines with more than 5 service calls within a one month period to be replaced with a new machine over the life of the contract.

7. INVOICING REQUIREMENTS

Invoices shall be on a quarterly basis (for instance, July-Sept, Oct-Dec, Jan-Mar, and Apr-June) with the model number, serial number, location cost and purchase order numbers itemized. Invoices are to be submitted for ALL copiers/ printers at once to enable the District to properly track payments.

Leases for copiers/printers added during the life of this contract should be invoiced to follow a July-June calendar year (In other words, prorated to the quarter in which such equipment was purchased). Leases bought out from current vendor may need to be prorated to conform to this format of billing.

8. PROPOSED MODELS

This section of the proposal must be completed by all bidders. **EXHIBIT B** has 2 parts which are digital copiers and color copiers. (page 22)

For each part, please enter the manufacturer, equipment category group and model your firm proposes to provide. Use a separate form for each model. The form also includes a list of features currently included in our copier population. Next to each feature, please note the appropriate level of that feature that the proposed model offers. For example, the number of copies per minute for the "Full Copier/Printer Feeder" or the number of sheets for "Feeder Paper Capacity." If a feature on the list is not available with the proposed model mark an "X" in the space provided.



TO: ALL BIDDERS

FROM: HUGH MURPHY
EXECUTIVE DIRECTOR OF FINANCE

DATE: OCTOBER 3, 2017

ANY QUESTIONS ABOUT THIS ADDENDUM, PLEASE CALL VIVENS JOACHIM AT 203-977-4240

ADDENDUM # 1

RE: RFP 17-14 DISTRICT COPIER SERVICES

PLEASE SEE ATTACHED ADDENDUM WHICH CONTAINS NEW AND UPDATED INFORMATION (HIGHLIGHTED IN RED) ABOUT THE ORIGINAL RFP.

PRE BID MEETING:	DATE:	<u>THURSDAY OCTOBER 5, 2017</u>
<u>MANDATORY</u>	TIME:	<u>11:00 A.M.</u>
	PLACE:	<u>STAMFORD PUBLIC SCHOOLS</u> <u>888 WASHINGTON BLVD., 5TH FLOOR</u> <u>STAMFORD, CT</u>
BID OPENING:	DATE:	<u>THURSDAY OCTOBER 19, 2017</u>
	TIME:	<u>2:30 P.M.</u>
	PLACE:	<u>PURCHASING, 3rd FLOOR</u> <u>888 Washington Boulevard</u> <u>Stamford, CT 06901</u>
BID DEPOSIT REQUIRED:		<u>\$50,000</u>
PERFORMANCE BOND:		<u>\$500,000</u>
8 COPIES OF RESPONSE REQUIRED		

Pg. 3 TERMS OF AGREEMENT

This Agreement shall remain in effect for 54 months beginning in December, 2017 and continue through the 2017-18, 2018-19, 2019-20 and 2020-21 school years (ending 6/30/2021). Thereafter, the Agreement shall remain in effect until such time that either party gives sixty (60) business days prior written notice of its intent to either extend or terminate the Agreement.

Pg. 9 SCOPE OF WORK

First paragraph.... Instead of two (2) formats, the district is requesting three (3) formats.

Fourth paragraph....Instead of 48 months term, the district is requesting 54 months term. And please change November 2017 to December 2017.

Seventh paragraph....Minimum Volumes for annual Guaranteed Copy allowance per year should read:

50,000,000 (1.5% – 2% color); 52,000,000 (1.5% – 2% color).

SECTION 3 OF SCOPE (MULTI-FUNCTION PRODUCTS), please add the following:

- Deferred printing**
- Data overwrite for data security**

Pg. 10 EQUIPMENT CATEGORIES, please update as follows:

As a general guideline, equipment recommendations should be categorized according to the following guidelines. Please refer to exhibit A for requirements.

Group 1 to Group 4 remain the same

Group 5: Machine Speed – minimum of 100 copies per minute, instead of 90 copies

Pg. 13 OFFICIAL RESPONSE FORM

Please insert “References of a similar size and scope” at the beginning of: (Contract List of School based references including contact names, school district and phone numbers size can be either # students served or annual dollar amount)

Pg. 14 FAIR MARKET VALUE BUYOUT - OPTION 3 ADDED - SEE BELOW

OPTION 1: PRICING SUMMARY – True Cost per Copy- Recommended Equipment Speed

I. GUARANTEED ANNUAL VOLUME: 50,000,000 IMPRESSIONS

Cost per Copy: _____ **Per Copy/Print**

Total Annual Cost \$: _____

EXCESS COPY CHARGE: _____ **per Copy/Print**
(Excess Copy charge based on volume over guaranteed minimum.)

II. GUARANTEED ANNUAL VOLUME: 52,000,000 IMPRESSIONS

Cost per Copy: _____ **Per Copy/Print**

Total Annual Cost \$: _____

EXCESS COPY CHARGE: _____ **per Copy/Print**
(Excess Copy charge based on volume over guaranteed minimum.)

OPTION 2: PRICING SUMMARY – Lease to Own - \$1.00 Purchase Option- Recommended Speed

I. GUARANTEED ANNUAL VOLUME: 50,000,000 IMPRESSIONS

Total Annual Cost \$: _____

EXCESS COPY CHARGE: _____ **per Copy/Print**
(Excess Copy charge based on volume over guaranteed minimum.)

II. GUARANTEED ANNUAL VOLUME: 52,000,000 IMPRESSIONS

Total Annual Cost \$: _____

EXCESS COPY CHARGE: _____ **per Copy/Print**
(Excess Copy charge based on volume over guaranteed minimum.)

OPTION 3: PRICING SUMMARY – Fair Market Value- Recommended Equipment Speed

I. GUARANTEED ANNUAL VOLUME: 50,000,000 IMPRESSIONS

Total Annual Cost \$: _____

EXCESS COPY CHARGE: _____ **per Copy/Print**
(Excess Copy charge based on volume over guaranteed minimum.)

II. GUARANTEED ANNUAL VOLUME: 52,000,000 IMPRESSIONS

Total Annual Cost \$: _____

EXCESS COPY CHARGE: _____ **per Copy/Print**
(Excess Copy charge based on volume over guaranteed minimum.)

Pg. 18 EXHIBIT A - VOLUME REPORT UPDATED - SEE BELOW

Stamford Public Schools
October 5, 2017
Volume Report

Building	Model	Machine Configuration	Location	Black and White Average Monthly Volume	Color Pages Average Monthly Volume	Current Speed	Recommended Speed *Please Follow Recommended Speed For RFP
Academy of IT&Engineering	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Main Office	501		20	20
Academy of IT&Engineering	3220	Copy, Print, Scan, Fax, Data Image Overwrite	IT Room at Rippowam	436		20	20
Academy of IT&Engineering	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 216 (Guidance)	4,232		55	55
Academy of IT&Engineering	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	3rd Floor Teacher's Workroom (Copier A)	20,278		55	55
Academy of IT&Engineering	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 217 (Resource Office)	3,875		55	55
Academy of IT&Engineering	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	8,770		55	55
Academy of IT&Engineering	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Media Center	18,500		55	55
Academy of IT&Engineering	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	3rd Floor Teacher's Workroom (Copier B)	35,295		75	75
Academy of IT&Engineering Totals				82,888	0		
Adult & Continuing Education	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Guidance Department (2nd Floor)	683		20	20
Adult & Continuing Education	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Main Office	891		20	20
Adult & Continuing Education	5855	Copy, Print, Scan, Fax, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Faculty Lounge (1st Floor)	17,991		55	55
Adult Education Totals				19,565	0		
Clemon Middle School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Media Center (Chronicle Room)	9,057		55	55
Clemon Middle School	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Media Center	20,064		75	75
Clemon Middle School	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	11,770		75	75
Clemon Middle School	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	3rd Floor Copy Room (Near Room 328)	41,323		75	75
Clemon Middle School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	2nd Floor Faculty Center	108,851		95	100
Clemon Middle School Totals				190,365	0		
Davenport Ridge	4118	Copy, Print, Scan, USB	Main Office - Front Desk	1,509		15	20
Davenport Ridge	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office - Back Hallway	86,539		95	100
Davenport Ridge	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office - Back Hallway	78,487		95	100
Davenport Ridge Totals				158,535	0		
Dolan Middle School	5855	Copy, Print, Scan, Fax, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office (Left Side)	7,814		55	55
Dolan Middle School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office (Right Side)	8,228		55	55
Dolan Middle School	5858	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Auditorium (Bottom Floor)	10,920		55	55
Dolan Middle School	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 204A	41,278		75	75
Dolan Middle School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Media Center	60,573		95	100
Dolan Middle School Totals				128,813	0		
Hart Magnet Elementary	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Teacher's Workroom 127	21,885		55	55
Hart Magnet Elementary	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	15,282		75	75
Hart Magnet Elementary	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Teacher's Workroom 127	38,744		75	75
Hart Magnet Elementary	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Teacher's Workroom 127	62,889		95	100
Hart Magnet Elementary Totals				138,800	0		
Julia A Stark Elementary	3635	Copy, Print, Scan, Fax, USB	Room 236 - PPT Room	1,953		35	35
Julia A Stark Elementary	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 234	18,153		55	55
Julia A Stark Elementary	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Teacher's Workroom/Faculty Dining	59,930		95	100
Julia A Stark Elementary	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Booklet Finisher, 2/3 Hole Punch	Main Office	57,234		95	100
Julia A Stark Elementary Totals				137,270	0		
K T Murphy Elementary	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	27,059		75	75
K T Murphy Elementary	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Library/Media Center	34,861		75	75
K T Murphy Elementary	D95C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Library/Media Center	55,552		95	100
K T Murphy Elementary Totals				117,472	0		
Newfield Elementary	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Assistant Principal's Office	116		20	20
Newfield Elementary	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Main Office (Conference Room)	198		20	20
Newfield Elementary	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	A Wing Hallway	28,377		55	55
Newfield Elementary	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Media Center (Teacher's Workroom)	62,360		95	100
Newfield Elementary	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	46,457		95	100
Newfield Elementary Totals				135,528	0		
Northwest Elementary	3635	Copy, Print, Scan, Fax, USB	Annex Building (Across the Parking Lot)	1,018		35	35
Northwest Elementary	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Basement Workroom	22,489		55	55
Northwest Elementary	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	17,615		75	75
Northwest Elementary	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Media Center	90,025		95	100
Northwest Elementary Totals				131,147	0		
ARTS At Lockwood	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Hallway (4-5 Rooms Down on the Left)	5,050		55	55
Transition Prog. Univ of Indogpi	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Room	100		55	55
Special Education Totals				5,150	0		
Rippowam Middle School	3635	Copy, Print, Scan, Fax, USB	2nd Floor Room 244 (Assistant Principal)	141		35	35
Rippowam Middle School	3635	Copy, Print, Scan, Fax, USB	Apple Pre School Teacher Room	8,335		35	35
Rippowam Middle School	3635	Copy, Print, Scan, Fax, USB	Custodial Office	436		35	20
Rippowam Middle School	5855	Copy, Print, Scan, Fax, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Apple Pre School Computer Lab	8,562		55	55
Rippowam Middle School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 128	3,475		55	55
Rippowam Middle School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 240 (Guidance)	3,048		55	55
Rippowam Middle School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 225	24,808		55	55
Rippowam Middle School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 123 A	6,271		55	55
Rippowam Middle School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	10,527		55	55
Rippowam Middle School	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Teacher's Workroom Room 129 B	23,869		75	75
Rippowam Middle School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Media Center	85,438		95	100
Rippowam Middle School	7845	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	2,744	2,982	C45	C45
Rippowam Middle School	7855	Copy, Print, Scan, Fax, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Apple Pre School Main Office	6,836	5,430	C55	C55
Rippowam Middle School Totals				182,398	8,412		
Rogers Magnet Elementary	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	1st Floor Hallway (Near Room 125)	15,976		55	55
Rogers Magnet Elementary	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	3rd Floor (Copy Area)	10,896		75	75
Rogers Magnet Elementary	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	2nd Floor Hallway (Near Room 206)	26,291		75	75
Rogers Magnet Elementary	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	1st Floor Hallway (Near room 103)	90,962		95	100
Rogers Magnet Elementary	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	55,027		95	100
Rogers Magnet Elementary Totals				199,152	0		
Rosbury Elementary	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Assistant Principal (Mr. Child's Office)	315		20	20
Rosbury Elementary	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Custodial Office	158		20	20
Rosbury Elementary	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Room 400	1,174		20	20
Rosbury Elementary	3635	Copy, Print, Scan, Fax, USB	Main Office (Front Desk)	1,899		35	35
Rosbury Elementary	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Teacher's Lounge (Atrium)	14,858		75	75
Rosbury Elementary	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Media Center (Workroom)	70,060		95	100
Rosbury Elementary	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	69,575		95	100
Rosbury Elementary Totals				158,637	0		
Scotfield Magnet Middle School	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Custodial Office	178		20	20
Scotfield Magnet Middle School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 244	25,318		55	55
Scotfield Magnet Middle School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Media Center	28,530		55	55
Scotfield Magnet Middle School	5855	Copy, Print, Scan, Fax, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	7,480		55	55
Scotfield Magnet Middle School	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Guidance Office	22,875		75	75
Scotfield Magnet Middle School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 225 B (KLN Room)	59,277		95	100
Scotfield Magnet Middle School Totals				144,558	0		
Springdale Elementary	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Custodial Office	300		20	20
Springdale Elementary	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Media Center	36,191		75	75
Springdale Elementary	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	2nd Floor (Across from Room 200)	35,837		75	75
Springdale Elementary	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Media Center	68,244		95	100
Springdale Elementary Totals				140,572	0		
Stamford Board of Education	3220	Copy, Print, Scan, Fax, Data Image Overwrite	5th Floor South - HR Area	250	0	20	20
Stamford Board of Education	3220	Copy, Print, Scan, Fax, Data Image Overwrite	5th Floor South - HR Area	125		20	20
Stamford Board of Education	3220	Copy, Print, Scan, Fax, Data Image Overwrite	5th Floor North - Laura Cappelloni	485		20	20
Stamford Board of Education	3220	Copy, Print, Scan, Fax, Data Image Overwrite	3rd Floor South - Jeanie Valentine	91		20	20
Stamford Board of Education	3635	Copy, Print, Scan, Fax, USB	8th Floor - IT department	588		35	35
Stamford Board of Education	5855	Copy, Print, Scan, Fax, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	3rd Floor South - Transportation	3,299		55	55
Stamford Board of Education	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	3rd Floor North	9,892		55	55
Stamford Board of Education	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	3rd Floor South - Finance	4,996		55	55
Stamford Board of Education	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	3rd Floor	7,975		55	55
Stamford Board of Education	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	5th Floor South - Copy Area	20,378		75	75
Stamford Board of Education	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	3rd Floor North	2,111		75	75

