BRIDGEPORT BOARD OF EDUCATION
AGENDA OF SPECIAL MEETING OF THE INSTRUCTION & SUPPORT SERVICES COMMITTEE

TUESDAY, NOVEMBER 10, 2026 - 5:30 PM
CITY HALL ROOM 305
45 LYON TERRACE
BRIDGEPORT, CT 06604

1. **Approval of the Minutes Dated October 6, 2026**
2. **Referral to the Full Board for Approval of the John Winthrop School Debate League Overnight Trip to Boston, MA, to Participate in the Boston Debate League Tournament December 4, 2026 to December 6, 2026.**
3. **Referral to the Full Board for Approval of the Bridgeport Prospers Professional Services Agreement**
4. **Referral to the Full Board for Approval of the High Dosage Tutoring**
5. **Enrollment Update**
6. **SPED Para Analysis**
7. **SPED Self-Contained Teacher to Student Ratios**
8. **Stipulated Expulsion Agreements**
9. **Report on SGC's**
10. **Adjourn.**

Tuesday, October 6, 2026

MINUTES OF THE INSTRUCTION AND SUPPORT SERVICES COMMITTEE OF THE BRIDGEPORT BOARD OF EDUCATION, held October 6, 2026, at Bridgeport City Hall, 45 Lyon Terrace, Bridgeport, Connecticut.

The meeting was called to order at 5:35 p.m. Present were Chair Robert Traber and members Albert Benejan Grajales and Willie Medina.*. Board member Maritza Estremera Jimenez* joined the meeting subsequently as noted.

(*remote participation)

Supt. Royce Avery* was present.

Mr. Benejan Grajales moved approval of the minutes of the meeting of September 10, 2026. The motion was seconded by Mr. Traber and unanimously approved.

The next agenda item was on the Fairchild Wheeler overnight trip to Orlando, Florida, Disney Imagination Campus, March 10 to March 14, 2027.

David Henry, principal of the Aerospace School, said this was an annual trip. He said 35 students and chaperones are scheduled. He said further information was in the packet.

Mr. Medina moved "*to move this trip to the full board*." The motion was Mr. Benejan Grajales and unanimously approved.

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The next agenda item was on the Debate League's overnight trip to Boston, November 20 to November 22, 2026. Ron Rapice said there will be four students from each school at John Winthrop and Discovery Magnet.

Mr. Benejan Grajales thanked Mr. Rapice for his work with the students.

Mr. Medina moved "*to refer the trip to the full board*." The motion was seconded by Mr. Benejan Grajales and unanimously approved.

The next agenda was an update on special education staffing.

Jennifer Hoffman, chief of special education, presented slides with the overview on staffing and enrollment in the last four years. Information on compensatory hours was also displayed. She said nine students participated in a compensatory camp last summer; fifteen students did not and five did not respond.

Mr. Traber noted the slide indicated 200 students needed compensatory time, but only 29 were invited to the camp. Dr. Hoffman said it always a gamble to ask parents to participate in the summer.

Ms. Estremera Jimenez* joined the meeting.

In response to a question, Dr. Avery said the compensatory hours are provided to students who did not have a certified teacher in the classroom. He said the camp was designed because there were so many children that needed compensatory time. Michele McKinley said the systemic complaint covered 2023-24 and 2024-25 school years. She

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said many eligible students also attended ESY (extended school year services), which would have made a long day for the students. She said the state did not allow replacing compensatory hours with ESY.

In response to a question, Dr. Avery said the district paid for transportation for the compensatory camp.

Mr. Traber asked that data be provided on paraprofessionals, including on fulltime and temporary paras. He said he appreciated the thoroughness of the report. Mr. Medina requested the report include the number of hours owed to students.

In response to a question, Dr. Hoffman said she believed the nine students who participated in the camp were now up to date.

In response to a question, Dr. Hoffman said if a teacher is absent for several days, those hours must be made up for the students.

Dr. Avery said the compensatory hours are a very complex matter that must be reported to the state. He said a more complete slide would be presented.

Mr. Benejan Grajales thanked Dr. Hoffman for her work. He said the state has to understand the district's issues.

Mr. Traber said going into the budget advocacy period we should think about what we would do for special education if we had the resources that we wanted.

The next agenda item was a presentation on the literacy crisis.

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Margaret Hughes, assistant superintendent for curriculum and instruction, said the purpose of the presentation was for our administrators to get the sense of urgency in literacy work. She said the information has been presented to administrators at meetings/

Ms. Hughes said the 23 percent of students who are not at grade level of literacy in 3rd grade are at risk of dropping out. This would project at 300 of current 4th grade students.

Ms. Hughes said the instructional framework determines how we spend our instructional minutes. She described this as a K-to-12 initiative.

Ms. Hughes said Dr. Avery's district improvement plan has key leadership rules. They include teacher expectations, use of curriculum resources, implementation of the instructional framework, meaningful feedback and coaching, common planning time, and analyzing data to inform instruction.

Mr. Medina left the meeting.

Ms. Hughes described the connection between the Science of Reading and the CTLM Bridgeport Partnership. Alliance funds will be used to invest in an intervention program for 7th, 8th, 9th, and 10th teachers to do small-group instruction for students reading below grade level. She described the use of Caribe tutors.

Ms. Hughes described the initiative, which was financed 75 percent by the state, to provide professional learning for principals and teachers. She described the role of the Hill for

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Literacy. She said 57 teachers and principals volunteered their time to work in all 28 K-to-6 schools.

In response to a question, Ms. Hughes said the plan is currently just for this year, with the goal of the district being able to do this work on its own.

Mr. Traber noted we were on upward trend until this past year. Ms. Hughes said about 900 classrooms were visited last year, and about 56 percent were using district resources and the instructional framework with fidelity. The goal is to grow that to 80 percent this year. She said we had no way to adequately monitor instruction within the classroom.

Mr. Traber said the secret sauce to better test results was not the secret sauce to better learning. He noted the increasing number of special education students each year adds to the difficulty of the teaching assignment with less resources.

Mr. Traber said the data indicates that the dedicated staff is doing the best it can with inadequate resources.

Mr. Traber said one of the great concerns we have is the quality of the teaching and learning we're doing in in this propensity for testing.

In response to a question, Ms. Hughes said the Caribe volunteers are in the elementary schools only.

The next agenda item was on chronic absenteeism.

Ms. Hughes presented a comparative analysis which showed from 2024 to 2025 there was a decrease in chronic absenteeism in all categories of students. She said there

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are school-based absenteeism committees that meet monthly.

Mr. Traber said a chart at a previous meeting indicated the single biggest reason for chronic absenteeism was health. He said if the district was adequately funded, there would be interventions for social issues. He said the city funding of the health centers provided much more than the current situation.

Ms. Hughes said we are committed to continue to provide regular updates on student learning outcomes to the committee. She said the screener for K to 2 students on September 30th were an indicator for students. She said 40 percent of K-2 students crossed the grade level. A Grade 4 interim assessment in math was discussed.

Mr. Traber said having been a 4th grade teacher, he understood the challenges of teaching math at that level. Ms. Hughes said the good news was that we've identified the issues early in the year.

Ms. Hughes said enrollment from October 2025 to October 1, 2026, had a net decrease of 1,120 students. She said data management provided further information on exits. Discovery had 28 students who exited and High Horizons had 15. She said the magnet schools can fill their slots from the waiting list. Columbus, Barnum, and Blackham had high rates among neighborhood schools.

In response to a question, Ms. Hughes said the data indicated the top reason children exited the district is moving to other Connecticut districts. She said she believed many went to towns in the Valley. The second highest was other

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Connecticut religious schools. There was a slight decline in students going to charter schools.

In response to a question, Ms. Hughes said she can provide the data by grade level. Mr. Traber said the report provided incredible detail.

Ms. Hughes said last year was the final year for the waiver, so kindergarten enrollment is down. Some kindergarten classes only have seven children.

Mr. Benejan Grajales moved to adjourn the meeting. The motion was seconded by Mr. Traber and unanimously approved.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

John McLeod

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FIELD TRIP CHECK LIST

School District Day Trip, Out-of-State, Overnight Trips

(International trips need Board approval)

School: John Winthrop School
Date of Trip: December 4, 2026-December 6, 2026
Location of Trip: Boston, MA

To provide notification of an out-of-state or overnight trip, the documentation listed below must be submitted along with this signed checklist to the appropriate Executive Staff at least 30 school days prior to the trip.

To provide notification of a School Day trip the checklist below must be completed. The principal must review the documentation, sign and date this form to approve the field trip at least 10 school days prior to the trip.

Field Trip Policy #6201 must be reviewed prior to planning a field trip and submitting it for district approval.

The following documents must be included in the completed packet:

- Field Trip Checklist / Alignment to the Curriculum
- Brochure, itinerary or overview of trip
- Student Information List with notation of permission slips submitted (**please check received on form**)
- Chaperone Contact Information (enclosed)
- Transportation Information - Bus, hotel, airline Form
- Transportation (if non-contracted bus by our district, you will need to present proof of insurance)
- Safety Plan
- Nurse has reviewed the medical needs of each participant DKNurse
- 1 complete copy of packet to the appropriate Executive Staff (i.e. Superintendent/Deputy Superintendent/Chief Academic Officer/Executive Director)

The principal's signature verifies that all required information included on this checklist has been completed and reviewed. All procedures and policies have been adhered to and the principal approved this ~~school~~ trip.

Principal's Signature

11/4/2026

Date

BRIDGEPORT PUBLIC SCHOOLS – FIELD TRIPS

ALIGNMENT TO THE CURRICULUM

School:	John Winthrop School
Date of Trip:	December 4, 2026- December 6, 2026
Location of Trip:	Boston, MA
Purpose of the Trip:	To participate in the Boston Debate League Tournament.
Alignment to Curriculum:	Connecticut Common Core State Standards in Literacy and ELA Reading Writing Speaking & Listening Researching
Student to Teacher/Chaperone ratio:	6:1
Additional Information: I.e. Grant Related	Bridgeport Public School's Debate League grant will fund 100% of the trips/ costs for all student debaters and chaperones.

