

The Homeless/Unstably Housed Youth Estimation Survey

In 2013 and 2014, the Homeless Youth Committee of the Waterbury Ten Year Plan to End Homelessness conducted surveys in an attempt to identify homeless and unstably housed youth. The information gained from these surveys was used to justify funding for programming for youth, as well as to determine the needs of these youth. The HUD definition of youth was used, which includes youth ages 12-24.

Plans were put in place during the latter half of 2014, by the Connecticut Coalition to End Homelessness, to conduct a homeless youth count throughout CT. Waterbury was selected as one of the seven target communities to implement a three pronged approach. The Homeless/Unstably Housed Youth Estimation Survey is one prong of this plan.

The Homeless/Unstably Housed Youth Estimation Survey provides much-needed statistical information about the scope of homelessness and housing instability among young people aged 20 and under. It brings young people to the table by assuming that they know more about their peers than adults do, and helps educate them about the problem of homelessness and resources available to young people experiencing it. The project is also designed to yield community-level data useful to schools and local service providers, particularly by helping them see gaps in local services and justify the need for funding to fill those gaps. Finally, it raises awareness in communities about the number of young people who are homeless or unstably housed, increasing the likelihood of obtaining local support for new services.

Of the seven target communities, school systems in Bridgeport, Hartford, Meriden and Torrington have already approved the Youth Estimation Survey to be given in one of their high schools. New Haven and Norwalk public schools are considering approval.

How Does it Work?

A one-page survey is administered in high schools, asking students through grade 12 to identify any friends or acquaintances who have left home and are living somewhere else – a car, friend's house, a tent or a shelter/group home – temporarily.

Why This Approach?

- High schools are a universal point of convergence for adolescents, and they are spread throughout each corner of a state – unlike provider agencies that are often located in hubs but not more remote areas.
- Homeless and unstably housed youth are a hidden population. They are less likely to seek services or be identified through traditional counts. However, young people themselves are a reliable and rich source of information about their peers.
- This approach has been successfully piloted seven times in four high schools in New England.
- Overall findings showed a consistent rate of housing instability among youth. Further replication will help refine this rate, potentially reducing the need for annual youth counts.

Who Benefits?

- Communities may uncover new populations of homeless students who need and are eligible for help, and can use this information to develop new partnerships with local service providers and justify the need for more funding.
- Students learn that housing instability can impact their chances for academic success, and that help is available.
- Local governments, state agencies and policymakers increase their understanding of the resources needed to end homelessness among youth and young adults, and where to deploy them.
- Social service providers, HUD Continuums of Care and regional coalitions gain reliable estimates of the number of adolescents in their communities who are homeless or unstably housed.

What Are Participating Schools Expected to Do?

The estimation survey is administered to all students on a mutually agreed-upon date, either in homeroom or other appropriate designated period. Each teacher receives a packet containing one-page surveys for students, a survey for him/herself, and a script to read aloud to students. Teachers pass out the surveys to students, read the script, and fill out the teacher survey. The entire process takes only several minutes. The teacher collects the surveys and returns them to the school office.

Will This Be an Administrative Burden for Schools?

The process has been designed to be as simple for schools as possible. The survey packages will be dropped off to the school office the day before the survey date, already separated into packets for each school room. The survey packets can be distributed to teachers' mailboxes, or distributed any other way the school would like. The key requirement is that every teacher with a unique group of students administer the survey at the same time, so there is no possibility that students can be surveyed twice. The completed packets will be picked up later that day or the next day by a member of the local youth count team. Contact person for the Waterbury youth count team is Jill Schoenfuss, Waterbury Youth Service System, Inc., 203-573-0264, jschoenfuss@waterburyyouthservice.org.

How Will the Data be Analyzed and Used?

Youth Catalytics, contracted by the CT Coalition to End Homelessness, will analyze the completed surveys, eliminating possible duplicates by comparing characteristics (initials, gender, grade level, school status) of individuals described by students. Young people believed to be unstably housed will be categorized by grade level, school enrollment status, gender, amount of time unstably housed, and current living situation. The findings will then be shared with the schools and with the state Runaway/Homeless Youth Planning Team.

Although surveys ask for enough information to allow for de-duplication (i.e., making sure each individual is only counted once), they do not collect enough information to actually identify individual young people reported by their peers.

The data will be used in the final youth count report and in press releases to raise awareness about the number of unstably housed youth in communities, and to advocate for more services and funding for this population of young people. On an individual school level, the estimation project and the resulting findings can be a precursor to in-school homelessness prevention campaigns led by local service providers and students themselves. Schools and local service providers can also use this data to better plan and coordinate services to help young people finish school and transition successfully to college or employment.

Purpose: This survey is designed to collect basic information about people you know (age 20 or under) who do not have a stable place to live. The results will help your community and school provide services to young people who need them. This information will not be used to track down anyone.

Who we are counting: We want to count anybody you know age 20 or under who has left home, either because he/she wanted to leave or because they were kicked out. Now they are separated from their family and are living somewhere else temporarily – maybe with friends, relatives, in a shelter, or in a car.

Instructions: Please complete a box for each person age 20 or younger you know who doesn't have a stable place to live. Think of your whole circle of friends and acquaintances. Be sure to include yourself if you don't have a stable, regular place to live. DO NOT include anyone living in a college dorm, unless that person has nowhere to go on school breaks and vacations. If you know more than three people in this situation, please write on the back of this sheet.