Stamford Board of Education	3635	Copy, Print, Scan, Fax, USB	9th Floor - IT department	568		35	35
Stamford Board of Education	5855	Copy, Print, Scan, Fax, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	3rd Floor South - Transportation	3,299		55	55
Stamford Board of Education	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	3rd Floor North	9,692		55	55
Stamford Board of Education	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	3rd Floor South - Finance	4,698		55	55
Stamford Board of Education	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	3rd Floor	7,975		55	55
Stamford Board of Education	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	5th Floor South - Copy Area	20,378		55	55
Stamford Board of Education	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	3rd Floor North	2,133		75	75
Stamford Board of Education	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	5th Floor North - Copy Room	48,137		85	100
Stamford Board of Education	7855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	5th Floor North - Copy Room	8,778	11,384	C55	C55
Stamford Board of Education	7855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	5th Floor South - Copy Area	3,786	10,575	C55	C55
Stamford Board of Education Totals				14	116,433	21,938	
Stamford High School	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Room 406 (Athletic Director's Office)	141		20	20
Stamford High School	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Room 455 (Custodial Office)	247		20	20
Stamford High School	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Nurses Office	757		20	20
Stamford High School	3635	Copy, Print, Scan, Fax, USB	Need Location	261		20	20
Stamford High School	3635	Copy, Print, Scan, Fax, USB	Room 162 A (Conference Room A)	361		35	35
Stamford High School	3635	Copy, Print, Scan, Fax, USB	Guidance Office	788		35	35
Stamford High School	3635	Copy, Print, Scan, Fax, USB	Room 162 C (Conference Room A)	1,295		35	35
Stamford High School	3635	Copy, Print, Scan, Fax, USB	Main Office (Admin Office, Back Right Corner)	2,831		35	35
Stamford High School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 363 (Art Office)	3,490		35	35
Stamford High School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 715 B (Counseling Suite)	17,407		55	55
Stamford High School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 157 K (Conference Office)	9,398		55	55
Stamford High School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 917 (Teacher's Workroom)	29,825		55	55
Stamford High School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 234	3,979		55	55
Stamford High School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 729	13,471		55	55
Stamford High School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 246	10,927		55	55
Stamford High School	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	19,013		75	75
Stamford High School	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Media Center	24,240		75	75
Stamford High School	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	World Language	25,511		75	75
Stamford High School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 222 (English Lounge)	77,331		95	100
Stamford High School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 817 (Teacher's Workroom)	84,227		95	100
Stamford High School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 600 B (Teacher's Workroom)	85,534		95	100
Stamford High School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	History Department Office	86,457		95	100
Stamford High School	7835	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Media Center	9,700	12,182	C55	C45
Stamford High School Totals				23	895,591	12,182	
Salemwood Elementary	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	16,476		55	55
Salemwood Elementary	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	6,260		55	55
Salemwood Elementary	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Teacher's Lounge (Behind Media Center)	52,049		75	75
Salemwood Elementary	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Media Center	73,220		95	100
Salemwood Elementary Totals				4	148,995	0	
Strawberry Hill Elementary	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	16,021		55	55
Strawberry Hill Elementary	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Teacher's Workroom	86,196		95	100
Strawberry Hill Elementary	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Conference Room				100
Strawberry Hill Elementary Totals				2	102,217	0	
Touqua Magnet Elementary	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Kindergarten Hallway	15,727		55	55
Touqua Magnet Elementary	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	19,434		55	55
Touqua Magnet Elementary	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 30A	84,130		75	100
Touqua Magnet Elementary	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office Teacher Copy Room	99,965		95	100
Touqua Magnet Elementary Totals				4	199,256	0	
Turn of River Middle School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Conference Room 3 (1st Floor)	6,184		55	55
Turn of River Middle School	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Teacher's Lounge (Room 225)	49,752		75	75
Turn of River Middle School	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	20,955		75	75
Turn of River Middle School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Teacher's Faculty Lounge	71,225		95	100
Turn of River Middle School Totals				4	147,816	0	
Westhill High School	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Music Office (1st Floor)	228		20	20
Westhill High School	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Custodial Department	539		20	20
Westhill High School	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Nurses Office	970		20	20
Westhill High School	3220	Copy, Print, Scan, Fax, Data Image Overwrite	Athletic Director	463		20	20
Westhill High School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Agriculture/Biology Wing (Main Office)	13,613		55	55
Westhill High School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Art Department (1st Floor)	16,114		55	55
Westhill High School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Old VOA	12,318		55	55
Westhill High School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Special Education Department	5,318		55	55
Westhill High School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office (Old Attendance Office)	18,422		55	55
Westhill High School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Raynor Office	19,978		55	55
Westhill High School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office (500)	5,923		55	55
Westhill High School	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Career Center/Guidance	1,761		55	55
Westhill High School	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Girls Locker Room (Mrs. Birch's Office)	7,561		55	55
Westhill High School	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Lounge (500)	65,594		75	75
Westhill High School	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	28,430		75	75
Westhill High School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	World Language	37,004		75	75
Westhill High School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Media Center (Room 484)	63,728		95	100
Westhill High School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Social Studies/Science Department	78,753		95	100
Westhill High School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Math Department	80,481		95	100
Westhill High School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Teacher's Prep (800S)	66,228		95	100
Westhill High School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Science Department	62,118		95	100
Westhill High School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	English Department (2nd Floor)	44,261		95	100
Westhill High School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Need Location	49,152		95	100
Westhill High School	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Business Office Room	37,845		95	100
Westhill High School	7835	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Principal's Conference Room	3,617	3,593	C55	C45
Westhill High School Totals				25	786,435	3,593	
Westover Magnet Elementary	3220	Copy, Print, Scan, Fax, Data Image Overwrite	1st Floor Custodial Office	191		20	20
Westover Magnet Elementary	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	1st Floor PTO Room	9,862		55	55
Westover Magnet Elementary	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 184 (Teacher's Workroom)	45,874		55	55
Westover Magnet Elementary	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	1st Floor Storage Room	19,157		55	55
Westover Magnet Elementary	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room 0226	48,930		55	55
Westover Magnet Elementary	5855	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Media Center	15,963		55	55
Westover Magnet Elementary	5875	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Main Office	31,804		75	75
Westover Magnet Elementary	D95 C	Copy, Print, Scan, USB, Data Image Overwrite, Finisher, 2/3 Hole Punch	Room C206	64,954		95	100
Westover Magnet Elementary Totals				8	226,755	0	
District Totals				165	4,393,832	46,136	
				Number of Units	18	1	
				Number of Units	20	24	26
				Number of Units	35	12	11
				Number of Units	55	56	56
				Number of Units	75	30	29
				Number of Units	95 or 100	36	38
				Number of Units	C35	2	
				Number of Units	C45	1	3
				Number of Units	C55	3	3
						165	166

Pg. 23 **EXHIBIT B – PLEASE DELETE numbers as shown in parenthesis**

~~(65)~~ Finisher Units with Multi Stapling Positions with

~~(20)~~ Finisher Units with Multi Stapling Positions and Saddle Stitch with

~~(20)~~ Post Process Inserter Units

THE ORIGINAL RFP IS AT THE DISTRICT WEBSITE. HERE IS THE LINK

https://www.stamfordpublicschools.org/sites/stamfordps/files/uploads/rfp_17-14_district_copier_services.pdf



P.O. Box 9310, Stamford, CT 06904

Offices at 888 Washington Blvd. Phone (203) 977-4105

www.stamfordpublicschools.org

Earl Kim, Superintendent of Schools

To: All Bidders
From: Hugh Murphy, Executive Director of Finance
Date: Monday October 16, 2017
Re: Vendor's questions on RFP 17-14 District Copier Services

ADDENDUM 2

RFP 17-14 District Copier Services

1. For pricing purposes what are the amount of color copies per month?
For pricing purposes, assume 50,000 color copies per month
2. Do we need to include cabinets for group 2 machines?
Yes. For pricing purposes, include cabinets.
3. Do we need booklet making and saddle stitch??
After further review, this is not needed.
4. How should we handle the two units that are on individual lease agreements?
The two machines include the D95 in the Westhill High School Business Office and the D95 in the Teacher's Workroom at Strawberry Hill Elementary School. The district will make arrangements to continue the lease until it expires and the two pieces of equipment have been removed from the equipment list. The number of units requested has been reduced to 164.
5. What is the actual number of units? We come up with 175 instead of 166.
There RFP currently contains 166 machines. After we remove the two machines listed in 4. above the total drops to 164.

6. Did you want to include the buyout of the two machines discussed during the Bid Review? If so, can you provide us the buyout information.
Please see the response to question 4 above.
7. Are you requiring any print accounting by users? It was not specified in bid and I wanted to be sure.
Page 9 of the RFP mentions security codes. We will need the large machines (group 2 to 5) to accept ID badges or security codes before users can make copies. I also mentioned at the pre-bid meeting the need to track usage by individuals via reports.
8. Do you require the ChromeBooks to print to the 100ppm devices?
This is something we would like but is not mandatory. If possible, please provide an alternate bid that would include this.
9. Will there be a Public Bidding Opening at 2:30pm on Thursday?
Bids are opened publically; RFP's are not. The proposals are not public documents until a vendor contract is executed.
10. Would SPS waive the termination for convenience clause?
The SPS is not precluded from waiving such clauses or entering to alternate forms of contractual arrangements. That being said, the SPS will select the proposal that is in the best interest of the School System. Therefore, please be sure to submit all proposed documents/terms/conditions with your response.
11. Would a Vendor be disqualified if they took exception to this clause and required SPS to sign a non-cancelable lease?
The SPS is not precluded from waiving such clauses or entering to alternate forms of contractual arrangements. That being said, the SPS will select the proposal that is in the best interest of the School System. Therefore, please be sure to submit all proposed documents/terms/conditions with your response.
12. Will SPS agree to negotiate and sign a 3rd party Master Lease Agreement as the controlling document in lieu of "The Sample Agreement" included in their RFP?
The SPS is not precluded from waiving such clauses or entering to alternate forms of contractual arrangements. That being said, the SPS will select the proposal that is in the best interest of the School System. Therefore, please be sure to submit all proposed documents/terms/conditions with your response.
13. Will SPS provide their written consent to allow a vendor to assign the lease to a 3rd party bank to finance, invoice and collect payments?
The SPS is not precluded from waiving such clauses or entering to alternate forms of contractual arrangements. That being said, the SPS will select the proposal that is in the best interest of the

School System. Therefore, please be sure to submit all proposed documents/terms/conditions with your response.

14. Are all the devices to be equipped with Google Chrome printing?

Please see response to question 8.

15. Which devices are designated devices for student Chrome Book printing?

None are designated for student printing at this time.

16. Are all MFP's to be equipped for Mac's and I Pad printing?

No

17. Are the students using a secure "drop box" for storage of their data?

Students are using Google Classroom.

18. Are your student's records scanned and stored securely?

Yes

19. Please identify the devices that are on a separate lease and in need of a buyout. Specify the Buy-Out figure.

Please see response to question 4.

Stamford Public Schools**RFP 17-14****District Copier Service- November 7, 2017**

	Maximum Points	Canon	TGI	CBS
Price (this criterion must be the primary factor in the award decision and must be assigned the highest point value) including the accuracy and transparency of the price to avoid hidden costs.	30			
Ability of the vendor to consistently provide high quality equipment based on the district's specifications	25			
The vendor's ability to service an account the size and complexity of Stamford Public Schools in a timely manner including proximity to the schools and proposed service turnaround time	25			
Evidence of corporate experience as measured by references, performance record, years in the industry, evidence of financial stability, relevant experience, number of districts served and client retention	10			
The copier companies ability to work with the district information technology department to minimize disruption to the education process and to install machines on a timely basis	10			
	100			

Comments:

Signature: _____

Date: _____



**City of Stamford
BOARD OF EDUCATION**

RESOLUTION

Board Meeting Date: November 28, 2017 **Action Required By:** November 28, 2017

Code: 11-28-17:88

SUBJECT: Mission Statement for the Stamford Public Schools

BACKGROUND: The district has participated in a Strategic Planning Process and a Mission Statement has been generated as a result.

ALTERNATIVES:

FUNDING SOURCE:

Beginning Date of **Ending Date of**
Program or Project: Fall 2016 **Program or Project:**

POLICY/REGULATION REFERENCE: 9311, 9311.1

RESOLUTION: **BE IT RESOLVED**, that on the recommendation of the Superintendent of Schools, that the Board of Education approve the following Vision and Mission Statements for the Stamford Public Schools – Second Vote:

The mission of the Stamford Public Schools is to provide an education that cultivates productive habits of mind, body and heart in every student.

ATTACHMENTS:

- 1)
- 2)
- 3)



Signature of Member(s) Submitting Report



Signature of Superintendent of Schools

0000 Mission Statement

Mission - Goals - Objectives

Mission Statement.

The mission of the Stamford Public Schools is to provide an education that cultivates productive habits of mind, body and heart in every student.

Policy Adopted:

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut



**City of Stamford
BOARD OF EDUCATION**

RESOLUTION

Board Meeting Date: November 28, 2017 **Action Required By:** November 28, 2017

Code: 11-28-17:89

SUBJECT: Vision Statement for the Stamford Public Schools

BACKGROUND: The district has participated in a Strategic Planning Process and a Vision Statement has been generated as a result.

ALTERNATIVES:

FUNDING SOURCE:

Beginning Date of Program or Project: Fall 2016 **Ending Date of Program or Project:**

POLICY/REGULATION REFERENCE: 9311, 9311.1

RESOLUTION: **BE IT RESOLVED**, that on the recommendation of the Superintendent of Schools, that the Board of Education approve the following Vision Statement for the Stamford Public Schools – Second Vote:

The Stamford Public Schools will be a learning organization that continuously improves its effective, innovative and transformational teaching and learning. We will challenge, inspire and prepare all students to be productive, contributing members of society.

