

# Board of Education

## REGULAR MEETING

Thursday, April 15, 2021 – 6:30 p.m.

Virtual Meeting via ZOOM

*In an effort to adhere to social distancing guidelines, this meeting will be held without normal in-person public access. However, the meeting will be broadcasted live on the City of Waterbury's Government Access Channel (Comcast 96, Frontier 6096), streamed live at <https://youtu.be/v2K1CordkJM> or listened to via teleconference by calling 1-701-802-5303 with access code 7755337.*

*For information regarding agenda items please visit [www.waterbury.k12.ct.us/board](http://www.waterbury.k12.ct.us/board) and refer to the April 15, 2021 Meeting Agenda AND April 1, 2021 Workshop Agenda which will provide additional backup materials for agenda items.*

***If you wish to address the Board during the public portion of the meeting please call 1-701-802-5303 with access code 7755337 between 6:00 and 6:15 p.m. and provide your name, address, and phone number. You will then need to participate via the above teleconference call information at 6:30 p.m. The Board President will call upon you to address the Board during the public speaking portion of the meeting.***

## A G E N D A

### **1. Silent Prayer**

### **2. Pledge of Allegiance to the Flag**

### **3. Roll Call**

### **4. Communications**

- a) Copy of communication dated March 17, 2021 from Civil Service certifying Miguel Pabon for the position of Director of Special Services.
- b) Copy of communication dated March 18, 2021 from Civil Service to Ashley Lopez regarding temporary and at will employment as Temporary Administrative Associate I.
- c) Copy of communication dated March 18, 2021 from Civil Service certifying Leah Gifford for the position of Attendance Counselor.
- d) Copy of communications dated March 19, 2021 from Civil Service certifying Cindy Kee and Marcie Petrucci for the position of Paraprofessional.
- e) Copy of communication dated March 19, 2021 from Civil Service to Kelly Schipritt regarding the position of Food Service Worker.
- f) Email communication dated March 19, 2021 from CABA regarding Policy Highlights.
- g) Copy of communication dated March 25, 2021 from Civil Service certifying Enaida Kuqi for the position of Paraprofessional.
- h) Copy of communications dated March 25, 2021 from Civil Service to Arjana Dulatahu and Mitchell Ferguson regarding the position of Food Service Worker.
- i) Copy of communication dated March 26, 2021 from Civil Service certifying Dylan Nonamaker for the position of Maintainer I.
- j) Email communication dated April 2, 2021 from CABA regarding Policy Highlights.
- k) Copy of communication dated March 29, 2021 from Civil Service certifying Zachary Francisco for the position of Maintainer I.
- l) Copy of communication dated March 31, 2021 from Civil Service certifying Kamar Schofield for the position of Maintainer I.
- m) Copy of communication dated April 1, 2021 from Civil Service certifying Ryan Marquis for the position of Maintainer I.
- n) Copy of communication dated April 1, 2021 from Civil Service to Ines Quinones regarding the position of Food Service Worker.

**5. *Public Addresses the Board*** (see instructions above) - All speakers are encouraged to submit prepared written statements to the Commissioners. Comments shall be limited to a maximum of five minutes. There will be no responses this evening to any questions or concerns raised; they will be referred to the Administration for review and response.

**6. *Superintendent's Announcements***

**7. *President's Comments***

**8. *Student Representatives' Comments***

**9. *Consent Calendar***

9.1 *Committee on Finance:* Request approval to participate in the Healthy Food Certification Program per CGS 10-215f.

9.2 *Committee on Finance:* Request approval of the food and beverage exemption statement for the Healthy Food Certification relative to CGS 10-221q.

9.3 *Committee on Finance:* Request approval to apply for the FY 2021-22 School Readiness Continuation Funding Grant Application.

9.4 *Committee on Finance:* Request approval to apply for Connecticut State Department of Education State Funded Afterschool Grant Program for Kingsbury and Wilson Elementary Schools.

9.5 *Committee on Finance:* Request approval to apply for Connecticut State Department of Education State Funded Afterschool Grant Program for Wallace and North End Middle Schools.

9.6 *Committee on Finance:* Request approval to apply for Connecticut State Department of Education State Funded Afterschool Grant Program for Duggan and Tinker Elementary Schools.

9.7 *Committee on Finance:* Request approval to apply for Connecticut State Department of Education State Funded Afterschool Grant Program for Hopeville and Washington Elementary Schools.

9.8 *Committee on Finance:* Request approval to apply for the Individual with Disabilities Act (IDEA) 2022 Grant.

9.9 *Committee on Finance:* Request approval of a Professional Services Agreement with Milestone C, LLC to provide Aerospace, Engineering and Computer Science Curriculum.

9.10 *Committee on Building & School Facilities:* Use of school facilities by school organizations and/or City departments.

9.11 *Committee on Building & School Facilities:* Use of school facilities by outside organizations and/or waiver requests.

## **10. Items removed from Consent Calendar**

### **11. Committee on Policy & Legislation – Commissioner Sweeney**

- 11.1 Request approval of revised policy #9010 – Organization and Methods of Operations (formerly named “Bylaws”).
- 11.2 Request approval of new policy #9012 – Powers, Purposes, and Duties.
- 11.3 Request approval of new policy #9222 – Resignation/Censure.
- 11.4 Request approval of new policy #9270 – Conflict of Interest/Code of Ethics.
- 11.5 Request approval of new policy #9314 – Suspension of Polices.
- 11.6 Request approval of new policy #9325 – Quorum/Parliamentary Procedure/Rules of Order.
- 11.7 Request approval of new policy #9327 – Electronic Mail Communications.

### **12. Committee on School Personnel – Commissioner Stango**

- 12.1 Request approval the job specifications for, and new position of, Director of Equity and Inclusion.

### **13. Superintendent’s Notification to the Board**

#### **13.1 Athletic appointments:**

Johnson, Tennyson – CHS Boys Tennis Coach, eff. 03/27/21.  
Morhous, Jennifer – CHS Girls Tennis Coach, eff. 03/27/21  
Paradis, Sara – WCA Spring Strength & Conditioning Coach, eff. 03/27/21.  
Poulter, Craig – KHS Assistant Girls Basketball Coach, eff. 03/15/21.  
Sylvester, David – WCA Assistant Baseball Coach, eff. 03/27/21.  
Wiener, Matthew – KHS Girls Tennis Coach, eff. 03/27/21.

#### **13.2 Waterbury Career Academy STEM After-school Program appointments:**

<i>Administrator:</i>	Jade L. Gopie	Jennifer Franceskino (alternate)
<i>Teachers:</i>	Christina Tietz	Ericka Boutote
<i>Admin. Assistant:</i>	Sydney Molina	

#### **13.3 Walsh School’s Before and After School Program appointments:**

Crane, Evan – Lead Teacher	Lubus, Nicole – Sub. Teacher
Maldonado, Joanne – Sub Teacher	Andino, Carmen – Paraprofessional
Figueroa, Mariemjelly – Sub. Para.	Gary, Chandra – Sub. Para.
Bardhollari, Rudain – Sub. Para.	

#### **13.4 Teacher transfers:**

Calabrese, Melissa – from Washington Kindergarten to Chase Literacy Facilitator, effective immediately.

13.5 Teacher new hires:

<i>Name</i>		<i>Position</i>		<i>Effective</i>
Sterner	Matthew	West Side MS	Special Ed	03/25/21
Tragni	Peter	North End MS	SEL Counselor	03/25/21
Spiegel	Felice	Wallace MS	Computer/Business	04/08/21

13.6 Resignations:

Cook, Nicole – Generali Special Education/Autism, effective 04/16/21.

Evanoski, Jessica – State Street Special Education, effective 04/23/21.

Mata, Crystal – WMS ELA Grade 6, effective 03/24/21.

13.7 Retirements:

Giroux, Michele – NEMS Special Education, effective 06/16/21.

Pogany, Janet – Bucks Hill Bilingual, effective 06/16/21.