Field Trip Permission Form

Date: 10/14/2026

Dear Parent or Guardian,

Your child is going on a field trip. Please read the information at the top of this form, then sign and return the permission slip at the bottom of this form by 11/4/2026.

Field Trip Information:

Date: December 4, 2026-December 6, 2026

Location: Boston, MA

Purpose: Boston Debate League Tournament

Cost: $0 for student debaters (All costs: train, hotel, metro and food are paid for by BPS Debate League funds)

Cash or check payable to: N/A

Means of Transportation: Amtrak to Boston, MA

Leave school: N/A Arrive back at school: N/A

Special Instructions: Parent or Guardian drop off and pick up at Bridgeport train station

*Please refer to information sheet for train and hotel specifics.

Save this part of the form for future reference.

Cut here---------- Cut here

Sign this part of the form and return it to your child's teacher.

_____ Grade/Room _____ has permission to attend a field trip to Boston, MA on Friday, Dec 4, 2026 to Sunday, Dec 6, 2026 from 9 am (Dec,4th) to 2 pm (Dec 6th).

Enclosed, please find cash/check in the amount of $0 to cover the cost of the trip.

I give my permission for _____ to receive emergency medical treatment. In an emergency, please contact:

Name: _____ Phone: _____

Parent/Guardian Signature: _____ Date: _____

TRANSPORTATION & LODGING INFORMATION

BUS

(If non-contracted bus by our district, you will need to present proof of insurance).

Bus Company Name: N/A

Bus Company Address: N/A

Telephone: N/A

****Proof of Insurance: (Proof of Insurance must be included in packet.)**

** include information in the packet

Hotel

Hotel Name: Home2Suites by Hilton Boston South Bay

Hotel Address: 15 Jan Karski Way, Boston, MA 02125

Telephone Number: 1 (617) 297-5393

Airline

Airline Name: N/A- Amtrak

Airline Flight #: N/A- See attached for details; Amtrak Bridgeport Station:525 Water St., BPT, CT

Telephone 1 (800) 872-7245

BRIDGEPORT PUBLIC SCHOOLS – FIELD TRIPS
EXECUTIVE STAFF SIGNATURE

TO BE COMPLETED BY EXECUTIVE STAFF

Received By: Sangeeta Bella

Title: Executive Director of School Leadership

Signature: 

Date: 11/5/26

PROFESSIONAL SERVICES AGREEMENT

(Grant Funded)

THIS AGREEMENT between the parties effective as of the **24th** day of **August** 2026, (the "Agreement") is hereby entered into between **Bridgeport Prospers** with an address of 10 Middle Street, Suite 1101, Bridgeport, CT 06604 (the "**Consultant**") and the **Bridgeport Board of Education**, with offices at 45 Lyon Terrace Bridgeport, Connecticut 06604 (the "**BOE**" or "**District**") on the following terms and conditions:

WHEREAS, the District has obtained a funding commitment from Shine Early Learning; and

WHEREAS, the Consultant will carry out activities associated with administrative programming for Bridgeport's 2026-2027 Early Start Local Governance Partnership (LGP) program; and

WHEREAS, the Consultant is desirous of providing the program to the District and the District desires to utilize some of the Subcontract Agreement with Shine Early Learning monies to fund the program(s); and

WHEREAS, the Consultant is uniquely qualified to conduct the program; and

WHEREAS, the Consult agrees to perform its services in accordance with this Agreement and as specifically directed by Shine Early Learning.

NOW, THEREFORE, for good and valuable consideration, the parties mutually agree as follows:

1. General Undertaking. The parties are entering into this Agreement for the purpose of collaborating with the Consultant to carry out activities associated with the Bridgeport LGP program, such duties being more detailed and delineated in the Scope of Work attached hereto and made a part hereof as **Exhibit A**, together with such other tasks as the BOE may direct the Consultant to perform within the general scope of activities for which the Consultant is being engaged (the "**Services**" or "**Project**"). The Services are being funded by the Grant, all terms and conditions of which document are incorporated herein by reference. In performing all Services required hereunder, Consultant expressly agrees to comply with all the terms and conditions set forth in the Grant agreement whether fully set forth herein or not. Consultant acknowledges that failure to comply with the grant terms and conditions will constitute a material breach of this Agreement. The person in charge of administering this Agreement on behalf of the BOE shall be **Camille Harris**, Early Start Liaison, or such other person as the BOE may designate in writing. The person responsible for the Services to be performed by the Consultant shall be **Katerina Vlahos**, Executive Director.

2. Term of Engagement. This Agreement shall commence on **August 24, 2026** ("Commencement Date") and shall continue in full force and effect until **June 30, 2027** ("**Term**") unless earlier terminated under the terms of this Agreement. Termination shall have no effect on the BOE's obligation to pay for Services rendered through such earlier termination for work that has been completed in accordance with the terms of this Agreement and which has been accepted in due course by the BOE.

3. Record of Activities. The Consultant shall maintain contemporaneous daily time records of hours and tasks performed in sufficient detail requested by the BOE, which records shall be submitted bi-weekly during the Term, or unless otherwise directed. Unless otherwise stated, all work schedules shall be considered a material part of this Agreement.

4. Payment.

(a) Source of Funds and Consultant Fee. The Consultant's activities under this Agreement will be funded from the Grant; as such, Consultant understands and agrees that the payments made under this Agreement are subject to the availability of funds which are contingent upon appropriations made and accordingly, in the event the grant is terminated this Agreement may be immediately terminated by the BOE. Such funding shall be paid to compensate the Consultant for the Services performed in accordance with this Agreement; provided, however, that the parties may agree in the future to continue the services of the Consultant in accordance with the terms of the City of Bridgeport's purchasing ordinance, funding requirements and/or funding availability. The parties understand that the Consultant will provide its Services for the Term set forth herein for a maximum not-to-exceed sum of Seventy-Five Thousand Dollars **($75,000.00**) for the permissible fee and charges identified in the Grant ("Consultant Fee").

(b) Payment. Consultant shall bill the BOE by itemized invoice weekly for the previous bi-weekly charges with sufficient specificity and detail as the BOE may direct. The BOE shall pay for each accepted invoice within **45 days** of receipt of a complete invoice. Consultant shall send such invoices via email to boeinvoices@bridgeportedu.net to the attention of: **Business Office, Bridgeport Board of Education**, **45 Lyon Terrace Bridgeport, Connecticut 06604.**

5. Acceptability of Information and Reports Supplied by the Consultant. Any and all information and reports, whether supplied orally or in writing by the Consultant, shall be based upon consistent and reliable data-gathering methods and may be relied upon by the BOE. The BOE acknowledges that all such information and reports were prepared for the Project at hand and are neither represented nor warranted to be appropriate for reuse on any other project or under different circumstances and that any such reuse shall be at the sole risk of the BOE and without liability to the Consultant.

6. Proprietary Rights. It is not anticipated that the Consultant will develop or deliver anything other than Services and certain written reports or recommendations. Nevertheless, the BOE shall own all right, title and interest in such the Consultant's work under this Agreement to the extent such work provides analyses, findings, or recommendations uniquely related to the Services to be rendered. The Consultant expressly acknowledges and agrees that its work constitutes "work made for hire" under Federal copyright laws (17 U.S.C. Sec. 101) and is owned exclusively by the BOE and, alternatively, the Consultant hereby irrevocably assigns to the City all right, title and interest in and irrevocably waives all other rights (including moral rights) it might have in its work under this Agreement. The Consultant shall, at any time upon request, execute any documentation required by the BOE to vest exclusive ownership of such work in the BOE (or its designee). The Consultant retains full ownership of any underlying techniques, methods, processes, skills or know-how used in developing its Services under this Agreement and is free to use such knowledge in future projects. The Consultant warrants that it will obtain any necessary authorization(s) for use of any copyrighted material that it distributes under this Agreement.

7. Confidential Information.

(a) Acknowledgment of Confidentiality. Each party hereby acknowledges that it may be exposed to confidential and proprietary information belonging to the other party or relating to its affairs, including materials expressly designated or marked as confidential ("**Confidential Information**"). Confidential Information does not include (i) information already known or independently developed by the recipient; (ii) information in the public domain through no wrongful act of the party, (iii) information received by a party from a third party who was free to disclose it or (iv) information required to be disclosed under the Connecticut Freedom of Information Act. In addition, the Consultant Grantee shall strictly adhere to all municipal, state and federal statutes, laws, rules, policies, regulations, codes of participant protection and confidentiality, administrative directives of the State of Connecticut Board of Education, the State Department of Education and Bridgeport Board of Education, as well as any policies, ordinances, rules, and regulations established by the City of Bridgeport regarding confidentiality of student records, files, PPTs, IEPs, etc.

(i) The Consultant acknowledges that while providing services under this Agreement, it may come into the possession of education records of City of Bridgeport students as defined in and governed by the **Family Educational Rights and Privacy Act** ("FERPA", 20 U.S.C. § 1232g) and related regulations (34 C.F.R. § 99). The Consultant shall comply with the requirements of said statute and regulations and agrees to use information obtained from the BOE or student education records only for the purposes provided in this Agreement. Without the prior written consent of the student's parent or guardian, as required by FERPA, the Consultant has no authority to make disclosures of any information from education records.

(ii) Any and all materials contained in each child's files as entrusted to the Consultant or gathered by the Consultant in the course of its services shall remain in the strictest confidence to prevent disclosure of the same. All information furnished by the District or gathered by the Consultant shall be used solely for the purposes of providing services under this Agreement. The District shall have full access to all Student files.