ATTACHMENTS:

- 1)
- 2)
- 3)


Signature of Member(s) Submitting Report


Signature of Superintendent of Schools

0100 Vision Statement

Mission - Goals - Objectives

Vision Statement

The Stamford Public Schools will be a learning organization that continuously improves its effective, innovative and transformational teaching and learning. We will challenge, inspire and prepare all students to be productive, contributing members of society.

Policy Adopted:

STAMFORD PUBLIC SCHOOLS
Stamford, Connecticut



**City of Stamford
BOARD OF EDUCATION**

RESOLUTION

Board Meeting Date: November 28, 2017 **Action Required By:** November 28, 2017

Code: 11-28-17:90

SUBJECT: Approval of the addition of three schools (Hart, KT Murphy and Newfield) to the Energy Improvement District (EID) project

BACKGROUND: The Board of Education approved participation in the City of Stamford EID project on August 30, 2016 and must approve the addition of three schools, Hart, Newfield and KT Murphy, to the project.

ALTERNATIVES:

FUNDING SOURCE: City of Stamford Capital Budget and BOE Operating Budget

Beginning Date of Program or Project: December 2016 **Ending Date of Program or Project:** June 2026

POLICY/REGULATION REFERENCE: 3510 Operations and Maintenance of Plant

RESOLUTION: **BE IT RESOLVED**, that on the recommendation of the Superintendent of Schools, that the Board of Education support the addition of the three additional schools to the previously approved Energy Improvement District (EID) project. The City will add the project cost for these schools to the debt amounts and debt service payments for the EID project, which will be shown in a discrete debt service line item in the BOE budget.

ATTACHMENTS:

1)Cover Letter

2)Cost Estimate

3)


Signature of Member(s) Submitting Report


Signature of Superintendent of Schools



P.O. Box 9310, Stamford, CT 06904

Offices at 888 Washington Blvd. Phone (203) 977-4105

www.stamfordpublicschools.org

Earl Kim, Superintendent of Schools

To: Earl Kim, Superintendent of Schools

From: Hugh Murphy, Executive Director of Finance 

Re: Change to EID Project

Date: November 9, 2017

Cc: Laura Burwick

The attached Resolution 11-28-17:90 for "Approval of the addition of three schools (Hart, KT Murphy and Newfield) to the Energy Improvement District (EID) project" acts to increase the scope of the EID project. From speaking to Laura Burwick, the first year cost is estimated at \$21,000 and is more than offset by savings in the district's Electricity cost. The project offers the BOE significant long term savings on electricity.

Please let me know if you need any additional information.

Murphy, Hugh

From: Burwick, Laura
Sent: Wednesday, November 08, 2017 5:57 PM
To: Murphy, Hugh
Subject: Estimated Debt Service for 3 additional schools

Hugh,

The exact numbers will be different but this is a good estimate of the additional debt service cost. The lighting project costs \$471,407 and the Eversource rebates are \$118,265.

Laura

	interest	2.00%				
<u>Period</u>	<u>Begin Princ</u>	<u>Interest</u>	<u>Principal</u>	<u>Total DS</u>	<u>Rebate</u>	<u>Balance</u>
1	\$471,407	\$9,428		\$9,428	(\$118,265)	\$353,142
2	\$353,142	\$7,063	\$35,314	\$42,377		\$317,828
3	\$317,828	\$6,357	\$35,314	\$41,671		\$282,514
4	\$282,514	\$5,650	\$35,314	\$40,964		\$247,199
5	\$247,199	\$4,944	\$35,314	\$40,258		\$211,885
6	\$211,885	\$4,238	\$35,314	\$39,552		\$176,571
7	\$176,571	\$3,531	\$35,314	\$38,846		\$141,257
8	\$141,257	\$2,825	\$35,314	\$38,139		\$105,943
9	\$105,943	\$2,119	\$35,314	\$37,433		\$70,628
10	\$70,628	\$1,413	\$35,314	\$36,727		\$35,314
11	\$35,314	\$706	\$35,314	\$36,020		(\$0)

June 2018 payment for 3 schools
will add \$21,000 to the 2017-18 Budget



**City of Stamford
BOARD OF EDUCATION**

RESOLUTION

Board Meeting Date: November 28, 2017 **Action Required By:** November 28, 2017

Code: 11-28-17:91

SUBJECT: To approve the job description, posting and filling for the position of Secondary Literacy EL Reading Specialist.

BACKGROUND: The **Secondary Literacy EL Reading Specialist** will administer literacy assessments, score, collect, analyze, and monitor data in order to inform instruction. The **Secondary Literacy EL Reading Specialist** is supported by building level administrators in the implementation of direct literacy instruction in fundamental reading skills to English Language Learners who have been identified as being a Student with Limited or Interrupted Formal Education (SLIFE).

ALTERNATIVES:

FUNDING SOURCE: PSD Grant

**Beginning Date of
Program or Project:** January 2018

**Ending Date of
Program or Project:** June 2018

POLICY/REGULATION REFERENCE:
3162 Fiscal Management

RESOLUTION: **BE IT RESOLVED**, that on the recommendation of the Superintendent of Schools, that the Board of Education approve the job description, posting and filling of a 1.0 FTE Secondary Literacy EL Reading Specialist.

ATTACHMENTS:

- 1) Job Description
- 2) Draft Job Posting



Signature of Member(s) Submitting Report



Signature of Superintendent of Schools



P.O. Box 9310, Stamford, CT 06904

Offices at 888 Washington Blvd. Phone (203) 977-4105

www.stamfordpublicschools.org

Earl Kim, Superintendent of Schools

Memo

TO: Mr. Earl Kim, Superintendent of Schools *EK*

FROM: Dr. Tamu Lucero, Assistant Superintendent – Elementary *JL*

DATE: November 14, 2017

RE: Secondary Literacy EL Reading Specialist

Attached is a resolution to approve the job description, posting and filling for the Secondary Literacy EL Reading Specialist position.

The Secondary Literacy EL Reading Specialist will administer literacy assessments, score, collect, analyze, and monitor data in order to inform instruction. The Secondary Literacy EL Reading Specialist is supported by building level administrators in the implementation of direct literacy instruction in fundamental reading skills to English Language Learners who have been identified as being a Student with Limited or Interrupted Formal Education (SLIFE).

General Statement:

The **Secondary Literacy EL Reading Specialist** will administer literacy assessments, score, collect, analyze, and monitor data in order to inform instruction. The **Secondary Literacy EL Reading Specialist** is supported by building level administrators in the implementation of direct literacy instruction in fundamental reading skills to English Language Learners who have been identified as being a Student with Limited or Interrupted Formal Education (SLIFE).

Major Responsibilities:

- Provides screening for identified EL students exhibiting difficulty with basic reading skills.
- Plans and delivers literacy instruction in whole and small group to target identified fundamental reading objectives, utilizing a systematic, direct explicit approach, which includes developing phonological awareness and processing skills.
- Establishes learning objectives consistent with student needs utilizing Scientific Research Based Intervention (SRBI) and assessments tailored to detection, recognition and interventions for EL students exhibiting reading difficulties in fundamental reading skills.
- Plans for and utilizes daily instructional methods which are prescriptive and diagnostic, inclusive of necessary adjustments that need to be made in order to facilitate student progress toward achieving reading objectives.
- Provides necessary accommodations to assist ELs in accessing literacy goals.
- Continually collects, scores, assesses and analyzes student data in order to monitor student progress in meeting targets and inform instruction to identify students who demonstrate a need for additional reading support.
- Works collaboratively with building EL team and administration on the Strategic School Improvement Plan to provide consistent, high expectations for all EL students with reading difficulties.
- Attends meetings with the Secondary Literacy Committee as needed to review and evaluate effectiveness of implementation of the literacy support.
- Assists in the development of a comprehensive structured literacy program to address the needs of ELs who may have had interrupted formal education or recommended by a teacher.

Qualifications:

- A valid Connecticut teacher certificate endorsed for:
 - Remedial Reading and Remedial Language Arts, 1-12 (102) AND Teaching English to Speakers of Other Languages (TESOL), PK-12 (111) (preferred). OR
 - Remedial Reading and Remedial Language Arts, 1-12 (102) with current enrollment or enrollment within 6 months in a graduate program leading to Teaching English to Speakers of Other Languages (TESOL), PK-12 (111) certification. OR
 - Teaching English to Speakers of Other Languages (TESOL), PK-12 (111) with current enrollment or enrollment within 6 months in a graduate program leading to Remedial Reading and Remedial Language Arts, 1-12 (102) certification.

- Experience:
 - Teaching EL students utilizing research-based strategies and teaching early literacy skills utilizing a structured literacy approach, providing daily instruction which is direct, explicit, diagnostic, and prescriptive OR
 - Teaching early literacy skills utilizing a structured literacy approach, providing daily instruction which is direct, explicit, diagnostic, and prescriptive AND writing standards-based lesson plans/goals and objectives for students with identified reading weaknesses OR
 - Teaching EL students utilizing research-based strategies.
- Ability to work effectively with administrators, teachers, parents, and students.
- Commitment to the growth and academic development of all students.

Draft 11/14/2017



Stamford Public Schools

Employment Application

Openings as of 11/15/2017

DRAFT Secondary Literacy EL Reading Specialist

Position Type:
Teachers on Special Assignment

JobID: 5527

[Share](#)

[Email To A Friend](#)
[Print Version](#)

Date Posted:
11/14/2017

Location:
All District

The filling of this position is based upon continued funding in the Board of Education budget.

Note: Teachers dually certified in TESOL, Bilingual Education or ESL, with experience in Sheltered Instruction or fluency in a language other than English, will be given preference for all Stamford Public School positions.

General Statement:

The Secondary Literacy EL Reading Specialist will administer literacy assessments, score, collect, analyze, and monitor data in order to inform instruction. The Secondary Literacy EL Reading Specialist is supported by building level administrators in the implementation of direct literacy instruction in fundamental reading skills to English Language Learners who have been identified as being a Student with Limited or Interrupted Formal Education (SLIFE).

Major Responsibilities:

- Provides screening for identified EL students exhibiting difficulty with basic reading skills.
- Plans and delivers literacy instruction in whole and small group to target identified fundamental reading objectives, utilizing a systematic, direct explicit approach, which includes developing phonological awareness and processing skills.
- Establishes learning objectives consistent with student needs utilizing Scientific Research Based Intervention (SRBI) and assessments tailored to detection, recognition and interventions for EL students exhibiting reading difficulties in fundamental reading skills.
- Plans for and utilizes daily instructional methods which are prescriptive and diagnostic, inclusive of necessary adjustments that need to be made in order to facilitate student progress toward achieving reading objectives.
- Provides necessary accommodations to assist ELs in accessing literacy goals.

- Continually collects, scores, assesses and analyzes student data in order to monitor student progress in meeting targets and inform instruction to identify students who demonstrate a need for additional reading support.
- Works collaboratively with building EL team and administration on the Strategic School Improvement Plan to provide consistent, high expectations for all EL students with reading difficulties.
- Attends meetings with the Secondary Literacy Committee as needed to review and evaluate effectiveness of implementation of the literacy support.
- Assists in the development of a comprehensive structured literacy program to address the needs of ELs who may have had interrupted formal education or recommended by a teacher.

Qualifications:

- A valid Connecticut teacher certificate endorsed for:
 - Remedial Reading and Remedial Language Arts, 1–12 (102) AND Teaching English to Speakers of Other Languages (TESOL), PK–12 (111) (preferred). OR
 - Remedial Reading and Remedial Language Arts, 1–12 (102) with current enrollment or enrollment within 6 months in a graduate program leading to Teaching English to Speakers of Other Languages (TESOL), PK–12 (111) certification. OR
 - Teaching English to Speakers of Other Languages (TESOL), PK–12 (111) with current enrollment or enrollment within 6 months in a graduate program leading to Remedial Reading and Remedial Language Arts, 1–12 (102) certification.
- Experience:
 - Teaching EL students utilizing research-based strategies and teaching early literacy skills utilizing a structured literacy approach, providing daily instruction which is direct, explicit, diagnostic, and prescriptive OR
 - Teaching early literacy skills utilizing a structured literacy approach, providing daily instruction which is direct, explicit, diagnostic, and prescriptive AND writing standards-based lesson plans/goals and objectives for students with identified reading weaknesses OR
 - Teaching EL students utilizing research-based strategies.
- Ability to work effectively with administrators, teachers, parents, and students.
- Commitment to the growth and academic development of all students.

Term:

January 2018 through June 2018.

Compensation:

The salary for this position is determined in accordance with the provisions of the current teachers' contract.

DRAFT 11/14/2017

FMLA regulations require all employers to post the updated FMLA notice.

Powered by applicant tracking, a product of Frontline Education.



**City of Stamford
BOARD OF EDUCATION**

RESOLUTION

Board Meeting Date: November 28, 2017 **Action Required By:** November 28, 2017

Code: 11-28-17:94

SUBJECT: Establishing Board of Education Committees for 2018.

BACKGROUND:

ALTERNATIVES:

FUNDING SOURCE:

**Beginning Date of
Program or Project:** December 1, 2017 **Ending Date of
Program or Project:**

POLICY/REGULATION REFERENCE: 9130

RESOLUTION: **BE IT RESOLVED**, that the Board of Education approve establishing a Fiscal & Operations Committee. The existing Teaching & Learning Committee will be renamed Teaching, Learning, and Community Committee. All other committees will be removed effective November 30, 2017.

ATTACHMENTS:

1)

2)

3)

A blue ink signature, appearing to be "D. [unclear]", written over a horizontal line.

Signature of Board Vice President

A blue ink signature, appearing to be "G. [unclear]", written over a horizontal line.

Signature of Board President



**City of Stamford
BOARD OF EDUCATION**

RESOLUTION

Board Meeting Date: November 28, 2017 **Action Required By:** November 28, 2017

Code: 11-28-17:95

SUBJECT: Board of Education Regular, Committee and Work meeting dates for January through December 2018.

BACKGROUND: A yearly schedule of meeting dates is required to be filed with the Town Clerk's by January 31st each year.