13.8 Grant funded appointments:

<i>Name</i>	<i>Position/Location</i>	<i>FT/PT</i>	<i>Rate of Pay</i>	<i>Union</i>	<i>Effective</i>
Ivette Lugo	Hall Monitor/Crosby	PT	\$90.00/Day	Non BOE	03/18/21
Keisha Punter	Parent Liaison/Tinker	FT	\$15.12/hour	Non BOE	03/25/21
LaTeena Bartee	Tutor/Reed	PT	\$25.00/hour	Non BOE	03/25/21
Michele Saavedra	Parent Liaison/ Bunker Hill	FT	\$15.12/hour	Non BOE	03/25/21
Alexandria Monroe	Tutor/Sprague	PT	\$25.00/hour	Non BOE	04/01/21
Michelle Romero (Velez)	Truancy Specialist/WAMS	FT	\$18.14/hour	Non BOE	04/01/21
Quineshia Brown	Family Community Engagement Manager/ Welcome Center	FT	\$60,000/year	Non BOE	04/15/21
Victoria Szantyr	Tutor/Duggan	PT	\$25.00/hour	Non BOE	04/01/21
Tiffani Brophy	Classroom Assistant/ Chase	PT	\$12.00/hour	UPSEU68	04/08/21
Stacey DosSantos	Classroom Assistant/ Chase	PT	\$12.00/hour	UPSEU68	04/15/21
Jashleen Abreu Flores	Behavior Counselor/ Crosby	FT	\$22.00/hour	Non BOE	04/12/21
Dana Digliani	Child Associate/Sprague	PT	\$22.00/hour	Non BOE	04/15/21
Patricia Frageau	Child Associate/Duggan	PT	\$22.00/hour	Non BOE	04/15/21

**14. Unfinished Business of Preceding Meeting Only**

**15. Other Unfinished, New, and Miscellaneous Business**

**16. Executive Session**

**17. Adjournment**



# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON FINANCE**

Item #9.1

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends the Waterbury Board of Education approve the Healthy Food Option, pursuant to C.G.S. Section 10-215f, and certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2021, through June 30, 2022. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, culinary programs and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

Approved

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Rocco F. Orso

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## COMMITTEE ON FINANCE

Item #9.2

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends the Waterbury Board of Education approve to participate in the Connecticut State Department of Education's Healthy Food Certification Program pursuant to Section 10-215f of the Connecticut General Statutes and *will allow* the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.

Approved

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Rocco F. Orso

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON FINANCE**

Item #9.3

April 15, 2021

To the Board of Education  
Waterbury, CT

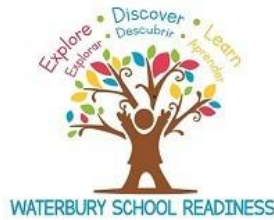
Ladies and Gentlemen:

The Committee on Finance recommends the Waterbury Board of Education approve the Connecticut Office of Early Childhood School Readiness Grant Fiscal Year 2021-22 Waterbury School Readiness Continuation Funding Grant Application and the Quality Enhancement Grant which is incorporated into said application and sub-grantees for the same.

Approved:

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Rocco F. Orso



### **Executive Summary**

**Date:** April 13, 2021

**To:** Honorable Board of Alderman  
Honorable Board of Education

**From:** Mary Sue Hincks, School Readiness Liaison

**Subject:** Approval of FY 2021-22 School Readiness Continuation Funding Grant Application to the CT Office of Early Childhood

On behalf of the Waterbury School Readiness Council, I am hereby submitting the FY 2021-2022 Waterbury School Readiness Continuation Funding Grant Application and selection of sub-grantees for presentation and approval by the Waterbury Board of Alderman and Waterbury Board of Education. The approval request is for a grant period of one year. Funding is determined each year by the State of Connecticut. Waterbury has received this grant since 1997 with increased in both funds and resulting number of preschool spaces funded in our public school and community childcare programs.

The total funding for the School Readiness Continuation Funding Grant for FY 21-22 is \$10,014,596. This will fund 1,328 preschool spaces. Programs recommended to receive funds are listed in the table below. The Waterbury School Readiness Council will met on March 30, 2021 and voted to approve the funding for these programs. The eleven sub-grantees are funded through the continuation grant specifications put forward by the Office of Early Childhood. As specifications dictate there is no competitive bid process required for FY 21-22 if the same sub-grantees are continued from FY2020-21.

The city provides in-kind in providing the space for the School Readiness Office, secretary, and supplies. This allows us to access additional administrative funds from the grant.

Included as part of the application is a companion grant for Quality Enhancement Funds for FY21-22 in the amount of \$75,641. The purpose of this grant is to provide funding for early care and education programs to address quality standards and/or expand comprehensive services for children and families. The School Readiness Council met on March 30, 2021 and voted to accept this funding. This year's grant includes professional development activities, onside coaching for teachers in the Pyramid Model, Behavioral Therapy supports for programs, and increased

capacity for monitoring quality standards. The following sub-grantees were approved for funding by the Waterbury School Readiness Council at the March 30, 2021 meeting.

<b>Program</b>	<b>Grant Award Fiscal Year 2021-2022</b>	<b>Slots and Types</b>
The Ark Child Development Center	704,996	79 Full Day
Catholic Charities	356,960	40 Full Day
Children's Community School	321,264	36 Full Day
Children's Village	196,328	22 Full Day
Easterseals Children's Academy East, West, & Children's Center	2,445,176	274 Full Day
Greater Waterbury YMCA Child Development Center & Greater Waterbury YMCA @ Rose Hill Annex	2,284,544	256 Full Day
Muriel Moore Child Development Center (NOI)	740,692	83 Full Day
The Center for Early Childhood at NVCC	187,480	20 Full Day 2 Part Day/Part Year
Saint Mary's Hospital Child Development Center	312,340	35 Full Day
TEAM- Slocum Center	354,816	128 Extended Day/ Extended Year
Waterbury Board of Education	2,010,000	281 School Day/School Year 72 Part Day/Part Year
	<b>\$9,914,596</b>	

#### **Grant Amount Total:**

The sub-grantees will provide open access for children to quality programs that promote the health and safety of children and prepare them of formal schooling in total not to exceed \$10,014,596.

#### **Grant Process:**

Sub-grantees were not required to submit proposals, this is a Continuation of Funding Grant extending funding from FY2019-20 and FY 2020-21. School Readiness grant is intended to provide funds for preschool spaces in center-based programs including for-profit and not-for-profit private preschool programs, public preschool programs, Head Start programs and state-funded day care programs. School Readiness grant funds will be used to reimburse sub-grantees dependent on the type of space the program provides for children enrolled in the following per seat/child manner:

<b>Space Type</b>	<b>Services</b>	<b>Rate</b>
Full Day	10 hour day for 52 week	\$8,924
School Day	6 hours day 180 days minimum	\$6,000
Part Day	2.5 hours per day 180 days minimum	\$4,500
Extended Day (wrap around)	Extends the day	\$2,772

These reimbursement rates are established by legislation and cannot be altered by the municipality. Therefore, decision making on award of funding is not dependent on lowest bidder but is determined by the ability to meet quality education components of the grant.

### **Quality Enhancement:**

The expected total of Quality Enhancement funds for 2021-2022 is \$75,641. The following are the qualified expenses approved by the School Readiness Council.

<b>Vendor</b>	<b>Service</b>	<b>Amount</b>
Susan Vivian	Pyramid Model Tier 2&3 Professional Development	\$22,00
Family and Children's Aid	Behavior Therapy/ Coaching/Consultation	\$32,000
Patricia Reinhardt	Coaching/Consultation NVCC	\$2,400
Various	Parent Activities	\$1,800
Various	Marketing	\$500
Various	PPE for programs	\$3,000
Various	Supplies to sub-grantees for program improvement	\$5,241
Various	Professional Development/In-Service	\$8,700
		<b>\$75,641</b>

<b>Estimated Funding Totals</b>	
School Readiness	\$10,014,596
Quality Enhancement	\$75,641
<b>Total</b>	<b>\$10,090,237</b>

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON FINANCE**

Item #9.4

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends the Waterbury Board of Education approve the Connecticut State Department of Education State Afterschool Grant Program Grant application for Kingsbury and Wilson Elementary Schools for the period of 07/01/21 through 06/30/2023.

Approved:

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Rocco F. Orso



# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON FINANCE**

Item #9.5

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends the Waterbury Board of Education approve the Connecticut State Department of Education State Afterschool Grant Program Grant applications for Wallace and North End Middle Schools for the period of 07/01/21 through 06/30/2023.

Approved:

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Rocco F. Orso



# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON FINANCE**

Item #9.6

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends the Waterbury Board of Education approve the Connecticut State Department of Education State Afterschool Grant Program Grant applications for Duggan and Tinker Elementary Schools for the period of 07/01/21 through 06/30/2023.