(b) Covenant Not to Disclose. Each party hereby agrees that during the Term and at all times thereafter it shall not use, commercialize or disclose the other party's Confidential Information to any person or entity, except to its own employees who have a "need to know," to such other recipients as the other party may approve in writing in advance of disclosure, or as otherwise required by court order, statute or regulation. Each party shall use at least the same degree of care in safeguarding the other party's Confidential Information as it uses in safeguarding its own Confidential Information, but in no event shall a party use less than reasonable care and due diligence. Neither party shall alter or remove from any software, documentation or other Confidential Information of the other party (or any third party) any proprietary, copyright, trademark or trade secret legend.

8. Noncircumvention. [INTENTIONALLY OMITTED]

9. Injunctive Relief. The parties acknowledge that violation by one party of the provisions of this Agreement relating to violation of the other party's Proprietary Rights or Confidential Information rights would cause irreparable harm to the other party not adequately compensable by monetary damages. In addition to other relief, it is agreed that preliminary and permanent injunctive relief may be sought without the necessity of the moving party posting bond to prevent any actual or threatened violation of such provisions.

10. Representations and Warranties.

The Consultant represents and warrants, as of the date hereof and throughout the Term of this Agreement, as follows:

(a) The Consultant represents that it has the requisite experience to undertake and complete the Services pursuant to the requirements of this Agreement and has in its employ or will hire qualified and trained personnel to perform the Services required.

(b) The Consultant represents that it can commence the Services promptly within five (5) days of the receipt of a notice to proceed and will complete the Services in a timely manner on a schedule to be approved by the City.

(c) The Consultant represents that it is financially stable and has adequate resources and personnel to commence and complete the Services required in a timely fashion.

(d) The Consultant's performance of the Services described herein, and its representation of the BOE, will not result in a conflict of interest, will not violate any laws or contractual obligations with third parties, and is an enforceable obligation of the Consultant.

(e) The Consultant will not subcontract any of the work to third parties without prior written notice to the District and receipt of its prior written consent.

(f) The Consultant represents that neither it, nor any of its officers, directors, owners, employees or permitted subcontractors, have committed a criminal violation of or are under indictment of a federal or state law arising directly or indirectly from its business operations or reflects on its business integrity or honesty that resulted or may result in the imposition of a monetary fine, injunction, criminal conviction or other penal sanction, and further represents that the Consultant, its officers, directors, owners, employees, agents and subcontractors shall comply with the requirements of all laws, rules and regulations applicable to the conduct of its business or the performance of the Services under this Agreement.

(g) The Consultant represents that it will perform the Services in a good and workmanlike manner and will diligently pursue the completion of same in accordance with the terms of this Agreement.

(h) The Consultant represents that it possesses all licenses, permits, certifications and/or accreditations that may be required to perform the Services required by this Agreement and will maintain same as current during the Term of this Agreement.

(i) The Consultant represents and warrants that the performance of the Services will not infringe upon or misappropriate any United States copyright, trademark, patent, or the trade secrets or other proprietary material of any third persons. Upon being notified of such a claim, the Consultant shall (i) defend through litigation or obtain through negotiation the right of the BOE to continue using the Services of the Consultant; (ii) rework the Services to be rendered so as to make them non-infringing while preserving the original functionality, or (iii) replace the Services with the functional equivalent. If the BOE determines that none of the foregoing alternatives provide an adequate remedy, the BOE may terminate all or any part of this Agreement and, in addition to other relief, recover the amounts previously paid to the Consultant hereunder.

11. Remedies & Liabilities.

(a) Remedies. In addition to other remedies expressly acknowledged hereunder and except as expressly limited herein, the BOE shall have the full benefit of all remedies generally available to a purchaser of goods under the Uniform Commercial Code.

(b) Liabilities. THE BOE SHALL NOT BE LIABLE TO THE CONSULTANT FOR ANY CLAIM ARISING OUT OF THIS AGREEMENT IN AN AMOUNT EXCEEDING THE TOTAL CONTRACT PRICE FOR THE DELIVERABLE AT ISSUE. EXCEPT FOR VIOLATIONS BY THE CONSULTANT OF SECTION 6 ("PROPRIETARY RIGHTS") OR SECTION 7 ("CONFIDENTIAL INFORMATION"), NEITHER PARTY SHALL BE LIABLE HEREUNDER FOR ANY INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING LOST SAVINGS OR PROFIT) SUSTAINED BY THE OTHER PARTY OR ANY OTHER INDIVIDUAL OR ENTITY FOR ANY MATTER ARISING OUT OF OR PERTAINING TO THE SUBJECT MATTER OF THIS AGREEMENT. THE PARTIES HEREBY EXPRESSLY ACKNOWLEDGE THAT THE FOREGOING LIMITATION HAS BEEN NEGOTIATED BY THE PARTIES AND REFLECTS A FAIR ALLOCATION OF RISK.

12. Notices. Notices sent to either party shall be effective on the date delivered in person by hand or by overnight mail service or on the date received when sent by certified mail, return receipt requested, to the other party or such other address as a party may give notice of in a similar fashion. The addresses of the parties are as follows:

if to the District:	with a copy to:
Superintendent of Schools 45 Lyon Terrace, Rm. 310 Bridgeport, Connecticut 06604	Office of the City Attorney 999 Broad Street, Second Floor Bridgeport, Connecticut 06604

if to the Consultant:
Katerina Vlahos Executive Director Bridgeport Prospers 10 Middle St., Suite 1101, Bridgeport, CT 06604

13. Termination For Default; Termination For Convenience; Termination for Non-Appropriation.

(a) Termination, generally. This Agreement shall terminate upon expiration of the Term or upon the earlier termination by one of the parties in accordance with the terms hereof.

(b) Termination for Default. In addition to other relief, either party may terminate this Agreement if the other party breaches any material provision hereof and a cure is not a practical or reasonable resolution to the default. If a cure is practical and reasonable solution to a default, the non-defaulting party shall give written notice of default to require the other party to, in writing within **five** (**5**) business days, advise of its intentions with respect to such default and in any event corrects or cures such default within **ten** (**10**) business days of the receipt of notice of default. If such default for which a cure is still a practical and reasonable solution to the default nonetheless cannot be

cured or corrected within such 10-day period and the defaulting party details in writing to the other the reasons why such default cannot be so corrected or cured and how it can be cured, the other party shall give an additional **thirty** (**30**) day period to correct or cure such default and the defaulting party shall with best efforts and due diligence promptly commence and consistently pursue corrective or curative action reasonably acceptable to the aggrieved party to completion. If the Consultant is in default and a cure is not a practical or reasonable solution to the default, the City may terminate this Agreement immediately upon notice. Either party shall automatically be in non-curable default hereunder if it becomes insolvent, makes an assignment for the benefit of its creditors, or if a receiver is appointed or a petition in bankruptcy is filed with respect to the party and is not dismissed within **thirty** (**30**) days.

(c) Termination for Convenience. The Consultant may not terminate for convenience. The BOE may terminate for convenience immediately on giving on **thirty** (**30**) days written notice of termination.

(d) Termination for Non-Appropriation or Lack of Funding. The Consultant acknowledges that the City and BOE are subject to the appropriation of funds sufficient for this Agreement. The Consultant therefore agrees that the BOE shall have the right to terminate this Agreement in whole or in part without penalty in the event sufficient funds to provide for payment(s) under this Agreement is not appropriated, not authorized or not made available pursuant to law, or such funding has been reduced pursuant to law.

14. Resolution of Disputes.

The parties agree that all disputes between them arising under this agreement or involving its interpretation, if they cannot be first resolved by mutual agreement, shall be resolved in a court of competent jurisdiction over the parties located in Fairfield County, Connecticut.

15. Independent Consultant Status. The Consultant and its approved subcontractors are independent contractors in relation to the BOE with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association or employment relationship between the parties. The Consultant shall remain responsible, and shall indemnify and hold harmless the City and BOE, from and against all liability for the withholding and payment of all Federal, state and local personal income, wage, earnings, occupation, social security, worker's compensation, unemployment, sickness and disability insurance taxes, payroll levies or employee benefit requirements (under ERISA, state law or otherwise) now existing or hereafter enacted and attributable to the Consultant, its subcontractors and their respective employees. THE CONSULTANT REPRESENTS THAT IT RETAINS WIDE DISCRETION IN THE TIME, MANNER AND DETAILS OF PERFORMANCE, IS NOT UNDER THE CITY'S DIRECT SUPERVISION OR CONTROL, HAS THE SKILLS AND TOOLS TO PERFORM THE WORK, HOLDS ITSELF OUT GENERALLY AS AN INDEPENDENT CONSULTANT AND HAS OTHER SUBSTANTIAL SOURCES OF INCOME.

16. Security, No Conflicts. Each party agrees to inform the other of any information made available to the other party that is classified or restricted data, agrees to comply with the security requirements imposed by any state or local government, or by the United States Government, and shall return all such material upon request. Each party warrants that its participation in this Agreement does not conflict with any contractual or other obligation of the party or create any conflict of interest prohibited by the U.S. Government or any other government and shall promptly notify the other party if any such conflict arises during the Term.

17. Indemnification; Insurance.

(a) Indemnification. The Consultant shall indemnify, defend, and hold harmless the City and its boards, commissions, agents, officials and employees from and against all claims, suits, damages, losses, judgments, costs and expenses arising out of or resulting from the delivery of the labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, caused in whole or in part by any act or omission of the Consultant, its employees, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

(b) In any and all claims against the City or any of its boards, agents, employees or officers by the Consultant or any employee of the Consultant, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under Paragraph 7.1, above, shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Consultant or any subcontractor under Worker's Compensation Acts, disability benefit acts or other employee benefit acts.