ALTERNATIVES:

FUNDING SOURCE:

Beginning Date of Program or Project: January 1, 2018 **Ending Date of Program or Project:** December 31, 2018

POLICY/REGULATION REFERENCE: 9130

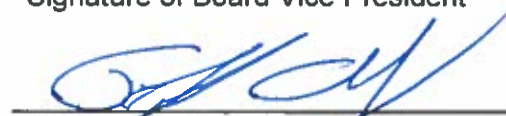
RESOLUTION: **BE IT RESOLVED**, that the Board of Education approve the Regular and/or Committee and/or Work meeting dates for January through December 2018.

ATTACHMENTS:

- 1) Proposed 2018 Board of Education Regular, Committee and Work Meeting dates



Signature of Board Vice President



Signature of Board President

STAMFORD BOARD OF EDUCATION

BOARD OF EDUCATION MEETING NOTICE REGULAR BOARD MEETING

Schedule of Meetings for Board of Education - 2018

PLEASE NOTE

Time for the Public to Be Heard will only be included on the agenda for the regular board meeting of each month.

January 23, 2018

February 27, 2018

March 27, 2018

April 24, 2018

May 22, 2018*

June 26, 2018

July 24, 2018

August 28, 2018

September 25, 2018

October 23, 2018

November 27, 2018

December 4, 2018**

ALL REGULAR BOARD MEETINGS WILL START AT 7:00 PM AND WILL BE HELD IN THE BOARD OF EDUCATION BOARD ROOM (5TH FLOOR) OF THE STAMFORD GOVERNMENT CENTER.

**** This meeting will be held on the 4th Tuesday***

***** This meeting will be held on the 1st Tuesday***

STAMFORD BOARD OF EDUCATION

BOARD OF EDUCATION COMMITTEE MEETING NOTICE

Schedule of Board of Education Committee Meetings

Fiscal & Operations Committee Teaching, Learning and Community Committee

(Held on the 2nd Tuesday of the month, except where noted)

2018

January 9, 2018

February 13, 2018

March 13, 2018

April 3, 2018 *

May 8, 2018

June 12, 2018

July 10, 2018

August 14, 2018

September 4, 2018 *

October 9, 2018

November 13, 2018

COMMITTEE MEETINGS WILL BE HELD IN THE BOARD OF EDUCATION BOARD ROOM (5TH FLOOR) OF THE STAMFORD GOVERNMENT CENTER.

** This meeting will be held on the 1st Tuesday*

STAMFORD BOARD OF EDUCATION

BOARD OF EDUCATION WORKSHOP/RETREAT MEETING NOTICE

Schedule of Board of Education Workshop/Retreat Meetings

(Held on the 3rd Tuesday of the month, except where noted)

2018

January 16, 2018

February 21, 2018 *

March 20, 2018

April 17, 2018

May 15, 2018

June 19, 2018

July 17, 2018

August 14, 2018

September 17, 2018*

October 16, 2018

November 20, 2018

COMMITTEE MEETINGS WILL BE HELD IN THE BOARD OF EDUCATION BOARD ROOM (5TH FLOOR) OF THE STAMFORD GOVERNMENT CENTER.

** This meeting will be held on the 3rd Monday*



**City of Stamford
BOARD OF EDUCATION**

RESOLUTION

Board Meeting Date: November 28, 2017 **Action Required By:** November 28, 2017

Code: 11-28-17:96

SUBJECT: AITE Trip to Spain – April 7-14, 2018

BACKGROUND: Students will participate in an academic/cultural program at Universidad Carlos III de Madrid, and have an opportunity to visit the University's engineering laboratories and see the projects that local students are working on. They will tour Madrid and nearby cities and experience the language, museums, architecture, landscape, and food.

ALTERNATIVES: N/A

FUNDING SOURCE: Student and family contributions, in-school and out-of-school fundraising. Grants will also be pursued.

**Beginning Date of
Program or Project:** April 7, 2018


**Ending Date of
Program or Project:** April 14, 2018

POLICY/REGULATION REFERENCE: 6153 Field Trips for Students
6153R Field Trips

RESOLUTION: **BE IT RESOLVED**, on the recommendation of the Superintendent of Schools, that the Board of Education approve the trip to Spain April 7-14, 2018, by students and staff from Academy of Information Technology and Engineering.

ATTACHMENTS:

- 1) Memo from Dr. Michael Fernandes
- 2) School Trip Request
- 3) Memo from Tina Rivera
- 4) Trip Itinerary
- 5) Trip Insurance Certificate of Liability


Signature of Member(s) Submitting Report


Signature of Superintendent of Schools



Stamford Public Schools

EXCELLENCE IS THE POINT.

Michael Fernandes, Ed.D.
Assistant Superintendent for Secondary Schools
888 Washington Blvd., Stamford, CT 06901
203-977-4567
203-977-4968 fax
mfernandes@stamfordct.gov

TO: Earl Kim, Superintendent of Schools

FROM: Michael Fernandes, Assistant Superintendent Secondary 

DATE: November 20, 2017

SUBJECT: **AITE Trip to Spain – April 7-14, 2018**

Attached please find a trip request from Academy of Information Technology, and Engineering for students to travel to Spain. The trip will take place during April break, departing Saturday, April 7, and returning Saturday, April 14.

Students will participate in an academic/cultural program at Universidad Carlos III de Madrid, and have an opportunity to visit the University's engineering laboratories and see the projects that local students are working on. They will tour Madrid and nearby cities and experience the language, museums, architecture, landscape, and food.

I have reviewed the request and recommend approval by you and the Board of Education. Attached is a Resolution for the meeting of the Board on November 28, 2017.

**STAMFORD PUBLIC SCHOOLS
SCHOOL TRIP REQUEST**

School: AITE

Name of Trip: 2018 Spring Trip to Madrid, Spain

Destination: Spain

Beginning date: April 7, 2018 **Ending date:** April 14, 2018

Description of Trip:

See attached itinerary and program description.

Background:

One of AITE's guidance counselors, Christine Bisceglie, was invited to a program at the Universidad Carlos III de Madrid (UC3M) in July 2017. UC3M is a leader in engineering, aerospace and biomedical sciences in Spain, and has recently begun offering degree programs in English for international students alongside more traditional study-abroad programs in partnership with US colleges and universities. While there, she was invited to bring a cohort of students to the university for one week for a joint academic/cultural program, and in turn invited representatives of the University to come to Stamford; two deans of admissions will visit each of the three high schools on December 1 to give a formal presentation to students and counselors. The University has designed a two day academic offering for our students, including a crash course in Spanish language, history and culture, as well as math, science and engineering topics. The students will also have an opportunity to visit the University's engineering laboratories and see the projects that the local students are working on. The trip logistics are being arranged by ACIS, a leading educational travel agency which has organized SPS trips in the past.

Students:

We estimate that up to 20 students might participate, but can take more if there is greater interest. All AITE students are invited to participate.

Lead Chaperones:

Christine Bisceglie – Guidance Counselor

Michael Gasidlo – Physics Teacher

Additional chaperones as needed based on number of students

Mode of Transportation:

First Student bus to/from JFK, commercial air carrier to Spain, licensed coach bus, train, and local mass transit in Spain.

Trip Cost: \$3200 per student, all-inclusive

2-3 chaperones travel at no cost as they are "on duty" during the entire trip

Funding Source:

Primarily student and family contributions.

How many students attending the trip will require financial support?

We estimate that several students will require some level of financial support.

Continues on back ->

Indicate how the school is providing for students who cannot afford the trip:

We have some fundraised monies left over in accounts for previous trips which were canceled for various reasons. Additionally, we will engage in in-school and out-of-school fundraising activities, as well as soliciting grants. We are looking into selling wreaths and/or candles as an in-school fundraiser. ACIS is providing a \$500 scholarship, as well as a \$100 early sign-up discount and \$50 discount for paying by check or installment plan. Chaperones are providing a \$600 scholarship.

Principal's Signature of Approval:

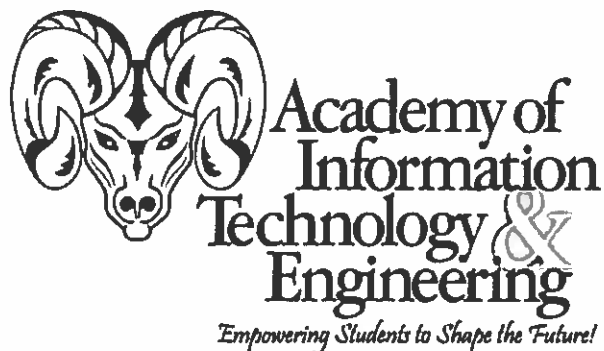
Tina Rivers

Assistant Superintendent:

Mark F. L.

☐ Approved

☐ Denied



Tina Rivera, *Principal*

Phone: 203 977-4336

Fax: 203 977-6638

411 High Ridge Road

Rippowam Campus

Stamford, CT 06905

Email: trivera@aitestamford.org

Web: <http://aitestamford.org>

November 20, 2017

Dr. Fernandes:

One of my teachers, Michael Gasidlo, is requesting permission to take AITE students on a 8 day trip to Spain, April 7 – April 14, 2018. Students will get to experience Spanish language and culture first-hand in Madrid and the nearby cities of Segovia and Cordoba and get to experience various museums, architecture, landscape and food.

Students will tour and take specially-designed classes at the Universidad Carlos III de Madrid, a top-tier engineering, architecture, aerospace and biomedical sciences university in Spain. In the evenings, they will explore Madrid's sights, sounds, and culture. Day trips to Segovia and Cordoba will enhance students' experiences and ensure that students get the full flavor of Spain's diverse history and regional culture.

This trip aligns with the SPS Spanish curriculum, immersing students in the Spanish culture while they both practice and use the target language of Spanish outside the typical school setting. In addition, it aligns with SPS college and career readiness goals by exposing students to opportunities for overseas study that they might not have otherwise considered, and lets them experience what a day on campus is like firsthand.

Because the trip will take place during April break, students will not miss school to participate in this opportunity. We will ensure that there are an appropriate number of AITE chaperones, once we know how many students are interested in participating on this trip.

Thank you for your consideration of this valuable learning experience for our students.

Sincerely,
Tina Rivera

Spain 2018 Itinerary

Saturday April 7	<ul style="list-style-type: none"> ○ First Student bus to JFK Airport, overnight flight to Madrid
Sunday April 8	<ul style="list-style-type: none"> ○ Arrive in Madrid early in the morning ○ Bus transfer to hotel; drop off bags ○ Lunch at San Fernando Market in central Madrid ○ Explore el Rastro market ○ Check into hotel, down time to shower and relax ○ Dinner at nearby restaurant ○ Return to hotel for early bedtime
Monday April 9	<ul style="list-style-type: none"> ○ 7:30 wake up and breakfast at hotel ○ 9 AM - 1:30 PM at University: <ul style="list-style-type: none"> ○ Spanish Basics ○ Campus Tour ○ Lunch on campus ○ Museo del Prado and Palacio Real (arranged by University) ○ Templo de Debod (short walk from Palace) (ACIS) ○ Dinner ○ Return to hotel
Tuesday April 10	<ul style="list-style-type: none"> ○ 7:30 wake up and breakfast at hotel ○ 9 AM - 3 PM at University <ul style="list-style-type: none"> ○ Spanish Basics ○ Tour of Labs ○ Lunch on campus ○ Basic Math for Future Engineers ○ Return to hotel to freshen up ○ Churros on San Ginez ○ Walking Tour of Madrid ○ Tapas route in Cava Alta/Cava Baja for dinner
Wednesday April 11	<ul style="list-style-type: none"> ○ 7:30 wake up and breakfast at hotel ○ Train to Segovia ○ Explore Segovia with a licensed tour guide. See the Roman aqueducts. Lunch and dinner in Segovia ○ Train to Madrid
Thursday April 12	<ul style="list-style-type: none"> ○ Breakfast at hotel ○ National Museum of Archaeology ○ Walking tour of Parque del Retiro with boats ○ Lunch ○ Teleferico ○ Souvenir shopping trip to El Corte Ingles department store or similar ○ Return to hotel to drop off shopping and freshen up/change for flamenco ○ Flamenco lesson and show
Friday April 13	<ul style="list-style-type: none"> ○ 7:30 wake up and breakfast at hotel ○ Train to Cordoba ○ Explore Cordoba with a licensed tour guide. See the Grand Mosque and the Alcazar, the medieval seat of Moorish power in Cordoba, among other examples of Moorish architecture. Learn about the history of the region including the complex interplay of Muslim, Jewish and Christian influences that shaped this part of Spain throughout the 2nd millennium AD.
Saturday April 14	<ul style="list-style-type: none"> ○ Breakfast at hotel ○ Bus transfer to Airport ○ Return flight to JFK ○ First Student bus to AITE



AIFSINC-01

CBRANNON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/20/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

PRODUCER Smith Brothers Insurance, LLC. 68 National Drive Glastonbury, CT 06033	CONTACT NAME: Christine E. Brannon	
	PHONE (A/C, No, Ext): (860) 430-3222	FAX (A/C, No):
INSURED ACIS, Inc. 343 Congress St Ste 3100 Boston, MA 02210-1214	E-MAIL ADDRESS: cbrannon@smithbrothersusa.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Lexington Insurance Company	
	INSURER B: Sentinel Insurance Company	
	INSURER C: Hartford Underwriters Ins. Co.	
	INSURER D: Landmark American Ins Co	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X	015375396	10/26/2017	10/26/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 EBL AGG \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		02UUNAA4752	10/26/2017	10/26/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		013136521	10/26/2017	10/26/2018	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000 \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	02WECN8046	10/26/2017	10/26/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	<input checked="" type="checkbox"/> Excess Umbrella		LHA081065	10/26/2017	10/26/2018	Each Occurrence 25,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Trip to Spain, April 7-14, 2018.

Group leader, Michael Gasidlo, and City of Stamford, Board of Education and their employees, agents and officers named as additional insureds under the General Liability policy, as per policy forms.

CERTIFICATE HOLDER

CANCELLATION

City of Stamford Board of Education 888 Washington Blvd Stamford, CT 06901	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Kimberly S. Conolly</i>



**City of Stamford
BOARD OF EDUCATION**

RESOLUTION

Board Meeting Date: November 28, 2017 **Action Required By:** November 28, 2017

Code: 11-28-17:97

SUBJECT: WHS Trip to Italy – April 5-13, 2018

BACKGROUND: Students taking Italian and Latin and other interested students will visit Italy for an in-depth experience. Their language acquisition will be put to practical use as they will be expected to spend the majority of their time practicing, reading, and communicating in Italian and/or Latin.