Approved:

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Rocco F. Orso

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON FINANCE**

Item #9.7

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends the Waterbury Board of Education approve the Connecticut State Department of Education State Afterschool Grant Program Grant applications for Hopeville and Washington Elementary Schools for the period of 07/01/21 through 06/30/2023.

Approved:

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Rocco F. Orso

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON FINANCE**

Item #9.8

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends the Waterbury Board of Education approve to apply for the Connecticut State Department of Education Individuals with Disabilities Act (IDEA) 2022 Grant for the 2021-2023 grant period.

Approved:

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Rocco F. Orso

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON FINANCE**

Item #9.9

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends the Waterbury Board of Education approve a Professional Services Agreement with Milestone C, LLC, for a three-year period, to provide Aerospace, Engineering and Computer Science Curriculum.

Approved:

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Rocco F. Orso

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #9.10

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Building & School Facilities recommends the Waterbury Board of Education approve the use of school facilities, at no charge, by the following school organizations and/or City departments:

GROUP	FACILITIES and DATES/TIMES
Human Resources L. Criscuolo	KHS Café: Friday, April 9, 1 – 4:30 p.m. (Admin I Exam)
Tax Office N. Olson	KHS Auditorium: Thursday, April 22, 4:30 – 8:00 p.m. (Tax Auction)
*C. Newmark	<b>Crosby rm. #230D: Students working on Life Smarts Competition - 4/17, 1-9 pm; 4/18, 12:30-8pm; and 4/19, 1:30-6pm</b>
*Fire Dept. S. Noreika	<b>Kennedy aud.: Fri., April 30, 2:30-9:00 pm (rehearsal and ceremony/promotional ceremony)</b>
*N. Augelli	<b>Crosby gym: Thursdays in April, May, and June, 6:00-9:00 pm (Practice for CIAC tournament in June)</b>
*S. Smyth	<b>Crosby aud.: May 1, 8, 15, and 22, 11:00am-2:00pm (rehearsals – 11 people) and May 21<sup>st</sup> &amp; 22<sup>nd</sup> 6:00-10:00pm (performances-100 people)</b>

Approved:

\_\_\_\_\_  
Ann M. Sweeney

Back

MAR 23 2021

## SCHOOL PERSONNEL USE ONLY

DATE: 3/18/21

TO: SCHOOL BUSINESS OFFICE

FROM: Laura Criscuolo, HRA est.

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Kennedy HS

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Friday, 4/09/2021

FROM: 100 am/pm TO: 430 am/pm  
(for set up & clean up).

FOR THE FOLLOWING PURPOSES:

29 people invited

Admin I Exam

Exam time: 200pm - 400pm

\* set up for 29 people, 6 ft. Apart

\* Microphone

\* Sign in table at entrance for proctor(s).

\_\_\_\_\_  
APPLICANT

.....  
Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified.  
These arrangements *must* be made in person at the police and fire headquarters.

Book

# SCHOOL PERSONNEL USE ONLY

DATE: 3-26-21

TO: SCHOOL BUSINESS OFFICE

FROM:

Tax Office

Nancy Olson

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR USE OF SCHOOL FACILITIES (AFTER REGULAR SCHOOL HOURS) AS FOLLOWS:

NAME OF SCHOOL REQUESTED:

Kennedy



AUDITORIUM



GYMNASIUM



SWIMMING POOL



CAFE/ROOMS

DATES REQUESTED:

Thursday, April 22, 2021

FROM

4:30

am/pm

TO

8:00

am/pm

FOR THE FOLLOWING PURPOSES:

Tax Auction

APPLICANT

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at police and fire headquarters.



APR - 1 2021

## SCHOOL PERSONNEL USE ONLY

DATE: 4/17-4/19

TO: SCHOOL BUSINESS OFFICE

FROM: C. Newmark

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Crosby

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

# 2300

DATES REQUESTED: 4/17 (1-9 p.m.) 4/18 (12:30-8p.m.) 4/19 (1:30-6 p.m.)

FROM: am/pm TO: am/pm

### FOR THE FOLLOWING PURPOSES:

Life Smarts Competition, see attached agenda

(5 STUDENTS EACH DAY)

*Cathleen Newmark*

APPLICANT

.....  
Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.



*Book*

SCHOOL PERSONNEL USE ONLY

MAR 31 2021

DATE: 3/31/21

TO: SCHOOL BUSINESS OFFICE

snoreika@waterburyct.org

FROM: Director of Training Steve Noreika  
Fire Department (203) 597-3453

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR USE OF SCHOOL FACILITIES (AFTER REGULAR SCHOOL HOURS) AS FOLLOWS:

NAME OF SCHOOL REQUESTED: Kennedy High School

☒ AUDITORIUM ☐ GYMNASIUM ☐ SWIMMING POOL ☐ CAFE/ROOMS

DATES REQUESTED: Friday April 30<sup>th</sup>, 2021

FROM 2:30 am/pm TO 9:00 am/pm

FOR THE FOLLOWING PURPOSES:

Fire Department Promotional Ceremony

2:30 PM for Dress Rehearsal

6:00 PM Main Ceremony

Will follow Covid 19  
guidelines

  
APPLICANT

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at police and fire headquarters.

## SCHOOL PERSONNEL USE ONLY

DATE: 4/6/21

TO: SCHOOL BUSINESS OFFICE

FROM: Nick Augelli  
Crosby Varsity Coach.

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Crosby

☐ Auditorium

☒ Gymnasium

☐ Swimming Pool

☐ Café/Rooms

DATES REQUESTED: Thursdays April, May, June

FROM: 6 am/pm TO: 8 am/pm

### FOR THE FOLLOWING PURPOSES:

For players to get ready for CIAC  
tournament in June

Nick Augelli  
APPLICANT

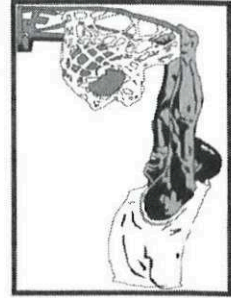
### Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.



**CROSBY BOYS BASKETBALL**

Nick Augelli  
Varsity Coach  
300 Pierpont Rd.  
Waterbury, Ct. 06705



They may be having an open evaluation for high school juniors and seniors(if approved by the CIAC) where high school coaches can coach their players for a tournament in June. This will be an opportunity for college coaches to see players during this period in June.

To have my players ready I would like to reserve the Crosby gym  
April, May and June on Thursdays from 6 to 9 PM..

I do realize that there are school activities taking place (graduation etc.) that the gym will not be available.

Thanks,

====Nick Augelli=====

*Nick Augelli*

APR 12 2021

## SCHOOL PERSONNEL USE ONLY

DATE: April 12, 2021 \_\_\_\_\_  
TO: SCHOOL BUSINESS OFFICE  
FROM: Susan B. Smyth \_\_\_\_\_

The undersigned hereby makes application for use of school facilities (after regular school hours) as follows:

NAME OF SCHOOL REQUESTED: Crosby High  
School \_\_\_\_\_

☒ Auditorium    ☐ Gymnasium    ☐ Swimming Pool    ☐ Café/Rooms

DATES REQUESTED: Saturdays 11-2PM May 1-22  
Friday, May 21 6:00PM to 10:00PM and Saturday, May 22 6:00 to 10:00PM  
\_\_\_\_\_

FROM: \_\_\_\_\_ am/pm    TO: \_\_\_\_\_ am/pm

### FOR THE FOLLOWING PURPOSES:

Rehearsals - Saturdays May 1, 8, 15 and 22 11AM to 2PM

(11 people)

Performances - Friday May 21 6-10PM and Saturday May 22 6-10PM

(100 people)

Students from Crosby, Wallace and Waterbury Career Academy will be rehearsing and performing songs, monologues and dances from the New York theater world. We are calling it an Off-off Broadway Revue.  
\_\_\_\_\_

Susan B. Smyth  
Wallace Theater Arts  
Crosby Play Director

\_\_\_\_\_  
APPLICANT

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #9.11

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Building & School Facilities recommends the Waterbury Board of Education approve the use of school facilities by groups and organizations subject to fees and insurance as required:

GROUP	FACILITIES and DATES/TIMES
Boy Scouts S. Laliberte	KHS Parking Lot: Easter & Mother's Day Flower Sale 4/2 noon – 7:00 p.m. 4/3 8:00 a.m. – 6:00 p.m. 4/4 8:00 a.m. – 3:00 p.m.  5/7 noon – 7:00 p.m. 5/8 8:00 a.m. – 6:00 p.m. 5/9 8:00 a.m. – 3:00 p.m.