(c) The Consultant understands and agrees that any insurance required by this Agreement, or otherwise provided by the Consultant, shall in no way limit the responsibility to indemnify, defend, keep, and hold harmless the City as provided in this Agreement.

(d) Insurance requirements: **See Professional Services Insurance Rider attached hereto and made a part hereof as Exhibit III, all terms and conditions of which Rider are incorporated herein by reference.**

18. Non-discrimination. In performing this Agreement, the Consultant shall not discriminate against any employee or applicant for employment, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, sex, sexual orientation, gender identity and expression, age, religious creed, disability, national origin or ancestry, marital status, family status, prior psychiatric treatment, health care, military status or

source of income or because of a handicap that is unrelated to the employee's or the applicant's ability to perform the duties of a particular job or position. Subcontracts with each subcontractor shall contain a provision requiring non-discrimination in employment as herein specified. Said provisions with subcontractors shall require conformity and compliance with all Local, State and Federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements.

(a) Equal Opportunity**.** In its execution of the performance of this Agreement, the Sub-Grantee shall not discriminate and shall comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, sexual orientation, gender identity and expression, national origin or citizenship status, age or handicap. The Sub-Grantee agrees to comply with all Local, State and Federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements and will require the same of all subcontractors.

19. Communications. All communications shall be made orally or in writing by the Consultant to **Camille Harris** or their respective designee. Any written report requested from the Consultant shall be sent in draft form for review prior to finalization. Consultant shall obtain prior approval from the BOE for all press releases, media advertisements, or any form of publicity or community awareness publication that alludes to the is Agreement or the Services provided hereunder.

20. On-Site Service Personnel Requirements. The Provider acknowledges and confirms that it has read and understands the requirements, certifications and assurances set forth in Exhibit II attached hereto and made a part hereof and that it will be bound, as applicable, to its terms. Notwithstanding the foregoing, certain provisions are set forth herein:

a) On-Site Service Provider Packet. It is a requirement of this Agreement that the Provider, its officers, directors, principals, agents, employees, and representatives working on Bridgeport Public Schools campuses complete the Volunteer/Service Provider Information Sheet, Confidentiality Agreement, Acknowledgement of Completion of Background Check and Fingerprinting Processes, FBI Privacy Act Statement, Noncriminal Justice Applicant's Privacy Rights Notification, and Acknowledgement of Completion of CHRO Sexual Harassment Prevention Training documents provided in Exhibit V. All documents must be submitted by the Provider to hrdept@bridgeportedu.net or directly to requisite state agency, as indicated in Exhibit V, prior to the beginning of service provision..

b) Background Check & Fingerprinting. It is a requirement of this Agreement that the Provider, its officers, directors, principals, agents, employees, and representatives working on Bridgeport Public Schools campuses be subject to

a mandatory background check and fingerprinting documentation process. Should the District deem an individual inappropriate for any or all District sites, the District reserves the right to notify said Provider whose responsibility it will be to replace that individual at a particular site in a timely manner. All Providers, including those with offices out-of-state (i.e., outside the State of Connecticut), are required to complete the mandatory Background Check and Fingerprinting process prior to performing services on any Bridgeport Public Schools campuses. The District is required to submit the State of Connecticut Contractor Verification form (in accordance with Public Act 16-67) for each volunteer and/or employee of the Provider who would be in a position involving direct student contact to the Board of Education's Office of Human Resources. The employee of the Provider may not commence work at the campus unless the Board of Education's Office of Human Resources provides written authorization for the employee in advance. cooperate to the fullest extent possible with any and all investigations being conducted by federal, state and/or local law enforcement officials and/or the Judicial Branch.

c) CHRO Sexual Harassment Prevention Training. It is a requirement of this Agreement that the Provider, its officers, directors, principals, agents, employees, and representatives working on Bridgeport Public Schools campuses complete the Connecticut Commission on Human Rights and Opportunities (CHRO) Sexual Harassment Prevention Training. In the 2019 legislative session, the Connecticut General Assembly passed, and the Governor signed Public Acts 19-16 and 19-93, which together constitute the Time's Up Act. This legislation establishes new rules and requirements regarding sexual harassment training and education, to which BPS volunteers and service providers must adhere. The CHRO Sexual Harassment Prevention Training link (hyperlink and QR code) is available in Exhibit V. The provided link proceeds through each required training section. A Certificate is provided upon completion. When viewing the training videos, the links in the training will open a separate window to the videos hosted on YouTube. To complete the quizzes, pause the YouTube video, go back to the training page, and proceed to the next section. If you have already completed the training and would like to request an additional certificate of completion, you can do so from the first page of the training. All volunteers and service providers are responsible for watching and complying with this training. Prior to providing services or volunteering at any BPS campus,

Providers must provide a copy of their CHRO Certificate of Completion to the BPS Office of Human Resources at hrdept@bridgeportedu.net.

d) Waiver of Personnel Requirements. The District may vary these onsite personnel requirements at the District's sole discretion if the District determines that the District's interests will be adequately protected by the confirmation of additional documentation and information related to these requirements. For example: if a vendor's employer or sponsoring volunteer organization has already required completion of CHRO Sexual Harassment Prevention Training and fingerprinting and background check procedures, the Provider is not required to repeat these steps, provided that proof of completion can be submitted. Please email hrdept@bridgeportedu.net to confirm that the required documentation has been completed and is on file with your employer. Note that all BPS vendors and volunteers are required to complete the Contracted Employee/Volunteer/Intern Confidentiality Agreement and return the signed form to hrdept@bridgeportedu.net prior to beginning any services with the district.

21. Miscellaneous.

(a) Entire Agreement. This document and the identified exhibits, schedules, appendixes and attachments made a part hereof or incorporated herein, constitute the entire and exclusive Agreement between the parties with respect to the subject matter hereof and supersede all other communications, whether written or oral.

(b) Modifications. This Agreement may be modified or amended. Any such modification or amendment shall only be effective if evidenced by a writing and signed by both parties.

(c) Prohibition Against Assignment. Except as specifically permitted herein, neither this Agreement nor any rights or obligations hereunder may be transferred, assigned or subcontracted by the Consultant without the BOE's prior written consent and any attempt to the contrary shall be void.

(d) Excusable Delay. The parties hereto, respectively, shall not be in default of this Agreement if either is unable to fulfill, or is delayed in fulfilling, any of its respective obligations hereunder, or is prevented or delayed from fulfilling its obligations, in spite of its employment of best efforts and due diligence, as a result of extreme weather conditions, natural disasters, catastrophic events, casualties to persons or properties, war, governmental preemption in a national emergency, enactment of law, rule or regulation or change in existing laws, rules or regulations which prevent any party's

ability to perform its respective obligations under this agreement, or actions by other persons beyond the exclusive control of the party claiming hindrance or delay. If a party believes that a hindrance or delay has occurred, it shall give prompt written notice to the other party of the nature of such hindrance or delay, its effect upon such party's performance under this agreement, the action needed to avoid the continuation of such hindrance or delay, and the adverse effects that such hindrance or delay then has or may have in the future on such party's performance. Notwithstanding notification of a claim of hindrance or delay by one party, such request shall not affect, impair or excuse the other party hereto from the performance of its obligations hereunder unless its performance is impossible, impractical or unduly burdensome or expensive, or cannot effectively be accomplished without the cooperation of the party claiming delay or hindrance. The occurrence of such a hindrance or delay may constitute a change in the scope or timing of service, and may result in the need to adjust the contract price or contract time in accordance with the terms of this Agreement.

(e) Partial Invalidity. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be deleted and the balance of the Agreement shall be automatically conformed to the minimum requirements of law and all other provisions shall remain in full force and effect.

(f) Partial Waiver. The waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions.

(g) Headings. Headings are for reference purposes only and have no substantive effect.

(h) Survival. All representations, warranties and indemnifications contained herein shall survive the performance of this Agreement or its earlier termination.

(i) Choice of Law. This Agreement shall be governed, interpreted and construed under the laws of the State of Connecticut.

(j) Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

(k) No Third-Party Beneficiaries. None of the provisions of this Agreement is intended to be for the benefit of, or shall be enforceable by, any person other than the parties hereto and their permitted successors and assigns.

(l) Property Access. The parties understand that it is the BOE's obligation to obtain legal access to City property where the Consultant's Services are to be performed. The Consultant shall not be held liable for any unlawful entry onto any BOE property where such entry has been ordered, requested or directed by the BOE in writing.

(m) Electronic Signatures. Each party agrees that this Agreement and any other documents to be delivered in connection herewith may be electronically signed or signed and scanned, and that any electronic or scanned signatures appearing on this Agreement, or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

IN WITNESS WHEREOF, for adequate consideration and intending to be legally bound, the parties hereto have caused this agreement to be executed by their duly-authorized representatives.

BRIDGEPORT BOARD OF EDUCATION

By: _____
Dr. Royce Avery
Its: Interim Superintendent of Schools
Duly Authorized

Date: _____

BRIDGEPORT PROSPERS

By: _____
Katerina Vlahos
Its: Executive Director
Duly Authorized

Date: _____

Exhibit I
SCOPE OF SERVICES

The Bridgeport Prospers Team, with the direction of the Executive Director, has coordinated family engagement efforts of the LGP transition to the Early Start CT (state-funded) early care and education program within the Bridgeport community and through the support of our Community Advocates known as Parent Ambassadors.

Parent Ambassadors remain at the forefront to continue connecting with other parents and caregivers to strengthen and build trusted relationships, engage with, and connect Bridgeport's children and families to programs, services, and supports across the entire community.

They educate families about the Connecticut Office of Early Childhood's (OEC) programs and resources. Parent Ambassadors will help to break down barriers and work to improve systems and meet the needs of young children and families. We do this work in collaboration with Bridgeport Public Schools, knowing that children who have access to supports, services, and early learning have better outcomes in life.