ALTERNATIVES: N/A

FUNDING SOURCE: Individuals will pay for themselves. Students and parents will be able to do some fundraising.

**Beginning Date of
Program or Project:** April 5, 2018


**Ending Date of
Program or Project:** April 13, 2018

POLICY/REGULATION REFERENCE: 6153 Field Trips for Students
6153R Field Trips

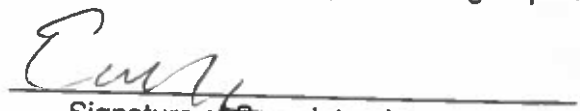
RESOLUTION: **BE IT RESOLVED**, on the recommendation of the Superintendent of Schools, that the Board of Education approve the trip to Italy April 5-13, 2018, by students and staff from Westhill High School.

ATTACHMENTS:

- 1) Memo from Dr. Michael Fernandes
- 2) School Trip Request
- 3) Memo from Michael Rinaldi
- 4) Trip itinerary
- 5) Trip Insurance Certificate of Liability



Signature of Member(s) Submitting Report



Signature of Superintendent of Schools



Stamford Public Schools

EXCELLENCE IS THE POINT.

Michael Fernandes, Ed.D.
Assistant Superintendent for Secondary Schools
888 Washington Blvd., Stamford, CT 06901
203-977-4567
203-977-4968 fax
mfernandes@stamfordct.gov

TO: Earl Kim, Superintendent of Schools

FROM: Michael Fernandes, Assistant Superintendent Secondary

DATE: November 15, 2017

SUBJECT: **WHS Trip to Italy – April 5-13, 2018**

Attached please find a trip request from Westhill High School for students of Italian and Latin to travel to Italy. The trip will take place during April break, departing Thursday, April 5, and returning Friday, April 13. The purpose of the trip is to immerse students in the environment, culture, and history of the country and to practice speaking Italian and/or Latin.

I have reviewed the request and recommend approval by you and the Board of Education. Attached is a Resolution for the meeting of the Board on November 28, 2017.

**STAMFORD BOARD OF EDUCATION
SCHOOL TRIP REQUESTS**

School: Westhill High School

Name of Trip: Experience the Culture and History of Italy – Venice, Pisa, Florence, and Rome

Length of Trip: **Beginning date:** 4/5/2018

Ending date: 4/13/2018

Description of Trip: This is a nine day trip that will take Italian, Latin and any other Westhill students to Italy for an in-depth visit/experience. The trip will start in Venice, progress to, the Leaning Tower of Pisa, then we will bring the group to a high school in Florence (where we have had cultural exchanges in past trips) and finally the city of Rome. Students will be immersed in both the language and the culture for the duration of the experience.

Background: *(Arrangement specifics; also indicate if this trip was done in the past)* Students who are in Italian, Latin and other courses will have the opportunity to take their classroom learning and apply it in a real-world setting. Their language acquisition will be put to practical use as they will be expected to spend the majority of their time practicing, reading and communicating in Italian and/or Latin.

Students: *(Indicate students name, grade, club affiliation, and if all students were offered the opportunity)* This opportunity will be offered to all Westhill students, regardless of their level of fluency. Daily instruction at appropriate levels of fluency is offered as part of this program.

Chaperones: *(Indicate who are the chaperones)*
Josie Costa Weller and a teacher TBD will chaperone.

Trip Cost: Per Person: \$3000 to \$3400 based upon the number of participants
Total Trip Cost: The total cost for 12 students and 2 chaperones is approximately \$44,800.

Funding Source: Individuals will pay for themselves.

Indicate how the school is providing for students who cannot afford the trip:
Students and parents will be able to do some modest fundraising – bake sales, candy sales and car washes (as examples).

How many students attending the trip will require financial support? undetermined



**WESTHILL HIGH SCHOOL
INTEROFFICE MEMORANDUM**

TO: Michael Fernandes

FROM: Michael Rinaldi *MR*

SUBJECT: WHS Trip to Italy – Venice, Pisa, Florence and Rome 4/5-4/13/2018

DATE: October 3, 2017

Attached is a Westhill High School trip request for Italian, Latin and other WHS students to travel to Venice, Pisa, Florence and Rome. The travel dates are April 5, 2018 through April 13, 2018.

Per Ann Marie Mones, all proper additional insurance certificates mandated by the City of Stamford will be provided after insurance policy is renewed mid-October. The students will be taking First Student/or the WHS bus to the airport.

The purpose of this trip is an in-depth visit to Venice, Pisa, Florence and Rome. Students will be fully immersed in both the language and the culture for the duration of the experience. Students will have the opportunity to take their classroom learning and apply it in a real-world setting.

Thank you.

studioarcobaleno tour

DAY BY DAY: 35. MERAVIGLIE ITALIANE

DAY 1 - Thursday, Apr 05th 2018 :

DEPARTURE

DAY 2 - Friday, Apr 06th 2018 :

ARRIVAL AT VENICE AND ENJOY MURANO ISLAND

DAY 3 - Saturday, Apr 07th 2018 :

VENICE, THE CITY ON THE WATER

DAY 4 - Sunday, Apr 08th 2018 :

TRANSFER TO FLORENCE AND STOP IN PISA

DAY 5 - Monday, Apr 09th 2018 :

SCHOOL VISIT AND MEDIEVAL TIME IN FLORENCE

DAY 6 - Tuesday, Apr 10th 2018 :

RENAISSANCE TIME IN FLORENCE

DAY 7 - Wednesday, Apr 11th 2018 :

TRANSFER TO ROME AND VISIT COLISEUM

DAY 8 - Thursday, Apr 12th 2018 :

VATICAN CITY AND SISTINE CHAPEL

DAY 9 - Friday, Apr 13th 2018 :

RETURN TO USA



PREPARING FOR YOUR TRIP

1. Passport copy and air ticket

Before leaving, make a copy of your passport and your airline ticket, or of the email by which you were sent your electronic ticket. The passport and ticket, and will be helpful in obtaining replacement documents, should you lose your travel documents. If you discover you lost your documents, contact your Tour leader immediately.

2. Packing your bags

Pack light! Remember that you will be traveling around different cities and you do not want to be carrying heavy bags on and off the bus. Check your baggage weight and stay within the limitations permitted by your traveling carrier. If you exceed weight limitations, the airline will charge you quite costly. Also remember to allow space for purchases you may make while traveling.

Checking the weather forecast for the locations to be visited will make clothing choices easier.

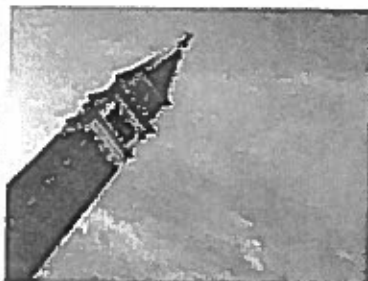
Keep in mind that most museums, churches and public locations have strict dress codes; avoid sandals, flip flops, shorts or mini skirts. Remember to pack personal effects and toiletries; cosmetics and the like.

If you have allergies, remember to pack your medication listing usage and dosage.

You may only carry liquids in 3 ounces bottles in your carry on luggage, and may NOT carry any metal objects. Verify all restrictions with your airline.

Identify all your bags with luggage tags listing name, address, and hotel name. This information will be needed in case of baggage loss.

DAY 3 - Saturday, Apr 07th 2018



Morning

Transfer to Venice by private boat. You will visit some of the most famous places in the world: San Marco Square, the Ducal Palace, the Bridge of Sighs, and the Rialto Bridge.

City Tour with english local guide - Scheduled: 10:00; Duration: 120min-

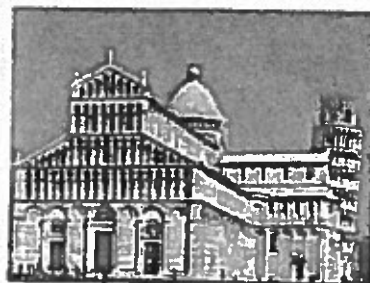
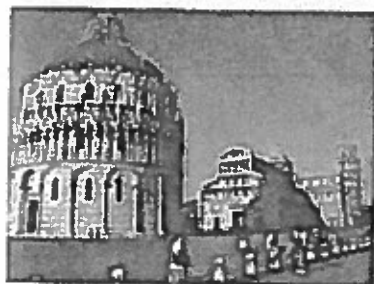
Afternoon

In the afternoon you will tour Venice, the fairytale city, on foot, with our Tour leader. This fabulous city will enchant you with its myriad canals, "campielli" (term used for the small squares of Venice), mysterious narrow streets, wonderful bridges and impressive architecture. Free time or enjoy a gondola ride (to decide in advance with the group leader).

Evening

Dinner

DAY 4 - Sunday, Apr 08th 2018



Morning

Transfer to Pisa via private motor coach.

You will see the Campo of miracles, the Dome of Santa Maria Assunta, the Leaning Tower, the Baptistery: one of the most visited place, known all over the world!
(Ascent to the Leaning tower at additional cost.)

Afternoon

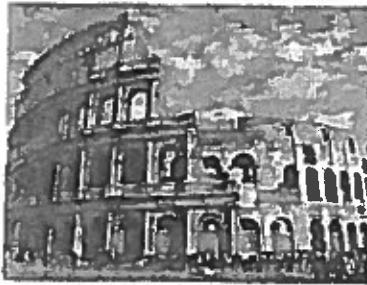
Transfer to Florence via private motor coach.

Check-in and accommodation in the hotel.

Evening

Dinner

DAY 7 - Wednesday, Apr 11th 2018



Morning

In the morning transfer via private motor coach to Rome.
Check-In and accommodation in the hotel.

Afternoon

This afternoon you will experience an historical and artistic itinerary among the vestiges of Roman culture, discovering architecture, painting and sculpture: Roman Forum, Tito Arch and the Coliseum (symbol of the city).

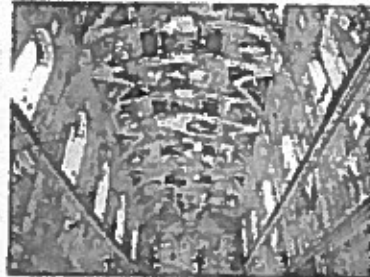
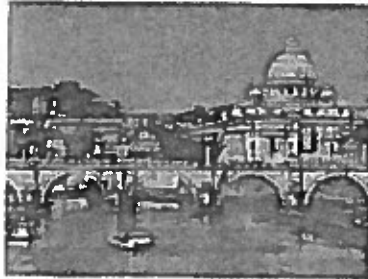
City Tour with english local guide - Scheduled: 14:45; Duration: 150min-

Colosseo e Fori Romani - Scheduled: 15:25; Duration: 60min-

Evening

Dinner

DAY 8 - Thursday, Apr 12th 2018



Morning

In the morning the highlights of the tour are Vatican City, Saint Peter's Square, Vatican Museums, Sistine Chapel.

Musei Vaticani: Cappella Sistina - Scheduled: 10:30; Duration: 180min-

City Tour with english local guide - Scheduled: 10:00; Duration: 180min-

Afternoon

In the afternoon: walking among the fountains with our Tour leader.

There will be a walking tour through the town center, with our Tour leader, from Piazza di Spagna to Piazza Navona, where you can see these masterpieces: Piazza di Spagna, and the Spanish Steps (Trinità dei Monti), Quirinale Palace (seat of the President of the Italian Republic), Pantheon (tombs of the most important Kings of Italy), the Trevi Fountain, Fountain of the Four Rivers.

Evening

Dinner

Police: 112

Public emergency, National police, Emergency Response: 113

Fire Department: 115

Highway Patrol: 116

Emergency Medical: 118

Infancy Medical Response (only from land line phones) 114

Emergency at Sea, Coast guard: 1530

What should I do or not do if I am ill?

Call your Group Leader and Tour Leader, from your cell phone if traveling, and from your room phone if in hotel.

What do I do if I loose medication that is prescribed daily?

Contact your Group Leader and Tour Leader immediately. Have a copy of the prescription and/or drug name so to facilitate replacement.

Via Enrico Forlanini, 52 - 20862 Arcore - MB - Italy
Ph (+39) 039-305891 - Mob: (+39) 389-5143727
Amministrazione: amministrazione@studio-arcobaleno.it

www.studio-arcobaleno.it
www.studioarcobalenotour.it

ZURICH TUTTI PROTETTI ASSICURAZIONI SPECIALI

Accident and Personal Injury Policy

POLICY NUM: 653A2598 – Effective date from: November 15th 2015
Installments' payments: October, 1st and April, 1st annual

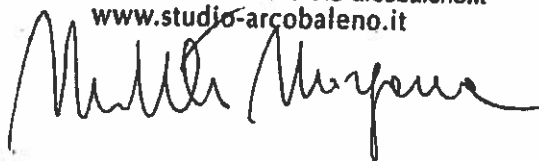
CAPITAL INSURED PER PERSON

- 20.000,00 € **death** (number of travellers insured/days: 3.500)
- 30.000,00 € **permanent disability** (number of travellers insured/days: 3.500)
- 300,00 € **medical expences** (number of travellers insured/days: 3.500)
- 50,00 € **daily allowance in the event of hospitalisation**
(number of travellers insured/days: 3.500)

Maximum level of catastrophic damages of the policy: 7.500.000,00€

STUDIO ARCOBALENO s.r.l.