Approved:

\_\_\_\_\_  
Ann M. Sweeney



# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON POLICY & LEGISLATION**

Item #11.1

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy & Legislation recommends the Waterbury Board of Education approve revised Policy #9010 – Organization and Methods of Operations (formerly named “Bylaws”).

Approved:

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Ann M. Sweeney

## Organization and Methods of Operation

### Organization

- a) The Board of Education shall consist of the Mayor and ten elected members. Six members shall constitute a quorum. The Mayor is the Chair Ex-Officio of the Board. The members of the Board shall elect, by majority vote, a President, Vice-President, and Secretary.
- b) The organizational meeting of the Board shall be held at such time as the Mayor may direct or on December 1<sup>st</sup> of each odd numbered year. The meeting shall be called to order by the Chair. Before acting, the members shall be duly sworn to the faithful performance of the duties of their office as prescribed by law. The Board shall proceed to elect by roll call by a majority of its members, present and absent, a President, Vice President, and Secretary.
- c) The Board may allow student representatives to the Board of Education consistent with Corporation Counsel's opinion of December 31, 2018 and Board policy.

### Public Meetings

- a) All meetings of the Board of Education shall be open to the public with the exception of executive sessions (cf. 9320 – Meetings)
- b) All meetings of the Board shall be held at its office or at any other place designated by a majority vote of the Board.
- c) The Board shall hold its regular meetings on the third Thursday of each month. The President of the Board shall have the discretion to reschedule meetings under the above formula if conflicts arise.
- d) All meetings shall be held at 6:30 p.m. or at any other time designated by the majority vote of the Board. Committee meetings shall be held at 5:30 p.m., unless otherwise designated by the Chair.
- e) Special meetings may be called and held whenever requested in writing by any three members. The written request shall contain a description of the matters to be considered, and shall be sent to the President of the Board with a copy to the Clerk of the Board. No business shall be transacted at such special meeting other than that specified in the call.
- f) Citizens are encouraged to submit prepared written statements to the Commissioners. Comments by an individual shall be limited to a maximum of five (5) minutes. Commissioners believe that this will permit wider participation while also expediting the business of the meeting.
- g) Commissioners may respond to the concerns and/or comments of public speakers only with the permission of the Chair and **without debate**.
- h) Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted (cf. 1331 – Smoking in School Facilities).
- i) During meetings of the Board of Education, all cellphones or other electronic communication devices shall be turned off or changed to a silence mode.

## **Organization and Methods of Operation, continued**

### **Executive Sessions**

The public may be excluded from meetings of the Board of Education which are declared to be executive sessions. Executive sessions may be held upon a two-thirds vote of the members present and voting taken at a public meeting for only one or more of the following reasons, and may not be held for any other reason:

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting.
2. Strategy and negotiations with respect to pending claims and litigation.
3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
4. Discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
5. Discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of section 1-19 of the Connecticut General Statutes.

### **Construction of the Agenda**

The Superintendent in cooperation with the President of the Board of Education shall prepare an agenda for each meeting. Any member of the Board of Education may call the Superintendent to request an item be placed on the agenda. Deadline for requests is 48 hours prior to the legally required public posting of the agenda. Finalization of the agenda lies with the Board President.

### **Posting of the Agenda**

At least 24 hours prior to the time of the meeting, the agenda shall be posted in the Office of the Board of Education and in the Office of City Clerk and shall be filed in the Superintendent's Office.

### **Duties of the Chair**

The Chair shall call the Board to order at the **appointed hour**, or as soon as a quorum is present. It shall be the duty of the Chair to assure that all proceedings are in compliance with the laws enacted by the General Assembly, these rules and regulations and, otherwise, parliamentary usage.



## **Organization and Methods of Operation, continued**

### **Duties of the President**

- a) In the absence of the Chair, the Board President shall preside at all Board meetings.
- b) The President shall appoint liaison positions as appropriate.
- c) The President shall appoint ad-hoc committees as needed.
- d) The President or his/her designee will conduct orientation/training for all new Board members within 30 days of taking office.
- e) Conduct a Board self-evaluation yearly and make provisions for Board member professional development.

### **Duties of the Vice President**

In the absence of Chair and the President, the Vice President shall preside at the Board meeting.

### **Duties of the Secretary**

- a) Review and report minutes to the Board.
- b) In the absence of the Chair, President, and Vice President, the Secretary shall preside at the Board meeting.

### **Order of Business**

- a) Business shall proceed in the following order, unless the Board otherwise directs:
  - 1. Silent Prayer
  - 2. Pledge Allegiance to the Flag
  - 3. Minutes of previous meeting
  - 4. Communications
  - 5. Public addresses the Board
  - 6. Superintendent's Report
  - 7. President's Comments
  - 8. Consent Calendar
  - 9. Committee reports
  - 10. Adjournment
- b) The yeas and nays shall be taken and recorded by the Clerk of the Board whenever called for by any member of the Board.

### **Standing Committees**

- a) The President shall appoint the following standing committees, each consisting of a minimum of three members to serve two calendar years or less, the member first named to be chairperson, who will appoint a vice-chairperson:
  - 1) The Committee on Policy and Legislation
  - 2) The Committee on Curriculum
  - 3) The Committee on School Personnel
  - 4) The Committee on Building and School Facilities
  - 6) The Committee on Finance
  - 7) The Committee on Grievances

At least one member of each committee shall be a member of the minority party.

**Organization and Methods of Operation, continued**

- b) The President shall call committees together when requested to do so by the respective Chairperson, but in case the Chairperson refuses or neglects, then, at the request of the remaining members of the Committee, he shall call a meeting of the Committee, and a majority of the Committee shall constitute a quorum.
- c) All Committee actions are subject to the approval of the Board. All committee recommendations that bypass the Committee of the Whole workshop to the regular meeting for a vote must be placed on the agenda off consent and in the form and substance of the committee agenda. District staff should be available to provide background and answer questions. Committee Chairs should be mindful of controversial or contentious matters which should be hard and debated at workshop.
- d) The Board will allow electronic participation of members of Standing Committees and Ad-hoc Committees in accordance with Board Policy #9005 "Electronic Participation".

**Committee on Policy and Legislation**

- a) The Committee on Policy and Legislation shall review all recommended additions, revisions or deletions of Policy, as referred by the Superintendent of Schools, pertaining to operation and functions of the School District. The Committee will maintain open communication with State and Federal officials regarding the district's needs and how they may be affected by proposed, pending, and/or enacted state and federal legislation.
- b) The Committee shall have general authority over the by-laws of the Board.
- c) The Committee will keep the Board abreast of any legislation that could impact the district.
- d) The Committee shall ensure alignment of Policy to Local, State, and Federal Enactments.
- e) The Committee shall evaluate the effectiveness of current standing committees bi-annually in October of the even years.

**Committee on Curriculum**

- a) All proposals to add to or change the course of study or the textbooks used in the school system shall be referred to and reported upon by this Committee prior to the action by the Board. In reporting upon any such proposals, the Committee shall give due consideration to the recommendations of the Superintendent of Schools and the consultative groups acting under the provisions of School Board Policy.
- b) All requisitions for books, supplies and the like shall be presented to this Committee and/or its duly appointed representatives for approval.
- c) Proposals for special regulations or changes to regulations regarding instruction in the school system shall be submitted to the Committee for transmittal to the Board.
- d) Proposals for overnight field trips and/or to destinations outside the State of Connecticut shall be submitted to the Committee for transmittal to the Board.