With the leadership and guidance of the Parent Ambassador Coordinator, our team will continue to engage with those living in the most vulnerable neighborhoods and who are most impacted by educational inequities related to child care and early education. Collaborations will continue to center families in the systems, a crucial approach to building trust and community engagement within the Bridgeport Early Start, ensuring all families can access high-quality pre-K and child care. We will continue efforts to:

- Increase enrollment in OEC programs that support families, and the percentage of children who attend preschool before enrolling in kindergarten at an elementary school
- Bring family voice to all aspects of the work, and develop family-centered programming to help families navigate early childhood care and education systems in Bridgeport
- Promote the importance of early childhood education for children
- Identify the needs of local families through engagement in local activities and events, collect feedback, and find solutions through local providers and supportive services
- Attend Community Table meetings and other activities to share updates, discuss challenges, connect with parents, celebrate wins, and take collaborative action
- Collaborate on Local Needs Assessments, identifying gaps and solutions for families

Exhibit II
ITEMIZED BUDGET

Personnel		
Millie Seguinot, Parent Ambassador Coordinator	$18,200	$35.00/hr x 10 hrs/wk x 52 wks per yr (Coordination)
Tax and Fringe Benefits	$1,092	6.0%
Talyn Cook, Senior Manager of Community Engagement	$11,313	$50.25/hr x 3 hrs/wk x 52 wks per yr (Event support)
Tax and Fringe Benefits	$792	7.0%
Katerina Vlahos, Executive Director	$9,809	$62.88/hr x 3 hr/wk x 52 wks per yr (Strategy & Oversight)
Tax and Fringe Benefits	$2,649	27%
Subtotal of Personnel	$43,855	
Program		
Contracts (Parent Ambassadors)	$11,700	$25.00/hr x 3 hrs/wk x 52 wks x 3 (engagement)
Incentives (Program)	$4,000	Nutrition, food vouchers, books, diapers, toddler items, etc.
Travel (Program)	$1,000	Transportation related to program such as parking fees, public transportation, or ride-shares related to meetings, conferences, outreach, and community engagement events
Training (Program)	$3,600	Trainings, workshops, convenings, or annual conferences for professional development on best practices, challenges, and initiatives
Materials & Supplies	$3,345	Items for meetings, community engagement events, marketing, food, referrals, and resource dissemination
Admin	$7,500	10% for Indirect costs
Subtotal of Direct Costs (minus admin)	$67,500	
TOTAL	**$75,000**	

Exhibit III
PROFESSIONAL SERVICES INSURANCE RIDER

As a provider of Professional Services, the Consultant shall provide and maintain insurance coverage related to its services in connection with the Project in compliance with the following requirements.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the BOE from requiring additional limits and coverage to be provided under the Consultant's policies.

The insurance obligations under this agreement shall be (1) all the insurance coverage and/or limits carried by or available to the Consultant; or (2) the minimum insurance coverage requirements and/or limits shown in this agreement, whichever is greater.

Minimum Scope and Limits of Insurance:

Workers' Compensation: With respect to all operations the Consultant performs, it shall carry workers' compensation insurance in accordance with the requirements of the laws of the State of Connecticut, and Employer's Liability limits of One Hundred Thousand Dollars ($100,000) coverage for each accident, One Hundred Thousand Dollars ($100,000) coverage for each employee by disease, Five Hundred Thousand Dollars ($500,000) policy limit coverage for disease.

Commercial General Liability: With respect to all operations the Consultant performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars ($1,000,000) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The Annual Aggregate limit shall not be less than Two Million Dollars ($2,000,000).

Automobile Liability: With respect to each owned, non-owned, or hired vehicles the Consultant shall carry Automobile Liability insurance providing One Million Dollars ($1,000,000) coverage per accident for bodily injury and property damage.

Professional Liability: The Consultant shall provide Professional Liability Insurance covering errors and omissions. Such insurance shall be in an amount no less than $1,000,000 each claim and $1,000,000 Aggregate. Such insurance coverage shall remain in place for seven years after BOE’s acceptance of Consultant’s work, and if Consultant’s insurance coverage is written on a “claims made” basis, such seven year requirement can be satisfied through a combination of an extended reporting period and tail coverage.

Sexual Abuse/Molestation Liability: With respect to program operations, the Contractor shall provide Sexual Abuse/Molestation Liability coverage with limits of at least $1,000,000 per occurrence. Coverage may be a separate policy or endorsed onto the General Liability Insurance coverage.

Acceptability of Insurers: The Consultant's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or better. Additionally, all carriers are subject to approval by the City of Bridgeport.

Subcontractors: The Consultant shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein. All Certificates of Insurance shall be provided to the City's Office of the City Attorney and to the City's Purchasing Department required herein

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the BOE. All deductibles or self-insured retentions are the sole responsibility of the Consultant to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits before the expiration date except after **thirty** (**30**) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the Consultant is primarily responsible for providing such written notice to the City **thirty** (**30**) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the event of any such change the Consultant shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the City related to the Consultant's Services.

Waiver of Governmental Immunity: Unless requested otherwise by the BOE, the Consultant and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the BOE or City.

Additional Insured: The liability insurance coverage, (excluding Workers' Compensation & Professional Liability, if included) required for the performance of the Services shall include the City and BOE as an Additional Insured with respect to the Consultant's activities to be performed under this Agreement. Consultant's insurance shall be primary and shall not seek contribution from any other insurance carried by the additional insured in the payment of a claim.

Waiver of Subrogation: Consultant hereby waives the right to subrogate or seek recovery from City of Bridgeport and BOE and insurance carriers. This waiver of subrogation does not apply to Professional Liability coverage.

Certificate of Insurance: Prior to the commencement of services under this Contract, the Consultant shall furnish Certificate(s) of Insurance to the City and BOE. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be provided prior to expiration but no more than **fifteen** (**15**) days after policy renewal.

Certificates shall designate the City in the following form and manner:

> "City of Bridgeport, the Bridgeport Board of Education, their elected officials, officers, department heads, employees, agents, servants, successors and assigns ATIMA
> Margaret E. Morton Government Center
> 999 Broad Street, 2nd Floor
> Bridgeport, Connecticut 06604"

All insurance documents required should be mailed to the Office of the City Attorney 999 Broad Street 2nd Floor Bridgeport, Connecticut 06604.

Waiver of requirements: The City Attorney may vary these insurance requirements at her sole discretion if it determines that the City and BOE's interests will be adequately protected by the provision of different types or other amounts of coverage.

Exhibit IV
Confidential Data Request Form

FORMS MUST BE SUBMITTED BY PROVIDER TO
data-management-dept@bridgeportedu.net

Bridgeport Public Schools – Data Management Department

Confidential Data Request Form

SECTION 1: TO BE COMPLETED BY REQUESTOR			
Name:		Contact Number:	
School/Organization:		Email Address:	
Request Date:		Requestor's Signature:	
Description of Data Required *(Please include the dates/timeframes of data collection and other specific indicators/categories required in the data)*			
Purpose/Context *(what the data is required for)*			
Format Required *(Table, Map, Spreadsheet, Word, etc.) – please specify*		**Required Date(s)**	
FOR OFFICE USE ONLY:			
Superintendent Approval Signature:			
Date Request Approved:			
Date Request Received:			
Date Completed:			
Completed By:			



Bridgeport Public Schools – Data Management Department

Confidential Data Request Form

All parties who will have access to the confidential data requested in the *Confidential Data Request Form* must sign this agreement and submit it with the Data Request Form (attach additional sheets as necessary). Any party(ies) added to the request at any time during the duration of the data loan period who will have access to the confidential data must sign this form and submit it to the Bridgeport Board of Education Department of Data Management/Systems.

I_____, as a participating party to the data requested, agree to receive confidential data from the City of Bridgeport Board of Education and/or the BBOE Department of Data Management/Systems, and to observe the following security provisions in transferring, storing, analyzing and reporting of the data.

1. Policy for data storage
    a. The location of ***all copies*** of the data must be carefully tracked
    b. The data must be stored where ***only*** the Confidential Data Request Form designated party(ies) may access the data
    c. Data files ***must*** remain secure throughout the duration of data storage
2. Policy for data usage
    a. Data may be accessed ***only*** by the Confidential Data Request Form designated party(ies)
    b. Data ***may not*** be shared with any other individuals outside those designated party(ies) in the Confidential Data Request Form
    c. Data may be used ***only*** for analyses that respect privacy and confidentiality of all concerned parties including students, teachers, classrooms, schools, and the district
    d. Data may ***only*** be used for the purpose(s) presented in the Confidential Data Request Form
    e. Publicly available discussions, presentations and reports based upon the confidential data ***may not*** include information that would make it possible to identify a student, teacher, classroom, school, or the district unless specific permission has been granted in writing to do so by the office of the Superintendent of Schools for the City of Bridgeport
    f. Internal discussions and reports should protect the privacy, anonymity and confidentiality of all concerned parties. If there is any reasonable possibility that the internal document may become publicly available, any and all identifiable data needs to be removed at the expense and liability of the Confidential Data Request Form designated party(ies)
    g. Internal documents that contain any identifying information must clearly be marked "confidential—for internal use only"
    h. Data will, at all times, adhere to the Family Educational Rights and Privacy Act (FERPA)
3. Policy for data disposal
    a. The data ***must*** be destroyed in accordance with the date designated for destruction in the signed Confidential Data Request Form
    b. If an extension on the data destruction deadline is needed, the BBOE Department of Data Management/Systems ***must*** be contacted, in writing, to approve an extension
    c. A certificate of destruction will be sent via US mail to the BBOE Department of Data Management/Systems on the date of the data loan expiration.