SURVEY OF YOUNG PEOPLE IN UNSTABLE LIVING SITUATIONS

YOUR SCHOOL _____ YOUR HOMEROOM TEACHER _____ YOUR GRADE _____

#1 Write the first and last initials of a friend or acquaintance who doesn't have a stable place to live: _____

This person is currently in grade (circle one) 9 10 11 12 Don't know This person dropped out This person graduated

This person is Male Female Transgender

This person is White African-American Asian Hispanic Native American Multi-racial/ethnic Don't know

This person is currently living with Relative Boyfriend/Girlfriend Other Friend Social service shelter Other (please describe)

How long has he or she been living there?... 0-1 months 2-5 months 6-12 months 13 months-2years Over 2 years Don't know

#2 Write the first and last initials of a friend or acquaintance who doesn't have a stable place to live: _____

This person is currently in grade (circle one) 9 10 11 12 Don't know This person dropped out This person graduated

This person is Male Female Transgender

This person is White Black Asian Hispanic Native American Multi-racial/ethnic Don't know

Where is he or she living now? Relative Boyfriend/Girlfriend Other Friend Social service shelter Other (please describe)

How long has he or she been living there?... 0-1 months 2-5 months 6-12 months 13 months-2years Over 2 years Don't know

#3 Write the first and last initials of a friend or acquaintance who doesn't have a stable place to live: _____

This person is currently in grade (circle one) 9 10 11 12 Don't know This person dropped out This person graduated

This person is Male Female Transgender

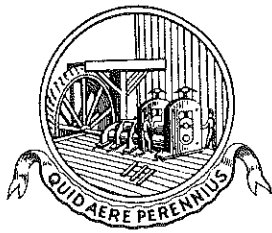
This person is White Black Asian Hispanic Native American Multi-racial/ethnic Don't know

Where is he or she living now? Relative Boyfriend/Girlfriend Other Friend Social service shelter Other (please describe)

How long has he or she been living there?... 0-1 months 2-5 months 6-12 months 13 months-2years Over 2 years Don't know

IF YOU DON'T KNOW ANYBODY AGE 20 OR UNDER IN THIS SITUATION, CHECK HERE

☐



Waterbury Public Schools

236 Grand Street ♦ Waterbury, Connecticut 06702 ♦ (203) 346-2340 ♦ Fax (203) 574-8010

Paul F. Guidone
Chief Operating Officer
& Chief of Staff

MEMORANDUM

DATE: January 5, 2015

TO: Board of Education Commissioners

FROM: Paul F. Guidone, Chief Operating Officer and Chief of Staff *PFG*

SUBJECT: Proposed Agreement with Milone & MacBroom, Incorporated for Facility Utilization & Redistricting Study

Attached for Board of Education approval is a copy of the agreement with Milone & MacBroom to provide enrollment projections, elementary and middle school facility surveys and utilization study, and a District-wide redistricting study.

Milone & MacBroom was selected by a committee of City officials and Board of Education Commissioners following interviews of four firms who were deemed qualified to perform the services for the City. The selection process was consistent with the Procurement Ordinance. Qualifications were obtained through a request for proposal solicitation by the Purchasing Department. Milone & MacBroom has performed enrollment projections in the past for the school district.

The total value of this agreement is \$152,000 and includes all the services requested in the solicitation. The agreement is for services through April 30, 2015.

Please feel free to contact me with any questions or concerns.

PFG/bt

Attachment

cc: Linda Wihbey, Corporation Counsel
File

OTHER PROFESSIONAL SERVICES AGREEMENT
RFP No. 5126

for
Public School Facility Utilization & Redistricting Study
between
The City of Waterbury, Connecticut
and
Milone & MacBroom, Inc.

THIS AGREEMENT, effective on the date signed by the Mayor, is by and between the CITY OF WATERBURY, City Hall, 235 Grand Street, Waterbury, Connecticut (the "City") and Milone & MacBroom, Inc., located at 99 Realty Drive, Cheshire, CT 06410, a State of Connecticut duly registered domestic corporation (the "Consultant/Vendor").

WHEREAS, the Consultant/Vendor submitted a proposal to the City responding to RFP No. 5126 for Public School Facility Utilization & Redistricting Study ; and

WHEREAS, the City accepted the Consultant/Vendor's proposal for RFP No. 5126; and

WHEREAS, the City desires to obtain the Consultant/Vendor's services pursuant to the terms, conditions and provisions set forth in this agreement (the "Project").

NOW THEREFORE, THE PARTIES AGREE AND COVENANT AS FOLLOWS:

1. Scope of Services. The Consultant/Vendor shall furnish all of the labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc necessary to complete the Project as specified in this agreement (also referred to herein as "Contract") and such shall be completed in a satisfactory manner, as reasonably determined by the City. All labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc. shall comply with any and all applicable Local, State and Federal laws, statutes, ordinances and regulations and with generally accepted professional standards. The Consultant/Vendor shall make such revisions or modifications to its work, at its own cost and expense, as the City may require in order to be deemed complete.

The Project consists of Public School Enrollment Projections, Elementary and Middle School Facility Surveys and Utilization Study, and a District-wide Redistricting Study shown on **Attachment A** attached hereto and hereby made material provisions of this Contract. **Attachment A** shall consist of the following:

- City of Waterbury's RFP Number 5126, dated November 3, 2014, entitled "Public School Facility Utilization & Redistricting Study", consisting of 17 pages,
-

excluding contractor compliance documents and sample Agreement (hereinafter referred to as "Scope of Services/Bid Documents")

- City of Waterbury's RFP Number 5126 Addendum No. 1, dated November 19, 2014, and Addendum No. 2, dated November 19, 2014, all entitled "Public School Facility Utilization & Redistricting Study", consisting of 5 pages total, (hereinafter referred to as "Scope of Services/Bid Documents")
- Milone & MacBroom, Inc.'s Response to RFP Number 5126, dated November 25, 2014, consisting of 74 pages, (hereinafter referred to as the "Response to RFP")
- Milone & MacBroom, Inc.'s Letter regarding Revised Scope of Services, Project Schedule, Fee and Compensation Schedule as negotiated by the Parties, dated December 23, 2014, consisting of 10 pages
- Disclosure and Certification Affidavit; Debarment Certificate; Annual Statement of Financial Interests; Corporate Resolution; Bid Submission Addendum Acknowledgement; Bid Submission Attachment C (hereinafter referred as to the "Contract Compliance Documents")
- Certificate of Insurance
- Any and all Amendments and Change Orders, issued by the City after execution of the Contract
- All applicable Federal, State and local statutes, regulations charter and ordinances
- All permits and licenses

The entirety of **Attachment A** plus this executed instrument are together deemed the Contract Documents (hereinafter collectively referred to as "Contract Documents"). The City's record copy of the Contract Documents shall control and shall be effective and binding on the Contractor. In the event that any provision in the Contract Documents conflict with any other provision therein, the provision in the component part of the Contract Document first enumerated below shall govern over any other component part which follows it numerically:

1. Change Orders and Amendments
2. Contract
3. RFP Documents
4. Response to RFP
5. All permits and licenses
6. All applicable Federal, State and local statutes, regulations charter and ordinances

2. Consultant/Vendor Representations Regarding Qualification and Accreditation. The Consultant/Vendor represents that, to the extent required by law, its employees are licensed to perform the scope of work set forth in this agreement. The Consultant/Vendor further represents that its employees have the requisite skill, expertise and knowledge necessary to perform the scope of work required under the terms of this agreement, including any supplementary work and the City relies upon these.