**Organization and Methods of Operation, continued****Committee on School Personnel**

- a) The Committee on School Personnel shall act as an advisory body to the Superintendent in the hire, appointment and transfer of supervisors, high school and middle school assistant principals, and building principals.
- b) The chair of the Committee on Personnel, or his/her designee, attends interviews of applicants for the positions of supervisors, high school and middle school assistant principals, and building principals as a non-scoring observer at Level 1 or as designated in the SAW contract.
- c) The Committee will review all new job positions and new job specifications for recommendation to the board.
- d) The Committee may perform any other duties necessary to ensure an equitable and diverse staff (submitted by KH; Committee approved 2/25/21)

**Committee on Building and School Facilities-**

- a) Subject to Board approval, the Committee on Building and School Facilities shall have general authority for the maintenance and operation of all buildings. The Committee shall report to the Board upon the desirability of constructing new buildings or enlarging pre-existing facilities. When so instructed by the Board, the Committee shall procure plans and specifications for additions or new facilities and submit them to the Board of its approval.
- b) The Committee shall coordinate the Board's operation of school buildings with other state and local authorities having an interest in the same, such as the Fire Department, the Health Department, the Plumbing Inspector, and the State Board of Education.
- c) The Committee shall supervise the appointment of all employees not otherwise provided for in these Policies, including such extra or part-time help as may be necessary, all in conformity with the Charter of the City of Waterbury, if applicable.
- d) The Committee shall exercise overall supervision of the school bus program. It shall consult with the administrative personnel who are assigned the responsibility of operating the program. The Committee shall conduct periodic studies of the effectiveness of the program and shall submit reports, recommendations, and proposals to the Board for its approval.
- e) The Committee shall present to the Board for its approval all requests for permission to use school buildings for all academic and/or non-academic purposes.

**Committee on Finance**

- a) The Committee on Finance shall serve the Superintendent in an advisory capacity in conjunction with the preparation of the annual education budget and the Superintendent's presentation of the budget to the Board of Aldermen.

## **Organization and Methods of Operation, continued**

- b) The Committee shall be responsible for reviewing all grants and grant-funded contracts or agreements submitted for Board of Education approval for submission to the State and/or other agency.
- c) The Committee shall be responsible for seeing that the lunch program is running as efficiently as possible, both monetarily and nutritionally, and that it meets State and Federal mandates in regard to the nutrition of the children in the Waterbury Public Schools.

## **Committee on Grievances**

- a) The Committee on Grievances shall assist the Board in the Board's determination of grievances. All grievances shall be submitted to the Committee. The Committee, in conjunction with the President of the Board, shall schedule and hold the necessary hearings to comply with any collective bargaining agreement in effect between the Board and duly authorized representative of its employees or a group of its employees.
- b) The Clerk shall be responsible for the preparation and distribution of grievance forms.
- c) Committee members are expected to be present during all grievance hearings.

## **Miscellaneous**

Any procedures or provisions not covered by the Charter in the performance of this Board shall be governed by "The Scott, Foresman Robert's Rules of Order, Newly Revised".

Adopted December 1, 2017.  
Revised on January 18, 2018, August 16, 2018,  
September 20, 2018, February 21, 2019, and March 21, 2019.  
Adopted December 1, 2019.  
Revised on **DRAFT**

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON POLICY & LEGISLATION**

Item #11.2

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy & Legislation recommends the Waterbury Board of Education approve new Policy #9012 – Powers, Purposes, and Duties.

Approved:

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Ann M. Sweeney

## **Powers, Purposes, and Duties**

The Board of Education shall be responsible for the maintenance and operation of the public schools as required by law and by the Charter of the City of Waterbury. The Board shall be responsible for carrying out the following duties:

- Interpret the needs of the community and the desired educational requirements to its professional organization.
- Elect the Superintendent of Schools, and approve the appointment of principals and anyone above the rank of principal.
- Work with the Superintendent of Schools to draft a proposed budget for transmittal to the Mayor.
- Provide the Board of Aldermen with statements of the need for additional school facilities, including proposed additions to or extensions of existing school buildings, and set forth such information as the Board of Education may deem appropriate.
- Approve preliminary and final plans and specifications for all new buildings and additions.
- Evaluate the total program of the schools in Waterbury and appraise the efficiency of executive personnel.
- Keep people intelligently informed of purposes, values, conditions and need of public education in Waterbury.
- Consider any other specific actions recommended by the Superintendent of Schools.
- Review annually Waterbury Public Schools Strategic Plan, Mission, Vision, and Core Values to ensure fidelity.
- Take any other actions required by law.

### Legal Reference:

Connecticut General Statutes  
10-221 Boards of education to prescribe rules  
10-240 Control of schools  
10-241 Powers of school districts

Adopted on **DRAFT**



# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON POLICY & LEGISLATION**

Item #11.3

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy & Legislation recommends the Waterbury Board of Education approve new Policy #9222 – Resignation/Censure.

Approved:

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Ann M. Sweeney

## **Resignation/Censure**

### **Resignation**

If for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the board requests as early as possible notification of intent to resign so that the board may plan appropriately. When a member of a board of education shall cease to be a bona fide resident of the City of Waterbury, membership in the board shall immediately cease.

### **Censure**

The board may vote to censure or reprimand a member by a two-thirds majority vote of the membership of the whole board.

(cf. 9120 - Officers and Auxiliary Personnel)  
(cf. 9221 - Filling Vacancies).

Adopted on **DRAFT**



# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON POLICY & LEGISLATION**

Item #11.4

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy & Legislation recommends the Waterbury Board of Education approve new Policy #9270 – Conflict of Interest/Code of Ethics.

Approved:

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Ann M. Sweeney

## **Conflict of Interest/Code of Ethics**

The Board desires its members not only to adhere to all laws regarding conflict of interest, but to be continually aware of situations which have the appearance of conflict of interest and to avoid actions that might embarrass themselves or the board.

Board members shall comply with all statutes and ordinances governing conflicts of interest, including, but not limited to the provisions of Chapter 39 of the Waterbury Code of Ordinances, which sets forth the City's Code of Ethics and the rules regarding Conflicts of Interest for persons elected to City Boards.

### Legal Reference:

#### Connecticut General Statutes:

7-479 Conflicts of Interest

10-156e Employees of boards of education permitted to serve as elected officials; exception.

10-232 Restrictions on employment of members of the board of education.

Chapter 39 of the Waterbury Code of Ordinances

Adopted on **DRAFT**

**FINAL DRAFT 04/13/21**

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON POLICY & LEGISLATION**

Item #11.5

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy & Legislation recommends the Waterbury Board of Education approve new Policy #9314 – Suspension of Policies.

Approved:

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Ann M. Sweeney

## **Suspension of Policies**

The Board sets policy. The Superintendent's administration develops regulations to carry out said policies. The Board may review regulations at its discretion.

Policies, bylaws, and Board-adopted regulations may be suspended for a specified purpose, and for a limited time, by a majority vote of the Board.

Reference: Robert's Rules of Order, Newly Revised

Adopted on **DRAFT**

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON POLICY & LEGISLATION**

Item #11.6

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy & Legislation recommends the Waterbury Board of Education approve new Policy #9325 – Quorum/Parliamentary Procedure/Rules of Order.

Approved:

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Ann M. Sweeney



## Quorum/Parliamentary Procedure/Rules of Order

A majority of the voting Board membership shall constitute a quorum of the Board of Education. A quorum of any Board committee is defined as a majority of the assigned committee members.

The rules contained in Robert's Rules of Order, Newly Revised shall govern the proceedings of the Board of Education in all instances in which they are not inconsistent with the bylaws of the Board, state and local law.

The President shall preserve order and decorum, may speak to points of order in preference to other members, and shall decide all such questions, subject to an appeal to the Board by motion made and seconded; and no other business shall be in order until the question on the appeal shall have been decided.

Reference: Robert's Rules of Order, Newly Revised at Article VII, §43.  
Board Policy No. 9010.

Adopted on **DRAFT**

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON POLICY & LEGISLATION**

Item #11.7

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy & Legislation recommends the Waterbury Board of Education approve new Policy #9327 – Electronic Mail Communications.

Approved:

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Ann M. Sweeney

## **Electronic Mail Communications**

Board member assigned E-mail addresses are intended to facilitate the expeditious distribution of information. Communication among Board members via E-mail should conform to the same standards as other forms of communication. (*i.e.*, committee meetings, etc.) as directed by the Freedom of Information Act.

### **Guidelines for Board E-mail Usage**

The Freedom of Information Act (the “Act”) mandates that all meetings of public bodies such as school boards be open to the public. It is the policy of the Board of Education that E-mail\* shall not be used in such a manner as to deprive the public of the rights given to it under the Act. To that end, this bylaw sets forth guidelines for E-mail use by Board members when communicating with other Board members.

1. E-mail, like other written forms of communication relating to the conduct of public business is subject to the Freedom of Information Act and subject to disclosure unless otherwise privileged or exempt under the Act.
2. Board members shall not use E-mail as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. E-mail should be used to pass along factual information.
4. Discussion of personnel issues and other sensitive subjects should be avoided in E-mail communications. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

*\*other forms of electronic communication utilized by members should similarly comport with the guidelines set forth herein.*

Legal Reference: Connecticut General Statutes  
The Freedom of Information Act.  
1-200 Definitions.  
1-210 Access to public records. Exempt records.  
1-211 Disclosure of computer-stored public records.