_____	_____	_____
Signature of Requesting Party	Email and Phone Number	Date

Exhibit V

INSURANCE CERTIFICATE AND ENDORSEMENT

UNITWAY-03 LOWENS

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/15/2026

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	CONTACT NAME: Marsha Brownell	
Tooher Ferraris Insurance Group 43 Danbury Road 2nd Floor Wilton, CT 06897	PHONE (A/C, No, Ext): (203) 665-6624	FAX (A/C, No): (203) 665-6674
	E-MAIL ADDRESS: mbrownell@toofer.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Philadelphia Indemnity Ins. Co	18058
INSURED United Way Of Coastal And Western Connecticut Inc 301 Main Street, Unit 2-5 Danbury, CT 06810	INSURER B :	
	INSURER C :	
	INSURER D :	
	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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR	X	X	PHPK2716914-000	7/1/2026	7/1/2027	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO			PHPK2716914-000	7/1/2026	7/1/2027	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 2,000,000
	EXCESS LIAB CLAIMS-MADE	X	X	PHUB921154-000	7/1/2026	7/1/2027	AGGREGATE	$
	DED X RETENTION $ 10,000							$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Directors & Officers			PHSD1882151-001	7/1/2026	7/1/2027		2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Bridgeport Board of Education and the City of Bridgeport, their elected officials, officers, department heads, employees, agents, servants, successors and assigns ATIMA (re: Bridgeport Board of Education) Attention: Purchasing Agent 999 Broad Street Bridgeport, Connecticut 06604 are additional insureds by written contract. Coverage is primary and non-contributory. Waiver of subrogation applies. 30 day notice of cancellation applies,

CERTIFICATE HOLDER	CANCELLATION
Bridgeport Public Schools 45 Lyon Terrace Bridgeport, CT 06604	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

ACORD 25 (2016/03)

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Exhibit VI
CONFIDENTIALITY AND BACKGROUND CHECK FORMS

DOCUMENTS MUST BE SUBMITTED BY PROVIDER TO hrdept@bridgeportedu.net
OR DIRECTLY TO REQUISITE STATE AGENCY AS INDICATED

BRIDGEPORT
PUBLIC SCHOOLS
Royce Avery
Acting Superintendent

BOARD OF EDUCATION

Human Resources Department
City Hall – 45 Lyon Terrace, Room 324, Bridgeport, CT 06604

Domenic Costello
Deputy Human Resources Officer

NEW HIRE EMPLOYEE INFORMATION SHEET

Complete this form for each Bridgeport Public Schools employee.

Employee Name _____ Date of Birth _____

Address _____ Social Security _____

City, State, Zip _____ Employee Phone2 (optional)

Phone #1 _____ Phone #2 _____

Email Address _____ Alien Registration/USCIS Number *If Applicable* _____

Marital Status Single Married Veteran Yes No

EMERGENCY CONTACT INFORMATION

Contact Name1 _____ Relationship _____

Phone _____

Contact Name2 _____ Relationship _____

Phone _____

Physician Name _____ Phone/Fax _____

Employee Signature _____ ***Date*** _____

WORK LOCATION INFORMATION – INTERNAL USE ONLY

Assignment/Title _____ Date of Hire _____

Employment Type ☐ Full-Time ☐ Part-time ☐ Per Diem ☐ Seasonal ☐ Intern ☐ Pending Certification ☐ Returning Retiree ☐ Other, *Explain*: _____

School/Office Location _____ Office Phone _____

Supervisor _____ Supervisor's Phone _____

Processed by (Human Resources) _____ Date _____

The information contained in this document is confidential. It is intended solely for use by the employee and others authorized to receive it. If you are not the employee, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

BRIDGEPORT
PUBLIC SCHOOLS
Royce Avery
Acting Superintendent

BOARD OF EDUCATION
Human Resources Department
City Hall – 45 Lyon Terrace, Room 324, Bridgeport, CT 06604

Domenic Costello
Deputy Human Resources Officer

Connecticut State Department of Children and Families Mandated Reporter Training

Please follow this link to access the on-line Mandated Reporter Training for School Employees:
https://portal.ct.gov/dcf/mandated-reporter-training/home

Department of Children and Family (DCF)	☐
Official Child Abuse/ Neglect Policy	☐
Student/Staff Harassment Policy	☐
Personnel Sexual Harassment Policy	☐
Policy on Racial, Ethnic or Sexist Slurs	☐
Computer, Internet and E-mail Usage Policy	☐
CT Code of Professional Responsibility for Teachers	☐
Attendance Policy for Teachers	☐
Bully Policy and Procedures	☐
Universal Emergency Procedures	☐
Title IX	☐

Please submit a copy of your Mandated Reporter Training Certificate to the Office of Human Resources at HRDept@bridgeportedu.net.

I have reviewed the online presentation designed to specially address the Mandated Reporter laws and information pertinent to school employees

_____
Print Name

_____ _____
Signature Date

Requesting Entity: Bridgeport Board of Education

FBI Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

Note: This privacy act statement is located on the back of the FD-258 fingerprint card.

SIGNATURE	DATE

This document must be retained by the Entity.

Noncriminal Justice Applicant's Privacy Rights

Requesting Entity: Bridgeport Board of Education

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. **All notices must be provided to you in writing.** [1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later), by the agency that will receive your criminal history results, when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained. [2]
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. [3]

Updated 11/6/2019

If you need additional information or assistance, please contact:

Connecticut Records:	Out-of-State Records:
Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480	Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306

SIGNATURE	DATE

This document must be retained by the Entity.

[1] Written notification includes electronic notification, but excludes oral notification.

[2] See https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

[3] See 5 U.S.C. 552a(h); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.[1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits his/her fingerprints and associated personal information.[2]
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the FBI criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct his/her record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

Connecticut Records:	Out-of-State Records:
Department of Emergency Services and Public Protection **State Police Bureau of Identification (SPBI)** **1111 Country Club Road** **Middletown, CT 06457** **860-685-8480**	**Agency of Record** **OR** **FBI CJIS Division-Summary Request** **1000 Custer Hollow Road** **Clarksburg, West Virginia 26306**

[1] Written notification includes electronic notification, but excludes oral notification.
[2] See https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
[3] See 5 U.S.C. 552a (b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

Updated 11/06/2019

BRIDGEPORT
PUBLIC SCHOOLS
Royce Avery
Acting Superintendent

BOARD OF EDUCATION
Human Resources Department
City Hall - 45 Lyon Terrace, Room 324
Bridgeport, Connecticut 06604
203-275-1042 - Phone
203-337-0145 - Fax

Domenic Costello
Deputy Human Resources Officer

Bridgeport Public Schools

In accordance with Connecticut General Statue 10-221d and a condition of employment, all new hires, are required to have a criminal history background check completed. Fingerprinting must be completed **prior to employment. There are no exceptions.**

Fingerprints can be done through your local police department (please note an additional fee may be collected at the local police department). You must register with the State of CT prior to obtaining your fingerprints and pay the processing fee of **$13.25**. Once your Pre-Enrollment is completed, you will receive a Confirmation email from the State containing a Tracking # and Barcode. This email will need to be submitted along with your fingerprints to the HR Department.

To register for your fingerprints to be taken, please visit:
https://ct.flexcheck.us.idemia.io/cchrspreenroll and enter the following Service Code:

A957-F91A

Sincerely,
Domenic Costello
Deputy Officer of Human Resources

I have read and acknowledged the above. I understand in order to assure placement on payroll, I must complete my fingerprints within a week of onboarding. I have received copies of the FBI Privacy Act Statement, Noncriminal Justice Applicant's Privacy Rights, National Child Protection Act/Volunteers for Children Act Waiver and Consent form, and Criminal History Record Information Requisition form.

Signature _____ **Date** _____

Printed Name _____ **Position** _____

Connecticut Criminal History Request System
Fingerprint Service Code Form

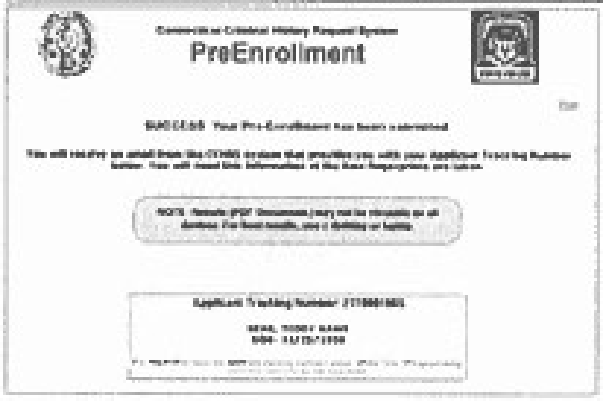
Service Name: Service Name Listed Here

To register for your fingerprints to be taken, please visit https://ct.flexcheck.us.idemia.io/cchrspreenroll and enter the following Service Code:

A957-F91A

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

- After entering the Service Code, confirm the Fingerprint Reason by selecting the "Yes – This information looks Correct" option.
- Complete the Pre-Enrollment information as completely as possible. All fields in bold font/blue highlight are mandatory to move forward with the process. After filling out all applicable fields, move to the next section by selecting the "Submit Pre-Enrollment" button at the bottom of the screen.
- After completing the pre-enrollment steps, a confirmation screen will appear confirming registration is complete, including your Applicant Tracking Number. **This Tracking Number will need to be taken to your fingerprinting session. It will also be sent to the e-mail address you provided during registration.**





STATE OF CONNECTICUT

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

Division of State Police

National Child Protection Act/Volunteers for Children Act Waiver and Consent Form

The criminal history record checks performed under the National Child Protection Act (NCPA), as amended by the Volunteers for Children Act (VCA), will determine if you, as a care provider (current or prospective employee, volunteer, contractor/vendor, or owner/operator), have been convicted of crimes that bear upon your fitness to be responsible for the safety and well-being of children (persons less than 18 years old), the elderly (persons 60 years of age or older), or individuals with disabilities (persons with a mental or physical impairment who require assistance to perform one or more daily living tasks). Pursuant to the NCPA/VCA, this form must be completed and signed by every current or prospective provider for whom criminal history records are requested by a **Governmental Qualified Entity** (QE). QEs provide care, treatment, education, training, instruction, supervision, recreation, care placement services, or license/certify others who provide care to vulnerable populations (children, the elderly, or individuals with disabilities).