A. Representations regarding Personnel. The Consultant/Vendor represents that it has, or will secure at its own expense, all personnel required to

perform the services under this agreement. Such personnel shall not be employees of or have any contractual relationship with the City, unless use of City employees or of personnel having a contractual relationship with the City is approved by the City in writing. As set forth above, all the services required hereunder shall be performed by the Consultant/Vendor under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state or local law to perform such services.

B. Representations regarding Qualifications. The Consultant/Vendor hereby represents that, to the extent required by Federal, State and Local statutes, regulations, codes, ordinances, and policies, that the Consultant/Vendor and/or its employees be licensed, certified, registered, or otherwise qualified, the Consultant/Vendor and all employees providing services under this agreement, are in full compliance with those statutes, regulations and ordinances. Upon City request, the Consultant/Vendor shall provide to the City a copy of the Consultant/Vendor's licenses, certifications, registrations, etc.

3. Responsibilities of the Consultant/Vendor. All data, information, etc. given by the City to the Consultant/Vendor and/or created by the Consultant/Vendor shall be treated by the Consultant/Vendor as proprietary to the City and confidential unless the City agrees in writing to the contrary and shall be used solely for the purposes of providing services under this agreement. The Consultant/Vendor agrees to forever hold in confidence all files, records, documents and other information which may come into the Contractor's possession during the term of this agreement, except where a disclosure is expressly stated as a requirement of this agreement. Notwithstanding the foregoing, where a Consultant/Vendor disclosure is required to comply with statute, regulation, or court order, the Consultant/Vendor shall provide prior advance written notice to the City of the need for such disclosure. The Consultant/Vendor agrees to properly implement the services required in the manner herein provided.

A. Use of City Property. To the extent the Consultant/Vendor is required to be on City property to render its services hereunder, the Consultant/Vendor shall have access to such areas of City property as the City and the Consultant/Vendor agree are necessary for the performance of the Consultant/Vendor's services under this agreement (the "Site" or the "Premises") and at such times as the City and the Consultant/Vendor may mutually agree. Consultant/Vendor shall perform all work in full compliance with Local, State and Federal health and safety regulations. All work hereunder shall be performed in a safe manner. Consultant/Vendor shall immediately correct any dangerous condition caused by or resulting from its work. If it fails to correct, or to act diligently to correct, any condition which City reasonably believes to be a hazard to persons or property, then immediately upon oral or written notice to any supervisory or similar personnel of Consultant/Vendor, City may, but shall not be required to, correct same at Consultant/Vendor's expense. City shall confirm in writing any oral notice given within five (5) days thereafter.

B. Working Hours. To the extent the Consultant/Vendor is required to be on City property to render its services hereunder, the Consultant/Vendor shall coordinate its schedule so that work on the Premises is performed during those hours the City sets forth in a written notice to the Consultant/Vendor, unless written permission is obtained from the City to work during other times. This condition shall not excuse Consultant/Vendor from timely performance under the Contract. The work schedule must be agreed upon by the City and the Consultant/Vendor.

C. Cleaning Up. To the extent the Consultant/Vendor is required to be on City property to render its services hereunder, the Consultant/Vendor shall at all times keep the premises free from accumulation of waste materials or rubbish caused by Consultant/Vendor, its employees or subcontractors, and at the completion of the work shall remove all rubbish from and about the project and all tools, scaffolding and surplus materials and shall leave the Premises "broom clean" or its equivalent, unless more exactly specified. In case of dispute, the City may remove the rubbish and charge the cost to the Consultant/Vendor.

D. Publicity. Consultant/Vendor agrees not to deliberately disclose the fact that the City has entered into or terminated this agreement or disclose any of the terms of the agreement or use City's name in connection with any publicity, unless City gives prior written consent to such use of City's name in each instance.

E. Standard of Performance. All workmanship, services, materials or equipment, either at the Premises or intended for it, shall conform in all respects with the requirements of all this agreement, and shall be the best obtainable from the crafts and trades. In all cases, the services, materials, equipment, reports, plans, specifications, deliverables, workmanship, etc. shall be equal to or better than the grade specified, and the best of their kind that is obtainable for the purpose for which they are intended. The standard of care and skill for all services performed by the Consultant/Vendor shall be that standard of care and skill ordinarily used by other members of the Consultant/Vendor's profession practicing under the same or similar conditions at the same time and in the same locality. The Consultant/Vendor's services rendered hereunder shall be rendered completely and by qualified personnel in accordance with standard industry practice.

F. Consultant/Vendor's Employees. The Consultant/Vendor shall at all times enforce strict discipline and good order among its employees, and shall not employ any unfit person or anyone not skilled in the work assigned.