Adopted on **DRAFT**

**FINAL DRAFT 04/13/21**

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON SCHOOL PERSONNEL**

Item #12.1

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee on School Personnel, the Superintendent of Schools recommends approval of the job specifications for, and new position of, Director of Equity and Inclusion. Said position will replace the current position of District Climate and Attendance Coordinator.

Approved:

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Rocco F. Orso

# Waterbury Public Schools

## JOB CLASSIFICATION DESCRIPTION

### JOB CLASSIFICATION TITLE

Director of Equity and Inclusion

### DEPARTMENT

Academics

### INCUMBENT NAME

Grant Funded

### BARGAINING UNIT CLASSIFICATION

None

### REPORTS TO:

Superintendent or his/her designee

### FLSA DESIGNATION

Exempt

Salary: \$120,000-\$150,000

## PART I - SUMMARY OF CLASSIFICATION

*This class is accountable to lead equity and inclusion work throughout the district and ensuring that all students have access to safe, supportive and positive school cultures and view all district operations through an equity lens. They will lead work to reduce chronic absenteeism, in-school arrests, out-of-school suspensions, and other exclusionary discipline practices. They will build knowledge and skills among key school professionals to recognize and manage behavioral health crises in the school, and accessing needed community resources, and creating a system to link youth who are at-risk of arrest to appropriate school and community-based services and supports.*

## PART II - QUALIFICATIONS

1. Three (3) year experience providing services for school-aged children in climate and attendance support or other educational capacity.
2. At least three years of administrative or leadership experience at the school or district level.
3. Experience in promoting a school culture of equity, inclusion, social justice and anti-racism.
4. Ability to work with a variety of stakeholder groups including students, families, staff, and community.
5. Possession of a Bachelor's Degree in Sociology, Psychology, Social Work or Education from an accredited college or university; and
6. Connecticut Certificate for Administration and Supervision (092) \*
7. Knowledge of data collection and computer skills including Microsoft Office suite; Google Suite

\* WPS will consider applicants who do not have an 092 certification but who have leadership experience in equity work in other settings (corporate, non - profit, government, higher education). Interested persons with such experience are encouraged to apply and to outline skills transferable to a public school setting in their cover letter

Incumbents in this class may be required to possess and retain a current Motor Vehicle Class D Operator License.

## PART III - DUTIES & RESPONSIBILITIES (The following identifies the primary and essential functions of the position and is not intended to be an exhaustive list of all duties and responsibilities)

- In collaboration with a variety of stakeholders, views all district operations through an equity lens and develops a strategic plan for promoting a districtwide culture of equity, inclusion and anti-racism throughout Waterbury Public Schools.
- Lead the District Equity Leadership Team
- Work closely with Human Capital Department on recruitment and hiring strategies to increase the racial, ethnic, and linguistic diversity of district staff.
- Facilitate the delivery of professional development related to cultural competency and anti-bias training for certified and non-certified staff.
- Identify community partnership opportunities.
- Facilitate opportunities for student voice in matters related to diversity, equity, and inclusion.
- Promote best practices related to culturally responsive curricula, teaching practices, and districtwide initiatives.
- In conjunction with the academic office, examines texts and other curricular resources for diverse representation (including, but not limited to race, culture, gender, religion, LGBTQ+)
- Support the integration of restorative discipline practices
- Examine access to rigorous coursework, ensuring equitable outcomes for all students
- Monitors and assists in tracking and decreasing out-of-school suspension rates;



- Assists school leadership teams in planning, monitoring, and maintaining school-wide Tier 1 interventions aligned to the structures and systems in place to promote a positive school culture;
- works collaboratively with the department of Special education and collaborates with National Alliance of Mental Illness to provide training to staff and students;
- Collaborates with school administrators and teachers in consistently maintaining District Wide expectations, systems, and structures for promoting a positive climate and culture within the schools;
- Collaborates with Waterbury Youth Services on Safe Place presentations to middle and high school students;
- Communicates effectively with school staff members to ensure consistent implementation and adherence to the District's Student Code of Conduct;
- Consistently monitors discipline data for the school and collaborate with teachers, school leaders, students, and families to address identified needs and monitor the progress of students who are frequently suspended;
- Coordinates and trains administrators and staff in restorative practices by developing a districtwide implementation plan, train staff in school climate and restorative practices, acting as the liaison with the Connecticut State Department of Education;
- Coordinates with school leaders, teachers, and staff to ensure District schools efforts to significantly reduce the number of incidents that lead to missed instruction and/or out-of-school suspension, in alignment with District goals and priorities;
- Customizes professional development in mental health and juvenile justice for administrators and staff;
- Develops strategies and supports for schools around ways to increase attendance and decrease absenteeism and truancy;
- Implements the District's re-entry protocol for students returning to school from out-of-school suspension or incarceration;
- Leads the District as the Safe School Climate Coordinator by meeting with building climate coordinators, revising "bullying" forms as needed, collecting monthly bullying logs, provide training to the building level school climate investigator, developing School Climate Surveys and Plans;
- Monitors Behavior Technicians/Prevention Specialists by collecting and reviewing monthly data, providing professional development, and review building level data and develop SMART goals;
- Provides annual notification to administrators on Bullying Training, Department of Children and Families mandated reporting, Sexual Abuse and Prevention;
- Reduces chronic absenteeism by lead the District's chronic absenteeism team, collaborating with administrators to hire school attendance counselors, scheduling of counselors and reviewing monthly data to plan for professional development, drafting, editing and revising truancy forms/letters, and collaborating with Waterbury Youth Services serving on building based Truancy Juvenile Review Board;
- Serves as District liaison to the RED (Racial and Ethnic Disparities) Committee;
- Supports District schools in facilitating delivery of services for students who have experienced loss or trauma;
- Works Closely with the Director of College and Career readiness on SEL initiatives.
- Works closely with all constituents and community supports to improve access to mental health services and supports;
- Works with key constituents to ensure school disciplinary policies align with diversion values, including a graduated response model for school discipline;
- Supervises the Family Community Engagement Manager and oversees the coordination of related programs for the Welcome Center and staff.
- Work collaboratively with WPD and SROs to reduce arrests in schools.
- Performs related duties as required.

#### **PART IV- POSITION SUPERVISES**

May provide supervision to attendance counselors and behavior technicians.

#### **PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS**

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an "X" in each box that is appropriate to your job.**

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands</b>					Depth Perception		X		
Standing		X			Color Distinction		X		
Walking		X			Peripheral Vision		X		

Sitting			X		Driving	X			
Lifting		X			<b>Physical Strength:</b>				
Carrying		X			Little Physical Effort (-10 lbs.)		X		
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			<b>Environmental Conditions</b>				
Kneeling		X			Cold (50 degrees F or less)	X			
Crouching		X			Heat (90 degrees F or more)	X			
Crawling		X			Temperature Changes		X		
Reaching		X			Wetness	X			
Handling		X			Humidity	X			
Grasping		X			Extreme Noise or Vibration		X		
Twisting		X			Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes	X			
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion			X		Exposure to dampness	X			
Hand/Eye/Foot Coordination			X		Confinement to a Small or Restricting Area	X			
Visual Acuity/Near			X		Mechanical Hazards	X			
Visual Acuity/Far			X		Physical danger or abuse		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Prepared on: March 27, 2021

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **SUPERINTENDENT'S NOTIFICATION TO THE BOARD**

Item #13.1

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following athletic appointments:

Johnson, Tennyson – CHS Boys Tennis Coach, eff. 03/27/21.  
Morhous, Jennifer – CHS Girls Tennis Coach, eff. 03/27/21  
Paradis, Sara – WCA Spring Strength & Conditioning Coach, eff. 03/27/21.  
Poulter, Craig – KHS Assistant Girls Basketball Coach, eff. 03/15/21.  
Sylvester, David – WCA Assistant Baseball Coach, eff. 03/27/21.  
Wiener, Matthew – KHS Girls Tennis Coach, eff. 03/27/21.