Requesting QE Information:

QE Name	Bridgeport Public Schools
QE Address	45 Lyon Terrace, Room 324, Bridgeport, CT 06604
QE Telephone Number	203-275-1042

I am a current or prospective (check one): ◯ Employee ◯ Volunteer ◯ Contractor/Vendor ◯ Owner/Operator

I have been convicted of or pled guilty to a crime. ◯ No ◯ Yes
If yes, please provide a description of the crime and the particulars of the conviction on the back of this waiver.

I hereby authorize the requesting QE to submit a set of my fingerprints to the Connecticut State Police Bureau of Identification (SPBI) and Federal Bureau of Investigation (FBI) for the purpose of accessing and reviewing state and national criminal history records that may pertain to me. I further understand the following:

- My fingerprints will be used to check the criminal history records of the SPBI and the FBI;
- I can receive a state criminal history record from the SPBI and a national criminal history record from the FBI pursuant to Title 28, Code of Federal Regulations, §16.30-16.34;
- I am entitled to challenge the accuracy and completeness of any information contained in such records;
- The QE may choose to deny me unsupervised access to persons to whom the QE provides care until the criminal history record check is completed; and
- I may obtain a prompt determination as to the validity of my challenge before a final decision is made.

By signing this Waiver, it is my intent to authorize the dissemination of any state or national criminal history record which may pertain to me, to the requesting QE. I have read and understood the foregoing and the information provided is true and accurate to the best of my knowledge and belief.

*Printed Name:_____ Signature:_____

*Date of Birth:_____ *Address:_____

*as it appears on a valid identification document issued by a governmental agency

NOTE: The original waiver must be retained by the QE for at least one year of fingerprint submission date. A copy of the waiver must be sent to the State Police Bureau of Identification, Criminal Records Units, at 1111 Country Club Road, Middletown, CT 06547.

Connecticut Department of Children and Families

AUTHORIZATION FOR DCF CPS BACKGROUND CHECK (Central Registry Only)

DCF-3031

7/2022 (Rev.)

I, *(Applicant Name)*: _____ do hereby authorize the Department of Children and Families to research its records and if applicable request out of state checks, to determine whether or not I am on the central registry of persons responsible for child abuse and neglect. I understand that this information may be used to determine my suitability for (check one):

☐ Employment ☐ Day Care ☐ Volunteer ☐ Intern ☐ Mentor ☐ Other

I release the Department of Children and Families from any liability for any damages I may incur because of the release/use of this information.

Name of Agency (requesting background check)	Attention:		
Address: (No. and Street):	City:	State:	Zip:

I submit the following information to assist the Department of Children and Families in their search.

Applicant Last Name:	Applicant First Name:	Middle:	DOB:

Applicant Address: (No. and Street):	Apt. #	City:	State:	Zip:	Start date at current address: (mm/dd/yyyy)

List all previous applicant addresses for the last five years ☐ **Check if an additional sheet is necessary, and attached**

Address (No. and Street):	Apt. #	City:	State:	Zip:	Dates From (mm/dd/yyyy)	To (mm/dd/yyyy)

Other names I have used (including preferred names, maiden, and previous marriages) ☐ **Check if an additional sheet is necessary, and attached**

Last Name:	First Name:	Middle Name:

Names of ALL children - biological/step (including adult children in or out of the home) ☐ **Check if an additional sheet is necessary, and attached**

Last Name:	First Name:	Middle:	DOB:	Gender:
				☐ Female ☒ Male ☐ Other
				☐ Female ☐ Male ☐ Other
				☐ Female ☐ Male ☐ Other

This authorization will expire 180 days after the date of the signature

Applicant Signature:	Date:

Submit at https://portal.dcf.ct.gov/Portal/Main/#dashboard. To enroll your agency in the portal, please contact bgc.verification@ct.gov.

For questions or support, please contact the Background Check Unit at bgc.verification@ct.gov.

BRIDGEPORT
PUBLIC SCHOOLS
Royce Avery
Acting Superintendent

BOARD OF EDUCATION
Human Resources Department
City Hall – 45 Lyon Terrace, Room 324
Bridgeport, Connecticut 06604
203-275-1042 - Phone
203-337-0145 - Fax

Domenic Costello
Deputy Human Resources Officer

Bridgeport Public Schools

Contracted Employee/Volunteer/Intern Confidentiality Agreement

Students in the Bridgeport Public Schools have the right to expect that information about them will be kept confidential by all staff, interns and volunteers. The U.S. Congress addressed the privacy-related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as "FERPA" or the "Buckley Amendment"). Specifically, FERPA requires school districts to maintain the confidentiality of personally-identifiable student information, which includes but is not limited to information in any documented form (i.e. written document, computer information, videos, photographs) that directly relates to a student or is linked or linkable to a student, and is maintained by the school district. FERPA allows the government to withhold federal funds from any educational institution that disseminates information about a student in violation of this federal law. This dissemination includes both written and verbally transmitted information.

FERPA permits you to only share personally identifiable student information with a parent, with parent written consent to a third party, or to another school employee with a legitimate educational interest. If a student or parent shares information with you individually, you are obligated to report that information to the student's teacher or the building principal, unless otherwise instructed through your individual contract or by federal or state law.

You may not share information about a student with others who appear genuinely interested in the student's welfare, such as private social workers, scout leaders, clergy, or nurses/physicians, unless you have received parent consent or a health and safety emergency exists. Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student's teacher or principal. Friends or community members may in good faith ask you questions about a student. You must refer all such questions to the authorized school employees. You may not share information about a student with members of your own family or with the student's family.

If you are doing coursework that involves student information or data collection, you must adhere to all confidentiality rules, including receiving approval from your supervising teacher or administrator and approval via the District Data Request procedure, prior to beginning the course project. Any written or orally presented material must be completely de-identified so that no listener or reader will be able to identify the district, school or students.

Agreement

It is the policy of Bridgeport Public Schools to comply with all federal and state laws concerning the confidentiality of student information. In the course of your work, you may have access to confidential student information (oral, written or computer generated not otherwise available to the public at large).

THEREFORE, you agree to the following:

My right to enter or make use of confidential student information is restricted to my need to know the information to perform my job responsibilities and I will hold all confidential information of which I have knowledge in the truest confidence. I will keep my computer access password(s) confidential. If another method of accessing a computer system is used, I will restrict its use to myself. I will not discuss any confidential information in any public areas, hallways, gathering spaces, etc. If there has been an unauthorized disclosure of confidential information, I agree to notify my supervisor and/or building principal immediately and agree to comply with any investigation of such unauthorized disclosure.

Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or contract with Bridgeport Public Schools. Further, this agreement mandates compliance extending beyond employment, contract, or association with Bridgeport Public Schools, as required by law.

I HAVE READ THIS CONFIDENTIALITY AGREEMENT AND AGREE TO ITS TERMS.

Employee/Volunteer/Intern Signature: _____

Employee/Volunteer/Intern Name (print): _____

Date: _____

It is the policy of the Bridgeport Board of Education not to discriminate on the basis of race, color, sex, sexual orientation, marital status, religion, age, national origin, ancestry, physical disability, present or past mental disorder, mental retardation or learning disability, in any of its educational programs, activities or employment practices. The Bridgeport Board of Education is an Affirmative Action/Equal Opportunity Employer.

BRIDGEPORT
PUBLIC SCHOOLS
Royce Avery
Acting Superintendent

BOARD OF EDUCATION

Human Resources Department
City Hall – 45 Lyon Terrace, Room 324
Bridgeport, Connecticut 06604
203-275-1042 - Phone
203-337-0645 - Fax

Domenic Cusiello
Deputy Human Resources Officer

Bridgeport Public Schools

I, _____, hereby acknowledge receipt of the Connecticut Commission on Human Rights and Opportunities Sexual Harassment Prevention Training link below.

CHRO Sexual Harassment Prevention Training

I understand I am responsible for watching and complying with this training. If I should have any questions regarding this training, I will contact Human Resources.

Please submit a copy of your Mandated Reporter Training Certificate to the Office of Human Resources at HRDept@bridgeportedu.net.

_____ _____

(SIGNATURE) (DATE)

Press Releases

CONNECTICUT Education

10/05/2026

Connecticut State Department of Education Awards $2 Million in High-Dosage Tutoring Grants to 42 Local Education Agencies

State investment builds on proven high-dosage tutoring model to provide intensive, curriculum-aligned mathematics support for students in Grades 6–10

(HARTFORD, CT) — The Connecticut State Department of Education (CSDE) today announced that it is awarding a total of $2 million to 42 local education agencies through **Connecticut's High-Dosage Tutoring (HDT) Program (https://portal.ct.gov/sde/covid19/acceleratect/high-dosage-tutoring)**, continuing the state's investment in a research based approach to accelerating student learning in mathematics.

The 42 recipients were selected through a competitive grant process that drew 70 applications. The CSDE is directing the full $2 million available for the program to local educat agencies to provide students with intensive, evidence-based mathematics support.

"Connecticut students are making progress in mathematics, and we want to keep that momentum going," **Governor Ned Lamont said**. "High-dosage tutoring gives students focused support for the skills they need to succeed, and this investment is another way we are helping schools build on the gains we are seeing across the state."

Connecticut initially launched its High-Dosage Tutoring Program with nearly $11.5 million in federal American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) funding. The state has since continued that investment with $2 million in FY 2027 funding, which is being awarded through this competitive grant process.