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Tel. 039-305891 - Fax 039-9300155
Partita IVA 02828360962
E-mail: amministrazione@studio-arcobaleno.it
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POLIZZA DI ASSICURAZIONE DELLA RESPONSABILITA' CIVILE VERSO TERZI E/O PRESTATORI DI LAVORO

Civil Liability Insurance

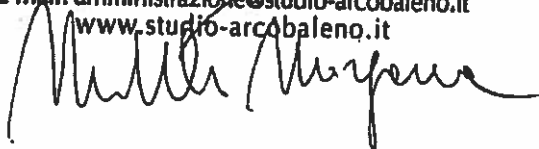
POLICY NUM: 653A2445 – Effective date from: December 03rd 2014
Installments' payments: April 1st and October, 1st annual

MAXIMUM COVERAGE

- **2.500.000,00 € casualty**
(for each claim, whatever the number of people who have died or who have suffered personal injury or property damage suffered to their properties, but with a limit of:)
- **2.500.000,00 € person**
(for each deceased person or who has suffered personal injury)
- **2.500.000,00 € personal belongings**
(for property damage, although belonging to more people)

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**POLIZZA DI ASSICURAZIONE DELLA RESPONSABILITA' CIVILE VERSO TERZI
E/O PRESTATORI DI LAVORO**

Professional and Special Liability Insurance

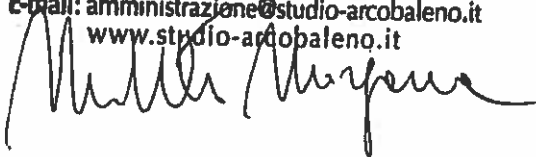
POLICY NUM: 653A2357 – Effective date from: April 01 2014
Installments' payments: October, 1st and April 1st annual

MAXIMUM COVERAGE

- **500.000,00 € casualty**
(for each claim, whatever the number of people who have died or who have suffered personal injury or property damage suffered to their properties, but with a limit of:)
- **500.000,00 € person**
(for each deceased person or who has suffered personal injury)
- **500.000,00 € personal belongings**
(for property damage, although belonging to more people)

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www.studio-arcobaleno.it





Memo

DATE: November 21, 2017

TO: Earl Kim, Superintendent of Schools *gk*

FROM: Stephen Falcone, Executive Director of Human Resources *AWA*

CC: Board of Education

RE: Job Descriptions

Attached please find job descriptions for the following administrator positions for the purpose of establishing a leadership team:

- Deputy Superintendent
- Chief Operations Support Officer
- Associate Superintendent for School Development
- Associate Superintendent for Human Capital
- Associated Superintendent for Teaching and Learning

Thank you.



City of Stamford
BOARD OF EDUCATION
RESOLUTION

Board Meeting Date: November 28, 2017 **Action Required By:** November 28, 2017

Code: 11-28-17:99

SUBJECT: To approve the job description for the Deputy Superintendent.

BACKGROUND:

ALTERNATIVES:

FUNDING SOURCE:

**Beginning Date of
Program or Project:**

**Ending Date of
Program or Project:**

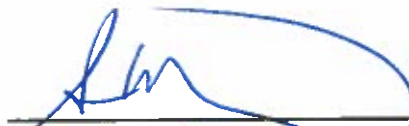
POLICY/REGULATION REFERENCE: 2130

RESOLUTION:


BE IT RESOLVED, that on the recommendation of the Superintendent of Schools, that the Board of Education approve the job description for the Deputy Superintendent.

ATTACHMENTS:

- 1) Job Description
- 2)
- 3)



Signature of Member(s) Submitting Report



Signature of Superintendent of Schools

ANNOUNCEMENT OF VACANCY

DRAFT

Deputy Superintendent

GENERAL STATEMENT

The Deputy Superintendent reports to the Superintendent of Schools. This position is responsible for the overseeing the development and implementation of the district's strategic plan, integrating knowledge derived from research, coordinating enterprise management, overseeing all principal evaluations, and specifically coaching and/or mentoring five (5) principals.

MAJOR RESPONSIBILITIES

- 1) **Strategic Plan Oversight (20%)**
 - i) *Strategic Planning* – manage educational programs, support services, and operational processes; establish and maintain process management governance; manage district projects and programs; manage district quality and organizational performance; manage and plan for change;
- 2) **District Knowledge Management (20%)**
 - i) *Define and Manage Process Frameworks*– Establish and maintain process frameworks; identify cross-functional processes; manage process performance; improve processes by identifying and managing process projects; develop and manage enterprise –wide knowledge management capability; develop KM strategy; assess KM capabilities; identify and plan KM projects; establish measures and benchmarks in order to monitor performance;
- 3) **Enterprise Management Coordination (20%)**
 - i) Manage enterprise risk, including enterprise risk framework and policies; oversee and coordinate risk management activities; coordinate department risk management, including assignment of resources to project objectives; manage regulatory compliance; manage environmental health and safety; manage district remediation efforts.
- 4) **Oversee Principal Evaluations (20%)**
 - i) Ensure coaching and mentoring is being provided and evaluations are compliant with statute and regulations.
- 5) **Other Duties (20%)**
 - i) Coordinate with and respond to Board of Education, City Departments and City Boards – Mayor's Office, Board of Finance, Board of Representatives, Other City Departments, including police and fire
 - ii) Serve as liaison with State Education Department leadership
 - iii) Serve as liaison with Board of Education Committee Chairs

- iv) Represent the Superintendent of Schools as needed
- v) Perform additional duties as determined by Superintendent of Schools

6) Supervises the following Administrators:

- i) Chief Operating Officer
- ii) Chief Financial Officer
- iii) Associate Superintendent of School Development
- iv) Associate Superintendent of Human Capital
- v) Associate Superintendent of Teaching & Learning

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS

Works in standard office and school building environments.

KNOWLEDGE AND SKILLS

- Knowledge of effective teaching techniques and instructional practices that result in quality learning for all students
- Strong written and verbal communication skills
- Excellent interpersonal skills and an ability to work collaboratively with others
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

QUALIFICATIONS

- CT Intermediate Administrator certification (092) or eligibility
- Successful leadership experience
- Such alternatives to the above qualifications as the Superintendent and/or Stamford Board of Education may find appropriate

WORK YEAR

In keeping with contracts for executive management personnel

SALARY

Highly competitive

PROCEDURE FOR FILING AN APPLICATION

Online application is required

DEADLINE FOR FILING

Application submission for the above position will close:

All correspondence should be addressed to:

DRAFT



City of Stamford
BOARD OF EDUCATION
RESOLUTION

Board Meeting Date: November 28, 2017 **Action Required By:** November 28, 2017

Code: 11-28-17:100

SUBJECT: To approve the job description for the Chief Operations Support Officer.

BACKGROUND:

ALTERNATIVES:

FUNDING SOURCE:

**Beginning Date of
Program or Project:**

**Ending Date of
Program or Project:**

POLICY/REGULATION REFERENCE:

2130

RESOLUTION:

BE IT RESOLVED, that on the recommendation of the Superintendent of Schools, that the Board of Education approve the job description for the Chief Operations Support Officer.

ATTACHMENTS:

- 1) Job Description
- 2)
- 3)



Signature of Member(s) Submitting Report



Signature of Superintendent of Schools

ANNOUNCEMENT OF VACANCY

DRAFT

Chief Operations Support Officer

GENERAL STATEMENT

The Chief Operations Support Officer reports to the Deputy Superintendent. This position is responsible for managing all district operations, serving as a liaison between the district and City in all operational matters. The role is responsible for the oversight of Facilities, Technology, Research, Food Services, Transportation and Security.

MAJOR RESPONSIBILITIES

- 1) Lead and manage all aspects of operations support, including:
 - a) **Facilities Department (40%)**
 - i) *Plan, Acquire, Construct and Manage Facilities* – develop Long-Range Facilities Plan (LRFP), Annual Prioritized Capital Projects Budget and Ad Hoc Capital Grants Budgets to address physical, space and functional needs of PK-12 program; develop, construct and modify facilities per LRFP, Annual Capital Budget and Grants Budget; plan, execute and monitor quality of building and grounds maintenance and repair work; recommend and revise facilities management policies for Board approval and attendant procedures; ensure proper disposal of capital assets; manage regulatory compliance; plan, execute and monitor enterprise risk management; manage continuity of operations; and plan execute and manage environmental health and safety.
 - ii) *Manage Facilities-Related Logistics and Inventory Control System* – develop sourcing strategies in compliance with applicable statutes, ordinances, policies and regulations; select suppliers; develop and ensure management of performance contracts; develop system to develop and manage budget and to order materials, equipment and services; ensure effective management of material and supply flow (i.e., pick-ups and deliveries, large scale printing and mail room functions, interoffice correspondence, reconciliation and prompt approval/payment of vendor vouchers for materials and services); and develop and maintain inventory and equipment life-cycle system.
 - iii) *Supervise and Evaluate Facilities Management Vendor* – develop and review process and outcome management dashboards for facilities systems; provide semi-annual feedback to Facilities Management Vendor and annual evaluation of the same.
 - b) **Technology Department (10%)**
 - i) *Supervise and Evaluate Technology Director* – develop IT strategy, manage infrastructure and resources; perform IT research and assess new innovations; monitor and evaluate IT systems, develop and manage IT customer relations; oversee integration of digital learning in school and collaborate with Teaching & Learning Department to embed in curriculum and professional development; develop and monitor district website in collaboration with Public

Affairs Officer; develop and implement security and privacy controls; manage school messenger system.

c) Research Department (10%)

- i) *Supervise and Evaluate Research Director* – analyze and evaluate district programs and district-level data trends; manage DDT meetings; manage district reporting; design and conduct longitudinal studies; manage student registration and lottery, manage student information systems; manage student records, including transcripts; track student attendance and discipline data; coordinate with Grants, Finance and Food Service, as needed.

d) Food Services Department (10%)

- i) *Supervise and Evaluate Food Service Management Vendor* – develop and review process and outcome management dashboards for food service systems; provide semi-annual feedback to Food Services Management Vendor and annual evaluation of the same; plan, develop and manage food service system; ensure certification of individual student eligibility for meals; maintain compliance with federal and state regulations; coordinate and collaborate with school leadership and other departments to meet food service needs.

e) Transportation Department (10%)

- i) *Supervise and Evaluate Transportation Program* - Plan, design and acquire safe and efficient routes and schedules; develop, apply and maintain safe school routes criteria in coordination with City road-safety and risk management personnel; ensure development and provision of special routes and services to support instructional needs; manage vehicle (route) acquisition, maintenance and replacement; develop and review process and outcome dashboards for transportation systems; provide semi-annual feedback to Transportation Manager and annual evaluation of the same.

f) Security Department (10%)

- i) *Supervise and Evaluate Security Program* - Plan, develop and manage school safety, security and emergency systems in conjunction with Office of Emergency Management and Law Enforcement; develop and review process and outcome dashboards for safety and security systems; provide semi-annual feedback to Security Manager and annual evaluation of the same.

g) Other Duties (10%)

- i) Coordinate with and respond to Board of Education, City Departments and City Boards – Engineering Department, Risk Management Department, IT Department, Controller's Office, Planning Board, Board of Finance, and other Boards as needed
- ii) Serve as liaison with Board of Education Committee Chairs
- iii) Represent the Superintendent of Schools as needed
- iv) Perform additional duties as determined by Superintendent of Schools

h) Supervises the following Directors:

- i) Director of Research
- ii) Director of Transportation
- iii) Director of Food Services
- iv) Director of Facilities
- v) Director of Security
- vi) Director of Technology

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS

Works in standard office and school building environments.

KNOWLEDGE AND SKILLS

- Knowledge of effective teaching techniques and instructional practices that result in quality learning for all students
- Strong written and verbal communication skills
- Excellent interpersonal skills and an ability to work collaboratively with others
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

QUALIFICATIONS

- CT Business Administrator certification preferred, (085)
- Successful leadership experience
- Successful experience in management of multiple fiscal and operations departments
- Experience in municipal operations management (education sector experience preferred)
- Strong internal and external communications, interpersonal and problem-solving capabilities
- Such alternatives to the above qualifications as the Superintendent and/or Stamford Board of Education may find appropriate

WORK YEAR

In keeping with contracts for executive management personnel

SALARY

Highly competitive

PROCEDURE FOR FILING AN APPLICATION

Online application is required

DEADLINE FOR FILING

Application submission for the above position will close:

All correspondence should be addressed to:

DRAFT



City of Stamford
BOARD OF EDUCATION
RESOLUTION

Board Meeting Date: November 28, 2017 **Action Required By:** November 28, 2017

Code: 11-28-17:102

SUBJECT: To approve the job description for the Associate Superintendent for School Development.

BACKGROUND:

ALTERNATIVES:

FUNDING SOURCE:

**Beginning Date of
Program or Project:**

**Ending Date of
Program or Project:**

POLICY/REGULATION REFERENCE:

2130

RESOLUTION:


BE IT RESOLVED, that on the recommendation of the Superintendent of Schools, that the Board of Education approve the job description for the Associate Superintendent for School Development.

ATTACHMENTS:

1) Job Description

2)

3)



Signature of Member(s) Submitting Report



Signature of Superintendent of Schools

ANNOUNCEMENT OF VACANCY

DRAFT

Associate Superintendent for School Development

GENERAL STATEMENT

The Associate Superintendent for School Development reports to the Deputy Superintendent. This position is responsible for developing and monitoring systems for School Improvement Plans, managing student discipline in collaboration with principals, overseeing programs affiliated with Family & Community Engagement, Alternative Education and Summer Schools, Adult Education, College & Career Readiness/Guidance Services, and Co-Curricular Activities, and coaching and/or mentoring five (5) principals.

MAJOR RESPONSIBILITIES

- 1) Lead and manage all aspects of school development, including:
 - a) **School Improvement Planning and Monitoring (40%)**
 - i) *Development and Implementation of SIPs* – Execute and manage strategic initiatives; align stakeholders around strategic vision;
 - ii) *Develop Student Attendance Policies and Procedures*; develop student attendance tracking methods, develop diversionary programs to address truancy; report measures for student attendance.
 - b) **Family and Community Engagement (25%)**
 - i) *Design and Implement Parent Engagement Programs* – plan and evaluate student and stakeholder engagement in educational programs and services; assess stakeholder satisfaction; provide parent education; identify, implement, evaluate and revise parent education needs and services as necessary.
 - ii) *Develop student and stakeholder listening strategies* – determine market requirements for educational programs and services.
 - iii) *Develop Health and Wellness Initiatives* – establish and monitor student nursing services, develop health and wellness strategies.
 - c) **Management and Oversight of Summer, Adult, and Alternative Programs (10%)**
 - i) Plan, design and implement alternative education and interventions, including oversight of Summer School, Adult and Continuing Education, and Alternative programs.
 - d) **Management and Oversight of Guidance and Co-Curricular Programs (10%)**
 - i) Design and implement counseling services; develop academic planning and counseling services; develop career and counseling pathways for post-graduation; design and implement social services, including social services, homeless and migrant services.
 - ii) Design and align extra-curricular services such as interscholastic athletics, clubs and other enrichment opportunities.

e) **Coach and Mentor Principals (20%)**

- i) *Coaching and Mentoring* – Provide guidance and direction to five (5) principals in meeting district and school goals.

f) **Other Duties (10%)**

- i) Coordinate with and respond to Board of Education, City Departments and City Boards – Engineering Department, Risk Management Department, IT Department, Controller's Office, Planning Board, Board of Finance, and other Boards as needed
ii) Serve as liaison with Board of Education Operations Committee Chair
iii) Represent the Superintendent of Schools as needed
iv) Perform additional duties as assigned

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS

Works in standard office and school building environments.