G. Due Diligence Obligation. The Consultant/Vendor acknowledges its responsibilities to examine and to be thoroughly familiar with the City's proposal document, including, but not limited to the specifications, and any addenda thereto. The Consultant/Vendor hereby warrants and represents that prior to the submission of its proposal during the proposal process it reviewed or was afforded opportunity, by the City, to review all physical items, facilities, services or functions essential to the

satisfactory performance of the services required ("Due Diligence") and thereby certifies that all such items facilities, services or functions are included in this agreement and thereby warrants that:

(1) it conducted or had opportunity to conduct all Due Diligence prior to the submission of its proposal and, accordingly, any additional costs, services or products resulting from the failure of the Consultant/Vendor to complete Due Diligence prior to submission of its proposal shall be borne by the Consultant/Vendor. Furthermore the Consultant/Vendor had the opportunity during the proposal process to ask questions it saw fit and to review the responses from the City;

(2) its failure or omission to make investigation and verification of data shall, in no way, be cause for future claim of ignorance of such data or conditions nor shall such failure to investigate and verify be the basis for any claim whatsoever, monetary or otherwise;

(3) it is solely responsible for resolving any issues resulting from the failure to conduct Due Diligence and shall assume any costs that may result during the implementation of the Project, including, but not limited to, adherence to specifications and pricing for the Project.

(4) it was responsible for specifying any changes and disclosing any new costs prior to the submittal of its proposal. Thus, in the event any changes or costs are disclosed by the Consultant/Vendor, or otherwise required, during the performance of its services, the sole responsibility for any modification, delay and cost of such changes shall reside with the Consultant/Vendor.

(5) has familiarized itself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and Federal, State and Local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the Work;

(6) has given the City written notice of any conflict, error or discrepancy that the Consultant/Vendor has discovered in the Proposal Documents; and

(7) agrees that the Proposal Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the Work.

H. Reporting Requirement. The Consultant shall provide and distribute all reports as intended and required by the Scope of Services: Enrollment Projections, Facility Surveys and Utilization Study and Redistricting Study which are included in **Attachment A**. The Firm shall deliver written reports to the City setting forth (i) the issue date of the report, (ii) the time period covered by the report, (iii) a brief

description of the work and services completed by the Firm and/or delivered by the Firm during the time period covered by the report, and (iv) any and all additional useful and/or relevant information. Each report shall be signed by a principal of the firm.

NOTE, the Firm's failure to deliver any report required herein shall be deemed a material breach of this contract, the City hereby reserving the right to exercise all available legal remedy(ies) to address said breach.

4. Responsibilities of the City. Upon the City's receipt of Consultant/Vendor's written request, the City will provide the Consultant/Vendor with all documents, data and other materials the City agrees are necessary and appropriate to the service to be performed by the Consultant/Vendor hereunder and the City will endeavor to secure, where feasible and where the City agrees it is necessary and appropriate, materials or information from other sources requested by the Consultant/Vendor for the purpose of carrying out the services under this agreement.

5. Contract Time. The Consultant shall begin services required under this Contract within five days (5) of a notice to proceed. The Consultant shall complete all services required under this Contract by May 1, 2015.

Time is and shall be of the essence for all Project milestones and completion dates for the Project. The Consultant/Vendor further agrees that the Work shall be prosecuted regularly, diligently and uninterruptedly and at such rate of progress as will insure full completion thereof within the Contract Time stated above. It is expressly understood and agreed, by and between the Consultant/Vendor and City, that the Contract Time is reasonable for the completion of the Work. The Firm shall be subject to City imposed fines and/or penalties in the event the Firm breaches the foregoing dates.

6. Compensation. The City shall compensate the Consultant/Vendor for satisfactory provision of all of the goods and services set forth in this agreement as follows in this Section 6.

A. The fee payable to the Consultant shall **Not Exceed** One Hundred Fifty Two Thousand Dollars and 00/100 Cents (\$152,000.00) with the basis of payment being the Fee and Compensation Schedule as set forth in **Attachment B**.

B. Limitation of Payment. Compensation payable to the Consultant/Vendor is limited to those fees set forth in Section 6.A. above. Such compensation shall be paid by the City upon review and approval of the Consultant/Vendor's invoices for payment and review of the work, services, deliverables, etc. required in this agreement and review as may be further required by the Charter and Ordinances of the City. Consultant/Vendor's invoices shall describe the work, services, reports, plans, specifications, deliverables, etc. rendered and the compensation sought therefore in a form and with detail and clarity acceptable to the City.

The Consultant/Vendor and its affiliates are hereby provided with notice that the City reserves the right, in the City's sole discretion, to offset, withhold, or otherwise reduce City payment(s) to the Consultant/Vendor in an amount equaling the sum or sums of money the Consultant/Vendor and/or its affiliates is/are, or becomes delinquent or in arrears on, regarding the Consultant/Vendor's and/or its affiliate's real and personal tax obligations to the City.

C. Review of Work. The Consultant/Vendor shall permit the City to review, at any time, all work performed under the terms of this agreement at any stage of the work. The Consultant/Vendor shall maintain or cause to be maintained all records, books or other documents relative to charges, costs, expenses, fees, alleged breaches of the agreement, settlement of claims or any other matter pertaining to the Consultant/Vendor's demand for payment. The City shall not certify fees for payment to the Consultant/Vendor until the City has determined that the Consultant/Vendor has completed the work in accordance with the requirements of this agreement.

D. Proposal Costs. All costs of the Consultant/Vendor in preparing its proposal for RFP No. 5126 shall be solely borne by the Consultant/Vendor and are not included in the compensation to be paid by the City to the Consultant/Vendor under this agreement or any other agreement.

E. Payment for Services, Materials, Employees. The Consultant/Vendor shall be fully and solely responsible for the suitability, and compliance with the agreement, of all labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc. furnished to the City under this agreement. The Consultant/Vendor shall promptly pay all employees as their pay falls due, shall pay promptly as they fall due all bills for labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc., going into the work, and all bills for insurance, bonds, Worker's Compensation coverage, Federal and State Unemployment Compensation, and Social Security charges applicable to this project. Before final payment is made, the Consultant/Vendor shall furnish a legal statement to the City that all payments required under this subparagraph have been made.