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.2

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following  
Waterbury Career Academy STEM After-school Program appointments:

<i>Administrator:</i>	Jade L. Gopie	Jennifer Franceskino (alternate)
<i>Teachers:</i>	Christina Tietz	Ericka Boutote
<i>Admin. Assistant:</i>	Sydney Molina	

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **SUPERINTENDENT'S NOTIFICATION TO THE BOARD**

Item #13.3

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Walsh School's Before and After School Program appointments:

Crane, Evan – Lead Teacher  
Maldonado, Joanne – Sub Teacher  
Figueroa, Mariemjelly – Sub. Para.  
Bardhollari, Rudain – Sub. Para.

Lubus, Nicole – Sub. Teacher  
Andino, Carmen – Paraprofessional  
Gary, Chandra – Sub. Para.

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools



# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **SUPERINTENDENT'S NOTIFICATION TO THE BOARD**

Item #13.4

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following teacher transfers:

Calabrese, Melissa – from Washington Kindergarten to Chase Literacy Facilitator, effective immediately.

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.5

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following teacher new hires:

<i>Name</i>		<i>Position</i>		<i>Effective</i>
Sterner	Matthew	West Side MS	Special Ed	03/25/21
Tragni	Peter	North End MS	SEL Counselor	03/25/21
Spiegel	Felice	Wallace MS	Computer/Business	04/08/21

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **SUPERINTENDENT'S NOTIFICATION TO THE BOARD**

Item #13.6

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following resignations:

Cook, Nicole – Generali Special Education/Autism, effective 04/16/21.  
Evanoski, Jessica – State Street Special Education, effective 04/23/21.  
Mata, Crystal – WMS ELA Grade 6, effective 03/24/21.

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **SUPERINTENDENT'S NOTIFICATION TO THE BOARD**

Item #13.7

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following retirements:

Giroux, Michele – NEMS Special Education, effective 06/16/21.  
Pogany, Janet – Bucks Hill Bilingual, effective 06/16/21.

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.8

April 15, 2021

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following grant funded appointments:

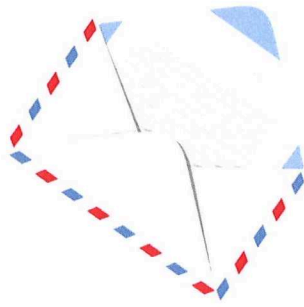
<u>Name</u>	<u>Position/Location</u>	<u>FT/PT</u>	<u>Rate of Pay</u>	<u>Union</u>	<u>Effective</u>
Ivette Lugo	Hall Monitor/Crosby	PT	\$90.00/Day	Non BOE	03/18/21
Keisha Punter	Parent Liaison/Tinker	FT	\$15.12/hour	Non BOE	03/25/21
LaTeena Bartee	Tutor/Reed	PT	\$25.00/hour	Non BOE	03/25/21
Michele Saavedra	Parent Liaison/ Bunker Hill	FT	\$15.12/hour	Non BOE	03/25/21
Alexandria Monroe	Tutor/Sprague	PT	\$25.00/hour	Non BOE	04/01/21
Michelle Romero (Velez)	Truancy Specialist/ WAMS	FT	\$18.14/hour	Non BOE	04/01/21
Quineshia Brown	Family Community Engagement Manager/ Welcome Center	FT	\$60,000/year	Non BOE	04/15/21
Victoria Szantyr	Tutor/Duggan	PT	\$25.00/hour	Non BOE	04/01/21
Tiffani Brophy	Classroom Assistant/ Chase	PT	\$12.00/hour	UPSEU6 8	04/08/21
Stacey DosSantos	Classroom Assistant/ Chase	PT	\$12.00/hour	UPSEU6 8	04/15/21
Jashleen Abreu Flores	Behavior Counselor/ Crosby	FT	\$22.00/hour	Non BOE	04/12/21
Dana Digliani	Child Associate/Sprague	PT	\$22.00/hour	Non BOE	04/15/21
Patricia Frageau	Child Associate/Duggan	PT	\$22.00/hour	Non BOE	04/15/21

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools





# COMMUNICATIONS



For the period of  
March 30, 2021 through April 13, 2021



# Connecticut Association of Boards of Education

*Vincent A. Mustaro, Senior Staff Associate for Policy Services*

## PRESENTS POLICY HIGHLIGHTS

April 2, 2021

Volume 20 – Issue #20

**Military Family Students Face Extra Transition Obstacles:** Children of military families face myriad challenges, even without factoring in the coronavirus pandemic, according to a survey by the nonprofit Military Child Education Coalition. Survey responses show students encounter challenges stemming from more frequent moves and lost learning time as they acclimate to new environments and sometimes repeat courses.

Dian Schaffhauser in an article in *T.H.E. Journal* indicated that “If the typical American student has had to face turmoil in education this year, students who are the children of military parents face it throughout their young lives. More than three-quarters (77 percent) have moved twice or more during grades K-5, four in ten (42 percent) have moved just as often in grades 6-8, and a quarter have done the same as high schoolers.”

The survey reported that military family students take between one and three months to adjust to a new school. The ninth grade appears to be the hardest grade for adjustment. As a student of a parent in the U.S. Navy, told researchers, “Sure, I have lots of stories of my fun, exotic travels but it all has a price. I have attended four different schools in the past four years and it is not easy. In fact, it’s pretty exhausting. I might seem a little cold, but it’s only because I’ve learned that you never know when you might have to move and suddenly say goodbye to your friends.”

Each time the students move, they told researchers, they have to adjust to the new school’s requirements, schedules and resources; take a different version of the entry-level exam; maneuver through the “disparity” in school technology; and deal with “a lot of different teaching styles” based on the areas where they live.

In addition, schools often required students to repeat courses they previously took, in addition to the need to face different state graduation requirements. The constant moving also makes it difficult for such students to participate in extracurricular activities.

The survey was undertaken before the COVID-19 shift to online learning by the Military Child Education Coalition, a nonprofit that advocates for “quality educational opportunities” for the 1.2 million children whose parents are in military. The project drew responses from 5,100 military-connected students in high school as well as parents of K-12 students, veterans and educators.

Schaffhauser reported that the survey indicated that social and emotional supports were particularly important for this group of students. They expressed frustration with a “lack of control in life choices and circumstances; “the need to adjust to and figure out how to work “in an entirely new environment where the social norms may be very different from their previous



location”; and hostility from other students due to differences in political ideology, “lack of compassion from school personnel” and having little access to extended family members. The top social-emotional concerns for students were feeling accepted and “fitting in” to a new school culture, making friends and managing stress. Those concerns also ranked in the top three for parents and professionals.

In addition, being unprepared for curriculum differences ranked high among the academic concerns expressed by respondents. That was number one for students and number two for parents and those in “professional” roles, such as teachers, counselors or principals. Addressing variations in state academic standards was also in the top three (number two for students, number one for parents and number three for the professionals).

The survey results also detailed that Section 504 and special education rules and regulations have proven especially challenging to this segment of families. Twenty-four percent of parents said they had a student with “exceptional needs.” Among their worries: inconsistency between schools regarding plans and the reduction in services that can happen when a student moves from special education, per the state or district regulation, to a Section 504 plan. As the report explained, “The new school might require testing to confirm the need for services, while services might be reduced in scope from the previous school, and/or staff might be unwilling or unable to provide services stated in the IEP/IAP.” If those students are placed in a regular classroom for monitoring and interventions in the least restrictive environment, even temporarily, they said, learning gaps begin to widen.

Source: “Military Family Students Face Extra Transition Obstacles Beyond Covid Hurdles,” by Dian Schaffhauser, *T.H.E. Journal*, 12/07/20.

**Policy Implications:** Connecticut, through P.A. 08-57, joined the Interstate Compact on Educational Opportunity for Military Children. This legislation provides a mechanism and standards for schools to facilitate placement, enrollment, graduation, and data collection for students in grades kindergarten through grade 12 who move to other states because their parents are on active duty in the U.S. Armed Services. The Interstate Compact is intended to facilitate a more uniformed approach between states on specific local and state issues. This particular Compact focuses on military children transferring between school districts and states, and recognizes that no matter how supportive states are of military children they can only control what happens within their borders. By joining together with other states in the Compact, each state can help ensure that children have the educational opportunities they deserve even after they move to another state. Below is a summary of the Interstate Compact in terms of how it impacts school districts.

This legislation (1) enacts and commits Connecticut to the terms of the Interstate Compact on Educational Opportunity for Military Children and (2) creates an Interstate Commission on Educational Opportunity for Military Children to administer and enforce the Compact.