Connecticut initially prioritized middle and early high school mathematics for high-dosage tutoring because state assessment data demonstrated significant learning needs in these grades following the pandemic. Mathematics knowledge developed during these years provides an important foundation for success in advanced coursework, postsecondary education, and careers. The initial program focused on mathematics in Grades 6–9. The new state-funded initiative expands that work to students in Grades 6–10.

"We have now seen **four consecutive years of improvement (https://portal.ct.gov/sde/press-room/press-releases/2026/connecticut-test-scores-and-attendance-continue-to-improve)** in mathematics, and that progress reinforces the importance of continuing to invest in strategies that are working for students," **Connecticut Education Commissioner Charlene M. Russell-Tucker said**. "High-dosage tutoring is a well-research approach provides students with consistent, focused support that strengthens classroom instruction and helps accelerate learning. By giving students additional time and support to strengthen their mathematics skills, we are helping build their confidence, deepen their learning, and empower every learner's educational journey with the knowledge and skills they need to succeed."

Connecticut's High-Dosage Tutoring Program is designed around research-based practices that distinguish high-dosage tutoring from traditional tutoring or homework assistance. On the Smarter Balanced assessments, students receiving HDT experienced approximately a 9-percentage-point increase in proficiency rates, while also increasing their mathematics achievement by approximately 9 scale-score points.

The model includes:

- **Frequent tutoring**: Students receive tutoring multiple times each week.
- **Small groups**: Tutoring is delivered individually or in small groups to allow for focused instruction and student engagement.
- **Consistent tutors:** Students work regularly with the same tutor to strengthen relationships and instructional continuity.
- **Curriculum alignment**: Tutoring is connected to grade-level mathematics content, and the curriculum students experience during core instruction.
- **Integration into the school day**: Whenever possible, tutoring is provided during the regular school day to increase student access and participation.

The high-dosage tutoring investment is part of Connecticut's broader work to strengthen student achievement in math. Earlier this year, Governor Lamont proposed legislation to improve mathematics teaching and learning, and the Connecticut General Assembly passed key provisions of that proposal. The **new law** requires CSDE to redesign high school mathematics pathways to better prepare students for postsecondary education and careers, while also strengthening guidance and professional learning for educators.

FEEDBACK +

Connecticut has also joined the national Launch Years Initiative, focused on strengthening high school mathematics and improving students' transitions to postsecondary education and the workforce.

2026–27 High-Dosage Tutoring Grant Recipients

The following 42 local education agencies were selected to receive funding:

District/LEA	Award
ACES	$50,000.00
Bethany Public Schools	$50,000.00
Bethel Public Schools	$49,296.00
Bridgeport Public Schools	$50,000.00
Bristol Public Schools	$49,995.31
Canterbury Public Schools	$50,000.00
Canton Public Schools	$50,000.00
Capital Prep Harbor School	$50,000.00
Danbury Public Schools	$50,000.00
Derby Public Schools	$50,000.00
East Windsor Public Schools	$50,000.00
EASTCONN	$49,178.91
Enfield Public Schools	$50,000.00
Fairfield Public Schools	$50,000.00
Goodwin University Educational Services	$50,000.00
Great Oaks Charter School	$50,000.00
Groton Public Schools	$50,000.00
Hartford Public Schools	$49,500.00
Meriden Public Schools	$50,000.00
Middletown Public Schools	$34,499.64
Montville Public Schools	$50,000.00
Naugatuck Public Schools	$50,000.00
New Beginnings Family Academy	$48,991.00
Norwich Public Schools	$50,000.00
Oxford Public Schools	$42,001.64
Plainfield Public Schools	$50,000.00
Plainville Community Schools	$50,000.00
Portland Public Schools	$43,120.00
Preston Public Schools	$23,503.64
Putnam Public Schools	$50,000.00
Regional School District 11	$35,049.48

Regional School District 8	$40,280.00
Southington Public Schools	$34,584.38
Stafford Public Schools	$50,000.00
Stamford Public Schools	$50,000.00
Suffield Public Schools	$50,000.00
The Bridge Academy Charter School	$50,000.00
Torrington Public Schools	$50,000.00
Waterbury Public Schools	$50,000.00
Winchester Public Schools	$50,000.00
Windsor Locks Public Schools	$50,000.00
Windsor Public Schools	$50,000.00

###

FOR IMMEDIATE RELEASE:
October 5, 2026

CONTACT INFORMATION:
Matthew Cerrone
matthew.cerrone@ct.gov (mailto:matthew.cerrone@ct.gov)

Twitter: **CT State Department of Education Twitter**
Facebook: **CT State Department of Education Facebook**

HIGH-DOSAGE TUTORING

Grade 9 Algebra at Bridgeport Military Academy

Presentation to the Bridgeport Board of Education

Bridgeport Public Schools Mathematics and Grants Departments

$50,000	24	30 Weeks	3x Weekly
Grant Award	Grade 9 Students	Tutoring Cycle	30-Minute Sessions

Purpose and Rationale

Bridgeport Public Schools was awarded a **$50,000 High-Dosage Tutoring grant** to provide targeted, sustained mathematics support. High-dosage tutoring uses consistent, small-group instruction to accelerate learning, address unfinished learning, and strengthen essential mathematics skills.

Why Algebra matters: Algebra is foundational to high school mathematics and beyond. Strengthening students' Algebra skills supports future success in Geometry, Algebra II, higher-level mathematics, and college and career pathways.

Grant Award and Program Design

- **Statewide award:** The grant was available for grades 6-9 through the Connecticut State Department of Education (CSDE). Bridgeport Public Schools was one of 42 districts to receive funding for this initiative. The district applied for three schools and received funding for Bridgeport Military Academy (BMA).
- **Students served:** Twenty-four Grade 9 Algebra students across three Algebra classes will receive high-dosage tutoring.
- **Tutoring provider:** Catapult Learning will provide the tutoring services. Catapult Learning currently provides services to local parochial schools.
- **Schedule:** Students will receive 30 minutes of tutoring, three times per week, for 30 weeks.
- **Staffing and start date:** Approximately three tutors will support the program, with a targeted start date of December 1, pending Board approval and completion of all required paperwork.

WIN Block: What I Need Time

Tutoring will occur during the **WIN Block (What I Need Time)**, a designated period within mathematics instruction used to provide targeted support or enrichment based on individual student needs. This structure allows students to receive additional support without removing them from core Algebra instruction.

Instructional Coordination

Tutors will meet **weekly with BMA's Algebra teacher,** to align tutoring with classroom instruction, plan targeted support, and review student progress. This collaboration will help ensure that tutoring reinforces current learning and responds to students' specific needs.

Student Selection and Progress Monitoring

Program Component	Approach
Student selection	Students demonstrating the greatest need will be prioritized using Beginning-of-Year assessment results and other relevant school-based data.
Ongoing monitoring	Ms. Reyes and the tutoring team will regularly review classroom evidence and tutoring data to identify progress and continuing needs.
15-week review	After approximately 15 weeks, the team will analyze student performance data and determine whether adjustments to student groupings or instructional supports are needed.
Program focus	Decisions will remain data-informed and centered on accelerating student learning in Algebra.

Intended Outcome

The goal is not simply remediation, but acceleration.

Through consistent tutoring, close coordination with classroom instruction, and regular progress monitoring, this initiative is designed to strengthen students' Algebra foundations and improve readiness for future mathematics coursework.

Board Action Requested

Approval to proceed with the High-Dosage Tutoring initiative at Bridgeport Military Academy, subject to completion of all required documentation.

IN THE MATTER OF

BRIDGEPORT PUBLIC SCHOOLS
EXPULSION OF:
STIPULATED AGREEMENT

This Agreement is entered into this x day of month, year by and between the Bridgeport Public Schools (hereinafter "Schools") and Student hereinafter, the "Student") and by his father name (hereinafter, the "Parent").
Whereas, the Student was recommended for expulsion from the Bridgeport Public Schools because of an incident that allegedly occurred on date.. The Parent and Student enter into this Agreement voluntarily, and the Parent and Student were informed of their right to a formal hearing in accordance with the Connecticut General Statutes 10-233d, and the Parent and Student have waived the right to the expulsion hearing.

Whereas, the Schools and the Student desire to resolve the matter on the terms set forth in this Agreement; Now therefore, in consideration of the foregoing, the Schools and the Parent agree as follows:

1. The student agrees that his conduct on or around date, did violate a publicized policy of the Bridgeport Public Schools (Policy 5131: Student Discipline Type of Offenset) and the BPS Student Code of Conduct.

2. The student will be expelled from the Bridgeport Public Schools for the period of x, reflecting the period of x. The parties agree that the student's expulsion from Bridgeport Public Schools, at School effective date, with the following conditions:
Sample Conditions:
(a). The student will complete academic courses utilizing the virtual Edgenuity platform from date to complete all coursework, to earn high school credit.

(b). The student will participate in an intake meeting for the Street Safe program sponsored by RYASAP. Contact information for Street Safe is: eepps@ryasap.org
The student must successfully complete the Street Safe program.
date

(c). During the term of the expulsion, the student will engage in responsible behavior, and healthy decision making and refrain from actions that result in police involvement.

(d). During the period of time period, the student, while enrolled in the Bridgeport Public Schools violates a publicized policy of the BPS and the BPS Student Code of Conduct that would

result in suspension or expulsion, the student will not be able to participate in graduation ceremonies.

3. The parties in this Agreement have voluntarily and knowingly agreed to the terms of this Agreement in order to resolve all issues regarding the student's status and placement in the Bridgeport Public Schools. It is understood that this Agreement shall not be deemed or construed as an admission of guilt or liability by the student, or his parent for any other purpose or in any other proceeding.

, Parent

, Student,

, Principal

Date