F. Liens. Neither the final payment nor any part of the retained percentage, if any, shall become due until the Consultant/Vendor, if requested by the City, shall deliver to the City a complete release of all liens arising out of this agreement, or receipts in full in lieu thereof, and, if required, in either case, an affidavit that so far as the Consultant/Vendor has knowledge or information, the releases and receipts include all the labor and material for which a lien could be filed; but the Consultant/Vendor may, if any subcontractor refuses to furnish a release or receipt in full, furnish a bond satisfactory to the City, to indemnify it against any lien. If any lien remains unsatisfied after all payments are made, the Consultant/Vendor shall refund to

the City all moneys that the City may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

7. This Section Intentionally Blank.

8. This Section Intentionally Blank.

9. Passing of Title and Risk of Loss. Title to each item of equipment, material, reports, plans, specifications, supplies, services, etc. required to be delivered to the City hereunder shall pass to City upon City payment to the Consultant/Vendor for that item. Consultant/Vendor and its insurer shall assume the risk of loss or damage up to and including the date title passes, except that City shall be responsible for loss or damage caused by City's negligence.

10. Indemnification.

A. The Consultant/Vendor shall indemnify, defend, and hold harmless the City and its boards, the City's Board of Education (if applicable), commissions, agents, officials and employees from and against all claims, suits, damages, losses, judgments, costs and expenses including attorney's fees arising out of or resulting from the delivery of the labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc provided that any such claims, suits, damages, losses, judgments, costs or expenses (a) are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the services itself) including the loss of use resulting there from, and (b) is caused in whole or in part by any willful or negligent act or omission of the Consultant/Vendor, 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/Vendor or any employee of the Consultant/Vendor, 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 A, 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/Vendor or any subcontractor under Worker's Compensation Acts, disability benefit acts or other employee benefit acts.

C. The Consultant/Vendor understands and agrees that any insurance required by this agreement, or otherwise provided by the Consultant/Vendor, shall in no way limit the responsibility to indemnify, defend, keep and hold harmless the City as provided in this agreement.

11. This Section Intentionally Blank.

12. Consultant/Vendor's Insurance. The Consultant/Vendor shall not commence work under this agreement until all insurance required under this Section 12 has been obtained by the Consultant/Vendor and such insurance has been approved by the City. The Consultant/Vendor shall not allow any subcontractor to commence work on any subcontract until all insurance required of any such subcontractor has been so obtained and approved by the consultant/vendor. Insurance shall be provided by insurers that are satisfactory to the City, authorized to do business in the State of Connecticut, that have at least an "A-" Best's Rating, and are in an A.M. Best financial size category of VII or higher. The A.M. Best classifications are based on the most current A.M. Best Company ratings or an equivalent City approved rating system.

At no additional cost to the City, the Consultant/Vendor shall purchase and maintain the insurance coverages set forth below which shall protect the City from claims which may arise out of or result from the Consultant/Vendor's obligation under this agreement, whether such obligations are the Consultant/Vendor's or subcontractor or person or entity directly or indirectly employed by said Consultant/Vendor or subcontractor, or by any person or entity for whose acts said Consultant/Vendor or subcontractor may be liable.

The Consultant/Vendor's General and Automobile Liability Insurance policies shall be endorsed to add the City as an additional insured. The insurance afforded the additional insured shall be primary insurance and the coverage and limits provided under the Consultant/Vendor's policies shall not be reduced or prorated by the existence of any other insurance applicable to any loss the additional insured may have suffered. Each insurance policy shall state that the insurance company shall agree to investigate and defend the insured against all claims for damages. If any insurance required herein is to be issued or renewed on a claims made form as opposed to an occurrence form, the retroactive date for coverage shall be no later than the commencement date of this agreement and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims ("Tail Coverage") shall be available for at least 60 months.

The following policies with stated limits shall be maintained, in full force and effect, at all times during which the services are to be performed by the Consultant/Vendor:

-
- A. General Liability Insurance: \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
 - B. Automobile Liability Insurance: Not Required
 - C. Workers' Compensation: Statutory Limits within the State of Connecticut
 - D. Excess Liability Insurance: Not Required
 - E. Professional Liability Insurance: \$1,000,000.00 per Claim (or per Occurrence if an Occurrence based policy) / \$1,000,000 Aggregate
-

- A. General Liability Insurance: Providing coverage to protect the City for all damages arising out of bodily injuries, sickness to or death of all persons in any one accident or occurrence and for all damages arising out of destruction of property in any one accident or occurrence.
- B. Automobile Liability Insurance: Providing coverage to protect the City with respect to claims for damage for bodily injury and or property damage arising out of ownership, maintenance, operation, use or loading and unloading of any owned or non-owned vehicle
- C. Workers' Compensation: Consultant/Vendor shall comply with all State of Connecticut statutes as it relates to workers' compensation.
- D. Excess General Liability Insurance: Comprehensive general liability umbrella insurance coverage.
- E. Professional Liability Insurance: Professional liability (also known as, errors and omissions) insurance providing coverage to the Consultant/Vendor.

Failure to Maintain Insurance: In the event the Consultant/Vendor fails to maintain the minimum required coverage as set forth herein, the City may at its option purchase same, and offset the Consultant/Vendor's invoices for the cost of said insurance.

Cancellation: THE CITY OF WATERBURY SHALL RECEIVE WRITTEN NOTICE OF CANCELLATION FROM THE INSURER AT LEAST 30 CALENDAR DAYS PRIOR TO THE DATE OF ACTUAL CANCELLATION, REGARDLESS OF THE REASON FOR SUCH CANCELLATION.

Certificates of Insurance and Additional Insured Endorsements: At the time the Consultant/Vendor executes this agreement, it shall furnish to the City, subject to City approval, certificate(s) of insurance and additional insured endorsements verifying the above coverages, including the naming of the City of Waterbury, as follows: **"The City of Waterbury and its Board of Education (if applicable) are listed as additional insured as their interests may appear"**. The City's request for proposal number must be shown on the additional insured endorsements and certificate of insurance. The Consultant/Vendor must supply replacement/renewal certificates and endorsements at least 30 days prior to the expiration of the policy(ies). Said certificates and endorsements shall contain a provision that coverage afforded under the policies shall not be cancelled or reduced for any reasons unless notice of not less than thirty (30) calendar days has been mailed to the Office of Corporation Counsel, 235 Grand Street, Waterbury, CT. 06702.

Upon request the Consultant/Vendor shall deliver to the City a copy of the Consultant/Vendor's insurance policies, endorsements, and riders.