The Compact provides a legal mechanism, and creates uniform standards, for schools and local education agencies to use to facilitate placement, enrollment, graduation, data collection, and other decisions involving children in kindergarten through grade 12 when they move to other states because their parents are deployed on active duty in the U.S. Armed Services. The Compact’s stated purpose is to remove barriers to educational success imposed on such children because of their parents’ frequent moves and deployment.

The Compact applies to children of (1) active-duty armed forces members, including National Guard members and reservists on active duty under Title X of federal law; (2) veterans severely injured and medically discharged or retired, for one year after discharge or retirement; and (3) service members who die on active duty or from active duty injuries, for one year after death.

The Compact's stated purpose is to remove barriers to educational success imposed on children of military families because of their parents' frequent moves and deployment. It aims to:

1. facilitate their timely enrollment and ensure that they are not placed at a disadvantage because of (a) variations in entrance or age requirements or (b) the difficulty in transferring education records from the previous school districts;
2. facilitate their placement so that they are not disadvantaged by variations in attendance requirements, scheduling, sequencing, grading, course content, or assessment;
3. facilitate their qualification and eligibility for enrollment, educational programs, and participation in extracurricular academic, athletic, and social activities;
4. facilitate on-time graduation;
5. provide for promulgation and enforcement of administrative implementing rules;
6. provide for uniform collection and sharing of information among member states, schools, and military families;
7. promote coordination with other compacts affecting military children; and
8. promote flexibility and cooperation between the educational systems, parents, and students to achieve educational success for the students.

Policy, #5118.2, "Educational Opportunities for Military Children," pertains to this topic. It is available upon request. This is considered an optional policy for inclusion in the district's policy manual.

**Report: Evidence Backs In-Person Learning:** School districts should prioritize in-person instruction, according to a review of more than 130 studies supported by the American Enterprise Institute, the Center for Reinventing Public Education and other organizations. Experts from the Infectious Diseases Society of America also support in-person learning but with safety precautions in place, such as mask-wearing and social distancing.

The safe reopening of schools for in-person learning, with the use of mitigation efforts, is a critical step in addressing the physical, academic and emotional stress students have faced during the pandemic, school administrators, researchers, physicians and scientists said during two recent separate press briefings.

Research conducted over the past year shows several factors support the responsible reopening of schools. These factors include low COVID-19 transmission rates in children, the benefits of mitigation efforts and the negative consequences of learning loss and social isolation, according to a recent report. The report is meant to be used as a reference for school administrators as they determine best strategies for reopening schools.

State and local leaders should prioritize in-person learning for students and make adjustments based on community risk factors, according to the 92-page report, which examines the collective findings of more than 130 studies. The report was supported by the American Enterprise Institute, the Center for Reinventing Public Education and other organizations.

Experts from the Infectious Diseases Society of America also voiced support for in-person learning when many layers of protective measures, such as mask wearing and social distancing, are put in place.

Positive indicators such as lowering infection rates and increases in vaccinations for adults are also helping expand opportunities for in-person learning, said Dr. Preeti Malani, chief health officer at the University of Michigan, and Dr. Tina Q. Tan, professor of pediatrics at Northwestern University in Evanston, Illinois.

Source: “Review of 130 Studies Favors Reopening of Schools with Safety Measures,” by Kara Arundel, *K-12 Dive*, March 12, 2021.

**Policy Implications:** The policies pertaining to the COVID-19 pandemic include, but are not limited to, the following:

- #6114.82 – Covid Emergency Measures
- #6114.81 – Emergency Suspension of Policy During Pandemic
- #6114.4 – Pandemic/Epidemic Emergencies
- #4118.237/4218.237, #5141.8 – Face Masks
- #3516.6 – Operations of Schools during Covid-19 Pandemic
- #4113.6 – Remote Work/Telecommuting/Telework

### **Food for Thought:**

“Teaching is professional work – not the kind we can manage by giving orders. It requires professional judgement under conditions of uncertainty...The work of improvement is mainly about improving teachers’ professional judgment – so it involves getting into classrooms, having conversations with teachers to make sense of practice, and getting teachers to identify changes to make to their practice.”

Source: Justin Baeder in “What is Instructional Leadership?” February 5, 2021.





236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury  
**Connecticut**  
*Department of Human Resources*  
Office of the Civil Service Commission

March 29, 2021

Zachary Francisco  
72 Woodedge Ave.  
Waterbury, CT 06706

Dear Mr. Francisco:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I @ Waterbury Arts Magnet School (Req. #2020943) at \$15.21 per hour. Please contact Chris Harmon, School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, April 1, 2021 at 9:00 a.m. via zoom. Please refer to your email regarding instructions for the orientation via zoom. You must participate in this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be April 1, 2021.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

Please call us prior to the orientation session if you should have any questions regarding the process.

***Your new probationary period in accordance with your applicable contract will be 9 months in duration. The department head will be responsible for executing your probationary evaluation no later than 9 months from your first day in your new position.***

Again, welcome to the City of Waterbury.

Sincerely,

Jennifer Palazzo  
Human Resources Generalist  
JP/sd

cc Board of Education  
Dr. Ruffin, Supt. of Schools  
Chris Harmon, School Inspector  
file





236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury  
**Connecticut**  
*Department of Human Resources*  
Office of the Civil Service Commission

March 31, 2021

Kamar Schofield  
355 Gaylord Dr.  
Waterbury, CT 06708

Dear Mr. Schofield:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I @ West Side Middle School (Req. #2020712) at \$15.21 per hour. Please contact Chris Harmon, School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, April 1, 2021 at 9:00 a.m. via zoom. Please refer to your email regarding instructions for the orientation via zoom. You must participate in this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be April 1, 2021.


At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

Please call us prior to the orientation session if you should have any questions regarding the process.

***Your new probationary period in accordance with your applicable contract will be 9 months in duration. The department head will be responsible for executing your probationary evaluation no later than 9 months from your first day in your new position.***

Again, welcome to the City of Waterbury.

Sincerely,

  
Jennifer Palazzo  
Human Resources Generalist  
JP/sd

cc Board of Education  
Dr. Ruffin, Supt. of Schools  
Chris Harmon, School Inspector  
file



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury  
**Connecticut**

*Department of Human Resources*  
Office of the Civil Service Commission

April 1, 2021

Ryan Marquis  
573 Dogwood Dr.  
Cheshire, CT 06410

Dear Mr. Marquis:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I @ North End Middle School (Req. #2021077B) at \$15.21 per hour. Please contact Chris Harmon, School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, April 15, 2021 at 9:00 a.m. via zoom. Please refer to your email regarding instructions for the orientation via zoom. You must participate in this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be April 8, 2021.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

Please call us prior to the orientation session if you should have any questions regarding the process.

***Your new probationary period in accordance with your applicable contract will be 9 months in duration. The department head will be responsible for executing your probationary evaluation no later than 9 months from your first day in your new position.***

Again, welcome to the City of Waterbury.

Sincerely,

Jennifer Palazzo  
Human Resources Generalist  
JP/sd

cc Board of Education  
Dr. Ruffin, Supt. of Schools  
Chris Harmon, School Inspector  
file



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury  
**Connecticut**  
*Department of Human Resources*  
Office of the Civil Service Commission

April 1, 2021

Ines Quinones  
321 Knollwood Circle  
Waterbury, CT 06704

Dear Ms. Quinones:

We are pleased to receive your acceptance of our offer of employment for the position of Food Service Worker for the Department of Education – Food Service (Requisition #2021514) at \$13.91 per hour.

This is a part-time position working in the Waterbury School System 10 months a year during school hours up to 19 hours per week.

This position does not provide health insurance benefits. Please refer to the CSEA – LOCAL 2001 contract for other available fringe benefits by visiting our website at [www.waterburyct.org](http://www.waterburyct.org).

Your first day reporting to your new department/supervisor will be April 8, 2021 at your regular scheduled time. Please call Sonia at 203-574-8035 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, April 15, 2021 at 9:00 a.m. via zoom. Please refer to your email regarding instructions for the orientation via zoom. You must participate in this orientation session in order to work for the City.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork.

Please call us prior to the orientation session if you should have any questions regarding the process.

We look forward to working with you.

Again, welcome to the City of Waterbury.

Sincerely,

Jennifer Palazzo  
Human Resource Generalist

JP/sd

cc: Board of Education  
Dr. Ruffin, Supt. of Schools  
Linda Franzese, Food Serv. Director  
file