KNOWLEDGE AND SKILLS

- Knowledge of effective teaching techniques and instructional practices that result in quality learning for all students
- Strong written and verbal communication skills
- Excellent interpersonal skills and an ability to work collaboratively with others
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

QUALIFICATIONS

- CT Intermediate Administrator certification (092) or eligibility
- Successful leadership experience
- Such alternatives to the above qualifications as the Superintendent and/or Stamford Board of Education may find appropriate

WORK YEAR

In keeping with contracts for executive management personnel

SALARY

Highly competitive

PROCEDURE FOR FILING AN APPLICATION

Online application is required

DEADLINE FOR FILING

Application submission for the above position will close:

All correspondence should be addressed to:

DRAFT



City of Stamford
BOARD OF EDUCATION
RESOLUTION

Board Meeting Date: November 28, 2017 **Action Required By:** November 28, 2017

Code: 11-28-17:103

SUBJECT: To approve the job description for the Associate Superintendent for Human Capital.

BACKGROUND:

ALTERNATIVES:

FUNDING SOURCE:

**Beginning Date of
Program or Project:**

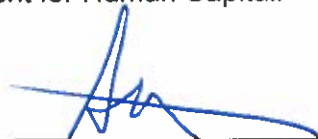
**Ending Date of
Program or Project:**

POLICY/REGULATION REFERENCE: 2130

RESOLUTION: **BE IT RESOLVED**, that on the recommendation of the Superintendent of Schools, that the Board of Education approve the job description for the Associate Superintendent for Human Capital.

ATTACHMENTS:

- 1) Job Description
- 2)
- 3)



Signature of Member(s) Submitting Report



Signature of Superintendent of Schools

ANNOUNCEMENT OF VACANCY

DRAFT

Associate Superintendent for Human Capital

GENERAL STATEMENT

The Associate Superintendent of Human Capital reports to the Deputy Superintendent. This position is responsible for development and implementing the district's Human Capital vision and strategy, ensuring the quality of teachers and principals, developing the high-level professional development plan and calendar, including state and federal mandated professional development, overseeing the management of human resources systems, developing and implementing engagement strategies for internal stakeholders, managing and maintaining the collective bargaining process, and coaching and/or mentoring five (5) principals.

MAJOR RESPONSIBILITIES

- 1) Lead and manage all aspects of human capital program, including:
 - a) **Development of Human Capital Vision and Strategy (30%)**
 - i) *Strategic Planning and Monitoring* – Identify HR needs; defines roles and accountability; determine HR costs; establish HR measures; communicate HR strategies; monitor HR performance measures; communicate plans and provide updates to Board of Education; determine valued added from HR function; develop work force strategy models.
 - b) **Coach and Mentor Principals (20%)**
 - i) *Coaching and Mentoring* – Provide guidance and direction to five (5) principals in meeting district and school goals.
 - c) **Supervise Talent Acquisition (10%)**
 - i) *Develop and Manage Recruitment, Selection, Induction and Retention of Employees* – Plan employee resourcing requirements; gather skill requirements according to district strategy and educational and operational needs; develop employee diversity plan; oversee development of job descriptions; oversee recruitment and selection process.
 - d) **Supervise Professional Development and Support (10%)**
 - i) *Develop and Coordinate PD Plan and Calendar* – oversee management of employee orientation and assignment, including onboarding; manage employee performance; develop and train employees.
 - ii) *Monitor Effectiveness of PD Plan* – evaluate and review performance program;
 - iii) *Establish Systems for Succession Planning*- develop employee career and succession plans; manage employee skill and competency development.

e) Supervise Human Capital Accountability (10%)

- i) *Employee Management* - Manage and oversee implementation of evaluation plans; manage employee discipline process; manage mandated policies; manage mediations and dispute resolutions; manage legal and ethical issues; coordinate collective bargaining agreement negotiations; provide guidance on legal and policy issues; administer HR policies; develop and counsel employees; manage promotion/demotion/separation processes.

f) Supervise Human Resources Management (10%)

- i) *HR Management* - Oversee the following areas: development and implementation of HR processes and protocols; implementation of HR policies and regulations; planning and implementation of comprehensive employee benefit plans; development and implementation of HR monitoring systems; Management of tracking systems for employees and applicants; management of records retention; management of customer service processes; oversight of substitute system; provide coordination with payroll; manage retirements/leaves and deployment of personnel; maintain employee data; manage human resource information systems, including time and attendance.

g) Other Duties (10%)

- i) Coordinate with and respond to Board of Education, City Departments and City Boards – City HR; Board of Representatives; Personnel Commission; Board of Finance; Corporation Counsel, and other Boards as needed
- ii) Serve as liaison with pertinent Board of Education Committees
- iii) Represent the Superintendent of Schools as needed
- iv) Perform additional duties as assigned

h) Supervises the following Directors:

- i) Director of Talent Acquisition
- ii) Director of Professional Development & Support
- iii) Director of Human Capital Accountability
- iv) Director of Human Resources Management

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS

Works in standard office and school building environments.

QUALIFICATIONS

- CT Intermediate Administrator certification (092) or eligibility
- Successful leadership experience
- Such alternatives to the above qualifications as the Superintendent and/or Stamford Board of Education may find appropriate

WORK YEAR

In keeping with contracts for executive management personnel

SALARY

Highly competitive

PROCEDURE FOR FILING AN APPLICATION

Online application is required

DEADLINE FOR FILING

Application submission for the above position will close:

All correspondence should be addressed to:



City of Stamford
BOARD OF EDUCATION
RESOLUTION

Board Meeting Date: November 28, 2017 **Action Required By:** November 28, 2017

Code: 11-28-17:104

SUBJECT: To approve the job description for the Associate Superintendent for Teaching & Learning.

BACKGROUND:

ALTERNATIVES:

FUNDING SOURCE:

**Beginning Date of
Program or Project:**

**Ending Date of
Program or Project:**

POLICY/REGULATION REFERENCE:


2130

RESOLUTION:

BE IT RESOLVED, that on the recommendation of the Superintendent of Schools, that the Board of Education approve the job description for the Associate Superintendent for Teaching & Learning.

ATTACHMENTS:

- 1) Job Description
- 2)
- 3)



Signature of Member(s) Submitting Report



Signature of Superintendent of Schools

ANNOUNCEMENT OF VACANCY

DRAFT

Associate Superintendent for Teaching & Learning

GENERAL STATEMENT

The Associate Superintendent for Teaching & Learning reports to the Deputy Superintendent. This position is responsible for developing and overseeing the curriculum renewal system, including alignment with standards and assessments, providing content expertise and support to schools, developing content professional development that is aligned to district and school improvement plans, ensuring all students, (including EL students and students with IEPs) have access to high-quality instruction and supports, and coaches and/or mentors five (5) principals.

MAJOR RESPONSIBILITIES

- 1) Lead and manage all aspects of the Teaching & Learning program, including:
 - a) **Curriculum, Instruction and Assessment (45%)**
 - i) *Define and Design Curriculum Development Procedures (15%)* – development of curriculum; provide for key stakeholder input; form cross-functional teams including curriculum and instruction technology, and procurement; determine district expectations for lesson design and implementation.
 - ii) *Identify Effective Instructional Practices (15%)* – Design effective instructional programs, including diagnostic measures, best practices instructional strategies, development of an implementation plan, determining expectations for lesson design; ensuring differentiated instruction meets students' needs.
 - iii) *Assess Student Achievement (15%)* – develop and review process and outcome management dashboards for facilities systems; provide semi-annual feedback to Facilities Management Vendor and annual evaluation of the same.
 - iv) *Program Evaluation* – Participate in the evaluation of district and school curricular, instructional and assessment program; design and implement district assessment program, oversee development and administration of formative assessment tools; oversee development and administration of summative assessment tools; analyze assessment results.
 - b) **Program Oversight and Evaluation (45%)**
 - i) *Oversight of Special Education Program (15%)* – Plan and identify requirements for student support services in special education, including entrance and exit criteria; evaluate support program and services; identify and coordinate community services related to student needs.
 - ii) *Oversight of English Language Program (15%)* – Plan and identify requirements for student support services in EL, including entrance and exit criteria; evaluate support program and services; identify and coordinate community services related to student needs.
 - iii) *Develop Content for Professional Development (15%)* – develop content to contextualize training so employees can expand their knowledge base and develop new skills; align content

for professional development to district and school needs; evaluate effectiveness of training materials and sessions.

c) Other Duties (10%)

- i) Coordinate with and respond to Board of Education, City Departments and City Boards – Board of Representatives, Board of Finance and other Boards as needed
- ii) Coordinate with State and Federal organizations as needed
- iii) Serve as liaison with Board of Education Committees
- iv) Represent the Superintendent of Schools as needed
- v) Perform additional duties as assigned

d) Supervises the following Directors:

- i) Director of Pre-K
- ii) Director of Curriculum and Instruction
- iii) Director of Student Data and Assessment
- iv) Director of SRBI
- v) Director of Special Education
- vi) Director of English Language

PHYSICAL AND MENTAL DEMANDS, WORK HAZARDS

Works in standard office and school building environments.

KNOWLEDGE AND SKILLS

- Knowledge of effective teaching techniques and instructional practices that result in quality learning for all students
- Strong written and verbal communication skills
- Excellent interpersonal skills and an ability to work collaboratively with others
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

QUALIFICATIONS

- CT Intermediate Administrator certification (092) or eligibility
- Successful leadership experience
- Such alternatives to the above qualifications as the Superintendent and/or Stamford Board of Education may find appropriate

WORK YEAR

In keeping with contracts for executive management personnel

SALARY

Highly competitive

PROCEDURE FOR FILING AN APPLICATION

Online application is required

DEADLINE FOR FILING

Application submission for the above position will close:

All correspondence should be addressed to:

DRAFT

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION Stamford, Connecticut October 31, 2017

The Special Meeting of the Board of Education was held on October 31, 2017 at the Government Center, 888 Washington Boulevard.

Mr. Geoff Alswanger called the meeting to order at 12:01pm with the following Board members present: Mrs. Betsy Allyn, Mr. Geoff Alswanger, Mr. Mike Altamura, Mrs. Jennienne Burke, Mr. Andy George, Mrs. Jackie Heftman, and Mr. David Mannis. Absent: Mr. Antoine Savage, Mr. Nicola Tarzia and Mayor David Martin.

Also in attendance: Mr. Earl Kim, Dr. Steve Falcone, Dr. Wayne Holland, Mrs. Meryl Meiteles, Ms. Amy LiVolsi, SEA President, Paraeducator President, SAU President, and several guests.

Mr. Alswanger noted that Mr. Tarzia and Mr. Savage were unable to attend due to work obligations.

Video: 00:00:17

CONSENT MINUTES

Regular Board Meeting – October 24, 2017

Operations Committee Meeting – October 10, 2017

Special Board Meeting – October 18, 2017

Mrs. Burke moved, seconded by Mrs. Allyn to approve the above-referenced minutes.

The consent minutes were passed with the following members voting in favor:

Mrs. Allyn, Mr. Alswanger, Mr. Altamura, Mrs. Burke, Mr. George, Mrs. Heftman, and Mr. Mannis.

Vote: 7-0-0

Video: 00:00:47

Update on Contract Negotiations

Mr. Alswanger noted that information was provided in the board packet. There were no additional questions. Mr. Alswanger noted that we went in front of the Board of Finance and received favorable opinions on all three contracts. We also met with the Personnel Committee of the Board of Representatives. They are unable to take action until we vote, however we provided information, once we file the signed contracts with the Town Clerk it starts their window of approval.

Mr. Alswanger read Resolution 10-31-17:82 into the record.

Resolution 10-31-17:82

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education approve the contract between the Stamford Board of Education and The Paraeducators of Stamford Association for the period of July 1, 2016 through June 30, 2019.

Mrs. Heftman moved, seconded by Mr. George

Discussion: Mrs. Heftman noted that this contract is long overdue for approval. There were good negotiations with the Paras, as well as the SEA and SAU. The contracts were negotiated in good faith on all sides. We reached agreement with all three bargaining units without having to go to arbitration. Mrs. Heftman thanked everyone who participated in the negotiations. Please refer to [video](#) for additional information:

The resolution was passed unanimously with the follow Board members voting in favor: Mrs. Allyn, Mr. Alswanger, Mr. Altamura, Mrs. Burke, Mr. George, Mrs. Heftman, and Mr. Mannis.
Vote: 7-0-0

Mr. Alswanger read Resolution 10-31-17:83 into the record.

Resolution 10-31-17:83

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education approve the contract between the Stamford Board of Education and the Stamford Education Association for the period of July 1, 2018 through June 30, 2020.

Mr. Altamura moved, seconded by Mrs. Heftman

Discussion: Mr. Alswanger echoed Mrs. Heftmans' comments and thanked everyone for their countless hours on all teams. Refer to Video for additional information:

The resolution was passed unanimously with the follow Board members voting in favor: Mrs. Allyn, Mr. Alswanger, Mr. Altamura, Mrs. Burke, Mr. George, Mrs. Heftman, and Mr. Mannis.

Vote: 7-0-0

Mr. Alswanger read Resolution 10-31-17:84 into the record.

Resolution 10-31-17:84

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education approve the contract between the Stamford Board of Education and the Stamford Administrative Unit for the period of July 1, 2018 through June 30, 2020.

Mrs. Heftman moved, seconded by Mrs. Allyn

Discussion: No Discussion.

The resolution was passed unanimously with the follow Board members voting in favor: Mrs. Allyn, Mr. Alswanger, Mr. Altamura, Mrs. Burke, Mr. George, Mrs. Heftman, and Mr. Mannis.

Vote: 7-0-0

Mr. Altamura moved, seconded by Mrs. Allyn to adjourn the meeting at 12:10 pm with the following Board members present and voting in favor:

Mrs. Allyn, Mr. Alswanger, Mr. Altamura, Mrs. Burke, Mr. George, Mrs. Heftman, and Mr. Mannis.