13. Conformance with Federal, State and Other Jurisdictional Requirements.

By executing this agreement, the Consultant/Vendor represents and warrants that, at all pertinent and relevant times to the agreement, it has been, is and will continue to be in full compliance with all applicable statutes, acts, ordinances, guidelines, resolutions, orders, judgments, decrees, injunctions, rules, and regulations of all government authorities applicable to performance by the Consultant/Vendor of services hereunder, including those having jurisdiction over its registration and licensing to perform services hereunder; including, but not limited to, the following: *EQUAL EMPLOYMENT OPPORTUNITY ACT*; *COPELAND ANTI-KICKBACK ACT*, as supplemented in the Department of Labor Regulations (29 CFR Part 3); *DAVIS-BACON ACT* as supplemented by Department of Labor Regulations (29 CFR Part 5); Section 103 and 107 of the Contract Work Hours and Safety Standards Act, as supplemented by the Department of Labor Regulations (29 CFR Part 5); and the *HOUSING and COMMUNITY DEVELOPMENT ACT of 1974*, as amended; Title 31 of the State of Connecticut General Statutes. All applicable sections of the City Charter and Code of Ordinances are incorporated by reference and made a part hereof.

A. Permits, Laws, Taxes and Regulations. Permits and licenses necessary for the delivery and completion of the Consultant/Vendor's work and services shall be secured in advance and paid by the Consultant/Vendor. The Consultant/Vendor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work and services as specified.

B. Taxes - Federal, State and Local. The City is exempt from Federal Excise and Transportation, State and Local Sales and Use Taxes, including without limitation, taxes that would otherwise be imposed upon the Contractor for transactions required or necessitated hereunder between it and its subcontractors, suppliers, etc. The Consultant/Vendor remains liable, however, for any applicable tax obligations it incurs. Moreover, the Consultant/Vendor represents that the proposal and pricing contained in this agreement do not include the amount payable for said taxes.

C. Labor and Wages. The Consultant/Vendor and its subcontractors shall conform to the labor laws of the State of Connecticut, and all other laws, ordinances, and legal requirements affecting the work in Connecticut.

The Consultant/Vendor is aware of the provisions of Title 31, §53 of the Connecticut General Statutes, latest revision (the "Act"), concerning the payment of minimum wages and other payments or contributions established by the State of Connecticut Labor Commissioner for work on public facilities. The provisions of the Act are incorporated by reference and made a part of this agreement. The Act provides that the Connecticut prevailing wage law applies to certain remodeling, refurbishing, alteration, repair and new construction. The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee welfare fund, as defined in Conn.Gen.Statute 31-53(i),

shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer or worker as part of such person's wages the amount of payment or contribution for such person's classification on each pay day.

The Contractor is aware of, and shall comply with, the provisions of both the Federal Davis-Bacon Act and the Federal American Recovery and Reinvestment Act of 2009, the provisions of both acts hereby incorporated by reference and made a part of this Contract. The Federal Davis-Bacon Act provides that Federal wage rate laws apply to certain federally funded contracts. The American Recovery and Reinvestment Act ("ARRA") provides that Federal wage rate laws apply to all ARRA funded contracts regardless of the contract's dollar value.

14. Discriminatory Practices. In performing this agreement, the Consultant/Vendor 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, 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. This covenant is required pursuant to §93.04 of the Code of Ordinances of the City and any breach thereof may be regarded as a material breach of this agreement. 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. Discrimination Because of Certain Labor Matters. No person employed on the work covered by this agreement shall be discharged or in any way discriminated against because such person has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or related to the labor standards applicable hereunder to its employer.

B. Equal Opportunity. In its execution of the performance of this agreement, the Consultant/Vendor shall not discriminate and shall comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, national origin or citizenship status, age or handicap. The Consultant/Vendor 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.

15.1 Conformance With An Ordinance Concerning The Hiring Of Waterbury Residents On Certain Publicly - Funded Construction Projects.

(A) The Contractors and its Subcontractors shall comply with the specific requirements of "An Ordinance Concerning the Hiring of Waterbury Residents on Certain Publicly-Funded Construction Projects" (the "Good Jobs Ordinance"), as may be amended from time to time and as set forth in Chapter 34 of the Code of Ordinances of the City. While the principal provisions of the ordinance are summarized as set forth in paragraphs C-H below, the Contractor does hereby acknowledge that it has reviewed a copy of the Good Jobs Ordinance and that it has read the Ordinance and that Contractor is familiar with the obligations imposed on the Contractor by the Good Jobs Ordinance.

(B) Failure of the Contractor or its Subcontractors to comply with the Good Jobs Ordinance shall be a material breach of this Agreement.

(C) This paragraph shall apply to a Covered Project, as that term is defined in the Good Jobs Ordinance, in the City with a value of \$500,000.00 or greater and only to the extent permitted by federal and state law.

(D) **Definitions.** For purposes of this paragraph:

(1) "Apprentice" shall be defined as it is in the Good Jobs Ordinance.

(2) "Construction work" shall be defined as it is in the Good Jobs Ordinance.

(3) "Subcontractor" shall include the Contractor's direct subcontractor providing construction work and all lower tiered (level) providers of construction work.

(4) "Resident" shall be defined as it is in the Good Jobs Ordinance.

(E) **Hiring Goals.** If this Agreement requires the Contractor to perform construction work, the Contractor shall have as its hiring goals:

(1) at least thirty percent (30%) of its total worker hours performed by City Residents, and

(2) at least twenty-five percent (25%) of construction trade jobs shall go to Apprentices, and

(3) at least seventy percent (70%) of all "new hires" (as that term is defined in the Good Jobs Ordinance) shall be "economically

disadvantaged" individuals (as that term is defined in the Good Jobs Ordinance), and

(4) a minimum of five percent (5%) of the construction workforce labor hours will be local resident, minority artisans, and

(5) a minimum of five percent (5%) of the construction workforce labor hours will be women, and

(6) a minimum of ten percent (10%) of the total work hours shall be allocated for minorities, or

(7) as may otherwise be required by any superseding Federal or State employment discrimination prohibition laws.

Moreover, each subcontractor shall each comply with the foregoing Hiring Goals.

(F) **Good Faith Efforts.** The Contractor shall engage in a Good Faith Efforts to comply with the Hiring Goals. For the purposes of this paragraph, the term "Good Faith Efforts" shall have the same meaning as it does in the Good Jobs Ordinance.

The Contractor and each subcontractor shall individually implement Good Faith efforts to satisfy the Hiring Goals.

(G) **Action Plan and Pre-Construction Meeting.** Not later than fourteen (14) business days prior to the scheduled commencement date for construction, the Contractor shall submit a written plan-of-action to the City and to the Administrator of the Good Jobs Ordinance defining how the Contractor, and each Subcontractor, shall implement Good Faith Efforts to fulfill the Hiring Goals. Each plan-of-action shall include the anticipated number of job positions required for the Work. Not later than five (5) business day prior to the commencement date of construction, the Contractor must attend a mandatory "pre-construction" meeting with the City to review all plans-of-action and other relevant materials. No construction work shall proceed absent this pre-construction meeting.

(H) **Other Contractor Obligations.** In addition to the foregoing, the Contractor shall ensure that all Subcontractor contracts and agreements expressly set forth and state as binding obligations therein, subject to appropriate party name change, the above Hiring Goals and Good Faith Efforts. The Contractor shall be accountable for and liable to the City for Contractor and Subcontractor compliance with Hiring Goals and Good Faith efforts.

(1) The Contractor shall be required to produce Contractor and Subcontractor documentation that may be required under the provisions of Good Jobs or that the City or the Administrator of the Good Jobs Ordinance reasonably believes will assist the City or the Administrator of the Good Jobs Ordinance with their evaluation of Hiring Goals and Good Faith Efforts.

(2) The Contractor shall deliver weekly certified payroll records to the City within five (5) working days of the end of each payroll period. Moreover, the Contractor shall require each Subcontractor to create weekly certified payroll records.

(3) The Contractor's and Subcontractors' payroll records shall include the person-hours, the residential address, race, gender, hiring date, and apprentice (job) classification of all personnel employed under this Agreement and all Contracts and Sub-Contracts thereunder. The Contractor and Subcontractors shall mark their respective final payroll period records as being final and be signed by an authorized officer or employee.

15.2 Liquidated Damages Applicable To Paragraph 15.1

1) If the City finds the Contractor, or a Subcontractor, has failed to achieve Hiring Goals during any five (5) day work period (Monday through Friday), the City shall:

(a) issue a written notice to the Contractor specifying the matters constituting such failure and the time period within which Good Faith Efforts documentation must be delivered to the City for its evaluation.

(b) if the Good Faith documentation is not provided or, if provided, it fails to demonstrate compliance with Good Faith Efforts, for each full five (5) day work period of the Contractor or Subcontractor's failure to achieve Hiring Goals, the City shall as liquidated damages withhold from payment to the Contractor:

(i) if the contact is for an amount between \$500,000.00 and \$1,000,000.00, inclusive, the lesser of \$1,000.00 or one (1%) percent of the Value of the payment then payable to the Contractor;

(ii) if the contact is for an amount between \$1,000,000.01 and \$5,000,000.00, inclusive, the lesser of \$2,000.00 or one (1%) percent of the Value of the

payment then payable to the Contractor;

(iii) if the contract is for an amount greater than \$5,000,000.00, the lesser of \$2,500.00 or one (1%) percent of the Value of the payment then payable to the Contractor.

2) The foregoing liquidated damages provisions shall be expressly set forth, subject to appropriate party name adjustments, as material provisions in all Contracts that the Contractor has with Subcontractors and the Contractor is obligated hereunder to enforce compliance in such Contracts with Subcontractors.

3) Any payment of liquidated damages hereunder shall not preclude a later claim, nor any later finding of a breach, or any payment of additional damages related to such later claim.

16. Housing and Urban Development Section 3 Clause. In the event this agreement is funded, in whole or in part, through Housing and Urban Development assistance, 24 C.F.R. §135.38 may apply and the Contractor shall then be required to comply with the following (referred to as the "Section 3 clause"):

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted Projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 C.F.R. part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications

for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 C.F.R. part 135.

F. Noncompliance with HUD's regulations in 24 C.F.R. part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

17. Termination.

A. **Termination of Agreement for Cause.** If, through any cause, in part or in full, not the fault of the Consultant/Vendor, the Consultant/Vendor shall fail to fulfill in a timely and proper manner its obligations under this agreement, or if the Consultant/Vendor shall violate any of the covenants, agreements, or stipulations of this agreement, the City shall thereupon have the right to terminate this agreement by giving written notice to the Consultant/Vendor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In the event of such termination, all finished or unfinished documents, data, studies, reports, specifications, deliverables, etc. prepared by the Consultant/Vendor under this agreement shall, at the option of the City, become the City's property, and the Consultant/Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed for such.

Notwithstanding the above, the Consultant/Vendor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this agreement by the Consultant/Vendor, and the City may withhold any payments to the Consultant/Vendor for the purpose of setoff until such time as the exact amount of damages due the City from the Consultant/Vendor is determined.

B. Termination for Convenience of the City. The City may terminate this agreement at any time for the convenience of the City, by a notice in writing from the City to the Consultant/Vendor. If this agreement is terminated by the City as provided herein, the Consultant/Vendor will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Consultant/Vendor covered by this agreement, less payments of compensation previously made.

C. Termination for Non-Appropriation or Lack of Funding. The Consultant/Vendor acknowledges that the City is a municipal corporation and that this agreement is subject to the appropriation of funds by the City sufficient for this agreement for each budget year in which this agreement is in effect. The Consultant/Vendor therefore agrees that the City shall have the right to terminate this agreement in whole or in part without penalty in the event sufficient funds to provide for City 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.

(1) Effects of Nonappropriation. If funds to enable the City to effect continued payment under this agreement are not appropriated, authorized or otherwise made available by law, the City shall have the right to terminate this agreement without penalty at the end of the last period for which funds have been appropriated, authorized or otherwise made available by law by giving written notice of termination to the Consultant/Vendor.