Vote: 7-0-0

Geoff Alswanger, President
Stamford Board of Education

This meeting is on Video

STAMFORD BOARD OF EDUCATION Operations Committee

Minutes of the November 14, 2017 Operations Committee

The Operations Committee Meeting of the Board of Education was held on Tuesday, November 14, 2017 at the Government Center, 888 Washington Boulevard. Mrs. Jennienne Burke called the meeting to order at 6:34 pm, with the following Committee members present: Mrs. Betsy Allyn, Mr. Geoff Alswanger, Mr. Mike Altamura, Mrs. Jennienne Burke, and Mrs. Jackie Heftman. Also in attendance: Mr. Andy George, Mr. David Mannis, Mr. Antoine Savage, Mr. Nicola Tarzia, Mr. Earl Kim, Dr. Tamu Lucero, Dr. Michael Fernandes, Mr. Hugh Murphy, Mr. Mike Meyer, Dr. Wayne Holland, Mr. Rich Lyons, SEA President, Para Educator President, and several staff members and guests.

Video: 00:00:40

Old Town Hall Update

Mr. Lyons provided a status update and responded to questions on security and signage from the Committee. A tour will be scheduled for the Board to visit the site. Please refer to the [video](#) for additional information.

Video: 00:04:02

Energy Efficiency Project

Mrs. Burke read resolution 11-28-17:90 into the record.

Resolution 11-28-17: 90 **BE IT RESOLVED**, that on the recommendation of the Superintendent of Schools, that the Board of Education support the addition of three additional schools to the previously approved Energy Improvement District (EID) project.

Mrs. Heftman moved, seconded by Mrs. Allyn

Discussion: Mr. Lyons provided background information and an update on the ongoing EID project. Please refer to the [video](#) for additional information.

The resolution passed with the following Committee members voting in favor: Mrs. Allyn, Mr. Alswanger, Mr. Altamura, Mrs. Burke, and Mrs. Heftman
Vote: 5-0-0

Resolution 11-28-17:90 will be placed on the consent agenda at the Regular Board meeting on November 28, 2017

Video: 00:10:20

State Capital Project Fund Discussion

Mr. Kim provided information on the availability of funds through the State Capital Project Improvement Fund. Mr. Kim provided cost information on replacing existing modular structures with new code compliant modular structures or building a 30,000 square foot addition within the district. The Committee asked questions and held discussion. Development of a committee will be defined to discuss this work with the State and the City. Please refer to the [video](#) for additional information.

Video: 00:33:40

Transportation Report

Mr. Kim provided a transportation update. It was noted that some SPED route lengths are causing delayed arrivals at a few schools. Mr. Kim responded to questions from the Committee. Please refer to the [video](#) for additional information.

Video: 00:38:16

Future Agenda Items

If the committee structure is changed the items on future agenda will go on the new combined committee.

Mr. Altamura moved, seconded by Mrs. Heftman to adjourn the meeting at 7:13 pm with the following Committee members voting in favor: Mrs. Allyn, Mr. Alswanger, Mr. Altamura, Mrs. Burke and Mrs. Heftman.

Jennienne Burke, Chair
Operations Committee
Stamford Board of Education

This meeting is on [Video](#)

STAMFORD BOARD OF EDUCATION Fiscal Committee Meeting

Minutes of the November 14, 2017 Fiscal Committee Meeting

The Fiscal Committee Meeting of the Stamford Board of Education was held on November 14, 2017 at the Government Center, 888 Washington Boulevard. Mr. Andy George called the meeting to order at 7:13 pm, with the following Committee members present: Mr. Geoff Alswanger, Mr. Andy George, Mrs. Jackie Heftman, Mr. David Mannis and Mr. Nicola Tarzia. Mr. George noted there is a quorum. Also in attendance: Mrs. Betsy Allyn, Mr. Mike Altamura, Mrs. Jennienne Burke, Mr. Antoine Savage, Mr. Earl Kim, Dr. Michael Fernandes, Dr. Tamu Lucero, Mr. Hugh Murphy, Dr. Steven Falcone, Mr. Mike Meyer, Dr. Judith Singer, Dr. Wayne Holland, Mrs. Cheryl Poltrack, Mr. Rich Lyons, SEA President, Para Educator President, and several staff members and guests.

Video: 00:00:28

Update on 2017-2018 Budget

Revised 1st Quarter Results and YTD Projections

Mr. Murphy provided an update on 2017-2018 budget, revised projections and funding. Mr. Kim and Mr. Murphy responded to the Committee's questions and held discussion on restoring the media para educators. Mr. George and committee members will meet with staff on the health insurance projection. Dr. Falcone noted that Para Educator's salary/benefit adjustments will occur with the November 22 pay date. City payroll has said that retro pay will be no later than February 2018. Mr. Murphy noted if there is a surplus at the end of the year, there is an agreement in place with the Board of Finance for a carry-over of 1%. Refer to [video](#) for additional information:

Video: 00:36:16

Purchases over \$100,000

Mr. George read Resolution 11-28-17:85 into the minutes.

Resolution 11-28-17:85

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education approve the following purchases of over \$100,000. The purchase is for four special education students requiring out-of-district tuition at a total cost of \$488,140.

Mr. Tarzia moved, seconded by Mr. Alswanger

Discussion: Dr. Holland provided background information and responded to questions from the Committee. Please refer to the [video](#) for additional information.

The resolution was passed with the following Committee members voting in favor: Mr. Alswanger, Mr. George, Mrs. Heftman, Mr. Mannis and Mr. Tarzia.
Vote: 5-0-0

Resolution 11-28-17:85 will be placed on the consent agenda at the Regular Board meeting on November 28, 2017.

Video: 00:00:00

Every Student Succeeds Act: Title IV, Part A: Student Support and Academic Enrichment Grant

Mr. George read Resolution 11-28-17:86 into the minutes.

Resolution 11-28-17:86

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education approve the Every Student Succeeds Act: Title IV, Part A: Student Support and Academic Enrichment Grant in the amount of \$49,218 to fund 1) a pre-AP Summer program; 2) workshops to educate School Governance Councils on reducing district-wide chronic absence; 3) curriculum writing to standardize Social-Emotional Learning programs; and 4) an opportunity for teachers to attend an Educational Technology workshop presented by Stamford teachers.

Mr. Tarzia moved, seconded by Mrs. Heftman

Discussion: Mrs. Poltrack provided background information on the grant. Mr. Kim and Mrs. Poltrack responded to questions from the Committee. Please refer to the [video](#) for additional information.

**The resolution was passed with the following Committee members voting in favor: Mr. Alswanger, Mr. George, Mrs. Heftman, Mr. Mannis and Mr. Tarzia.
Vote: 5-0-0**

Resolution 11-28-17:86 will be placed on the consent agenda at the Regular Board meeting on November 28, 2017.

Video: 00:46:48

Award of RFP for Copier Service

On the advice of Mr. Murphy, Mr. George moved to postpone Resolution 11-28-17:87, seconded by Mr. Tarzia

Resolution 11-28-17:87

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education approve the proposal from _____ for copier service for _____ years at a cost of \$ _____ per year.

**The resolution was postponed indefinitely with the following Committee members voting in favor: Mr. Alswanger, Mr. George, Mrs. Heftman, Mr. Mannis and Mr. Tarzia.
Vote: 5-0-0**

Mr. Tarzia moved, seconded by Mrs. Heftman to adjourn the meeting at 8:00 pm with Mr. Alswanger, Mr. George, Mrs. Heftman, Mr. Mannis and Mr. Tarzia voting in favor.

Andy George, Chair
Fiscal Committee
Stamford Board of Education

This meeting is on [Video](#)

STAMFORD BOARD OF EDUCATION Policy Committee Meeting

Minutes of the November 14, 2017 Policy Committee Meeting

The Policy Committee Meeting of the Stamford Board of Education was held on November 14, 2017 at the Government Center, 888 Washington Boulevard. Mr. David Mannis called the meeting to order at 8:10 pm, with the following Committee members present: Mr. Geoff Alswanger, Mr. Mike Altamura, Mr. David Mannis, Mr. Antoine Savage and Mr. Nicola Tarzia. Also in attendance: Mrs. Betsy Allyn, Mrs. Jennienne Burke, Mr. Andy George, Mrs. Jackie Heftman, Mr. Earl Kim, Dr. Tamu Lucero, Dr. Michael Fernandes, Dr. Stephen Falcone, and several staff members and guests.

Video: 00:00:22

Implementation of Regulation 5118R – Eligibility for High School Athletics

Dr. Fernandes reviewed information to bring Regulation 5118R – Eligibility for High School Athletics into alignment with CIAC rules. Dr. Fernandes responded to questions from the Committee. Please refer to the [video](#) for additional information.

Video: 00:07:51

Review of Regulation 9324.1 Board Calendar

Mr. Kim provided a revised board calendar for review. Mr. Kim responded to questions from the Committee. The calendar will be updated for the Regular Board meeting. Refer to the [video](#) for additional information.

Video: 00:21:40

Board Efficiency Follow-Up and Meeting Dates for 2018

Mr. Mannis provided background information on the topic including the renaming and changing of committees.

Mr. Mannis read Resolution 11-28-17:94 into the record.

Resolution 11-28-17:94

BE IT RESOLVED, that the Board of Education approve the establishing of a Fiscal & Operations Committee. All other committees will be removed other than the existing Teaching & Learning Committee effective November 30, 2017.

Mr. Tarzia moved, seconded by Mr. Savage

Discussion: The Committee held discussion to amend the resolution and committee name from Teaching & Learning Committee to ***Teaching, Learning and Community Committee***. Refer to the video for additional information.

Mr. Mannis asked for a motion to amend resolution 11-28-17:94

Mr. Savage moved, seconded by Mr. Altamura

The motion to amend the resolution was passed with all Committee members voting in favor: Mr. Alswanger, Mr. Altamura, Mr. Mannis, Mr. Savage and Mr. Tarzia

Vote: 5-0-0

BE IT RESOLVED, that the Board of Education approve the establishing of a Fiscal & Operations Committee. The existing Teaching & Learning Committee will be renamed Teaching, Learning, and Community Committee. All other committees will be removed effective November 30, 2017.

Discussion: There was no further discussion.

The amended resolution was passed with all Committee members voting in favor: Mr. Alswanger, Mr. Altamura, Mr. Mannis, Mr. Savage and Mr. Tarzia

Vote: 5-0-0

Resolution 11-28-17:94 as amended will be placed on the consent agenda for the November Regular Board meeting.

Resolution 11-28-17:95

BE IT RESOLVED, that the Board of Education approve the Regular and/or Committee and/or Work meeting dates for January through December 2018.

Discussion: The Committee held discussion on the resolution and Board liaisons to the new committees. Refer to video for additional information:

**The resolution was passed with all Committee members voting in favor:
Mr. Alswanger, Mr. Altamura, Mr. Mannis, Mr. Savage and Mr. Tarzia
Vote: 5-0-0**

Resolution 11-28-17:95 will be placed on the consent agenda for the November Regular Board meeting.

Mr. Alswanger provided information on the rules regarding changing regular board meeting dates. Mr. Kim provided information on the timeline for job descriptions associated with the reorganization. Mrs. Allyn was asked to work with staff on the updating of the Policy Book going forward in the workshop meetings.

Mr. Tarzia moved, seconded by Mr. Altamura to adjourn the meeting at 9:05 pm with the following Committee members voting in favor: Mr. Alswanger, Mr. Altamura, Mr. Mannis, and Mr. Tarzia

David Mannis, Chair
Policy Committee
Stamford Board of Education

This meeting is on Video

STAMFORD BOARD OF EDUCATION Family, School, and Community Engagement Committee

Minutes of the November 21, 2017 Family, School, and Community Engagement Committee Meeting

The Family, School, and Community Engagement Committee Meeting of the Stamford Board of Education was held on November 21, 2017 at the Government Center, 888 Washington Boulevard. Mr. Antoine Savage called the meeting to order at 8:47 pm, with the following Committee members present: Mr. Geoff Alswanger, Mrs. Jennienne Burke, Mr. Antoine Savage, and Mr. Nicola Tarzia. Absent: Mrs. Betsy Allyn. Also in attendance: Mr. Altamura, Mr. Andy George, Mrs. Jackie Heftman, Mr. David Mannis, Mr. Earl Kim, Dr. Tamu Lucero, Dr. Michael Fernandes, Mr. Mike Meyer, Ms. Dena Booker, Mrs. Regan Allan, and several staff members and guests.

Video: 00:00:45

School Governance Councils Update

Mr. Meyer and Ms. Booker provided a tentative agenda with support from PLTI and PT Council on the forum being planned. There is a tentative date of Thursday, January 25th. Mrs. Allan shared how PLTI and PT Council are supporting the event. Mr. Meyer responded to questions and comments from the Committee and Board members. Please refer to the [video](#) for additional information.

Video: 00:10:55

Report from Board Liaisons

Board members shared information, asked questions and commented on their roles as Board Liaisons. Please refer to the [video](#) for additional information.

Mr. Savage moved, seconded by Mr. Tarzia to adjourn the meeting at 9:08 pm with the following Committee members voting in favor: Mr. Alswanger, Mrs. Burke, Mr. Savage and Mr. Tarzia.

Antoine Savage, Chair
Family, School, and Community
Engagement Committee
Stamford Board of Education

This meeting is on [video](#).

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION

Stamford, Connecticut

November 21, 2017

The Special Meeting of the Board of Education was held on November 21, 2017 at the Old Town Hall, 175 Atlantic Street – site of the Adult Education and Learning Facility. The tour started at 5:10 pm. The following Board members were in attendance: Mr. Geoff Alswanger, Mr. Mike Altamura, Mrs. Jennienne Burke, Mr. Andy George, and Mrs. Jackie Heftman. Absent: Mrs. Betsy Allyn, Mr. David Mannis, Mr. Antoine Savage, Mr. Nicola Tarzia and Mayor David Martin. Also in attendance: Dr. Michael Fernandes, Ms. Angela Thomas Graves, and Mr. Rich Lyons.

A tour of the building was conducted; no votes were taken and no business was conducted by the Board of Education.

The tour ended at 5:47 pm.

Geoff Alswanger, President
Stamford Board of Education