(2) Effects of Reduced Levels of Funding. If funding is reduced by law, or funds to pay the Consultant/Vendor for the agreed to level of the products, services and functions to be provided by the Consultant/Vendor under this agreement are not appropriated, authorized or otherwise made available by law, the City may, upon seven (7) business days written notice to the Consultant/Vendor, reduce the level of the products, services or functions in such manner and for such periods of time as the City may elect. The charges payable under this agreement shall be equitably adjusted to reflect such reduced level of products, services or functions and the parties shall be afforded the rights set forth in this agreement.

(3) No Payment for Lost Profits. In no event shall the City be obligated to pay or otherwise compensate the Consultant/Vendor for any lost or expected future profits.

D. Rights Upon Cancellation or Termination.

(1) Termination for Cause. In the event the City terminates this agreement, for cause, the Consultant/Vendor shall relinquish to the City any applicable interest, title and ownership including, but not limited to, perpetual use of any proprietary rights in and to the documents, data, studies, reports, specifications, deliverables, etc. provided to, in possession of, and properly invoiced and paid for by (except to the extent such invoiced amount is disputed) the City. With regard to third party products, the Consultant/Vendor shall transfer all licenses to the City which the Consultant/Vendor is permitted to transfer in accordance with the applicable third party license. The City shall have no financial obligation to compensate the Consultant/Vendor for such terminated documents, data, studies, reports, specifications, deliverables, etc. unless payment is otherwise approved by the City prior to such termination. The Consultant/Vendor shall be liable for costs incurred by the City, including but not limited to reasonable attorney fees and all court awarded fees and costs incurred in terminating this agreement in whole or in part.

(2) Termination for Lack of Funding or Convenience. In the event of termination by the City for lack of funding or convenience, the City shall pay the Consultant/Vendor for all documents, data, studies, reports, specifications, deliverables, etc. (including any holdbacks), installed and delivered to the City as of the Termination Date and the Consultant/Vendor shall relinquish to the City any applicable interest, title and ownership including, but not limited to perpetual use of any proprietary rights in and to said documents, data, studies, reports, specifications, deliverables, etc. in possession of and paid for by the City (except to the extent any invoiced amount is disputed). The Consultant/Vendor shall be required to exercise commercially reasonable efforts to mitigate damages. In the event of a termination for Lack of Funding or Convenience the City and the Consultant/Vendor may negotiate a mutually acceptable payment to the Consultant/Vendor for reasonable demobilization expenses. Said demobilization expenses, if any, shall be handled in accordance with the provision of this agreement pertaining to Changes in the Work.

(3) Termination by the Consultant/Vendor. The Consultant/Vendor may, by written notice to the City, terminate this agreement if the City materially breaches, provided that the Consultant/Vendor shall give the City thirty (30) calendar days prior written notice and an opportunity to cure by the end of said thirty day period. In the event of such termination, the Consultant/Vendor will be compensated by the City for work performed prior to such termination date and the Consultant/Vendor shall deliver to the City all deliverables as otherwise set forth in this agreement.

(4) Assumption of Subcontracts. In the event of termination, the City shall have the right to assume, at its option, any and all subcontracts for products, services and functions provided exclusively under this agreement,

including but not limited to any contracts and may further pursue completion of the work under this agreement by replacement contract or otherwise as the City may in its sole judgment deem expedient.

(5) Delivery of Documents. In the event of termination, (i) the Consultant/Vendor shall promptly deliver to the City, in a manner reasonably specified by the City, all labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc. and other tangible items furnished by, or owned, leased, or licensed by, the City, and (ii) the City shall pay the Consultant/Vendor for all services performed and deliverables completed and accepted (pro-rated for deliverables partially completed) prior to the effective date of the termination (except to the extent any invoice amount is disputed).

E. Ownership of Instruments of Professional Services. The City acknowledges the Consultant/Vendor's documents, data, studies, reports, specifications, deliverables, etc. created and to be created pursuant to this agreement, including electronic files, are Instruments of Professional Services. Nevertheless, the final Instruments of Professional Services, including, but not limited to documents, data, studies, reports, specifications, deliverables, etc. prepared for the City under this agreement shall become the property of the City upon City payment for that Instrument of Professional Services and the City reserves the right to use the Instruments of Professional Services.

18. Force Majeure. Consultant/Vendor shall not be held responsible for delays nor be subject to liquidated damages when such delays are caused by conditions beyond its control, including without limitation:

A. Acts of God, fire, explosion, epidemic, cyclone, flood, war, strikes, revolution, civil commotion, or acts of public enemies.

B. Change of law and order, proclamation, regulation, ordinance, or governmental requirement.

C. Delays caused by the Consultant/Vendor's vendors, except where such delays are the result of lack of adequate coordination by the Consultant/Vendor.

Upon cessation of work for reason of force majeure delays, Consultant/Vendor shall use its best efforts to meet the schedule set forth in Section 5 of this agreement.

19. Subcontracting. The Consultant/Vendor shall not, without the prior written approval of the City, subcontract, in whole or in part, any of the Consultant/Vendor's services. Any subcontractor so approved shall be required to secure and maintain insurance coverage equal to or better than that required of the Consultant/Vendor and shall name the City as an additional insured party and said subcontractors shall deliver to the City a certificate of insurance evidencing such coverages. All subcontractors shall comply with all Federal, State and Local, laws, regulations and ordinances but such requirement shall not relieve the

Consultant/Vendor from its requirement that all work and services provided or required hereunder shall comply with all Federal, State and Local, laws, regulations and ordinances.

The Consultant/Vendor shall be as fully responsible to the City for the acts and omissions of the Consultant/Vendor's subcontractors, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by the Consultant/Vendor.

20. Assignability. The Consultant/Vendor shall not assign any interest in this agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the City; provided, however, that claims for money due or to become due the Consultant/Vendor from the City under this agreement may be assigned to a bank, trust, company, or other financial institution, or to a Trustee in Bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.

21. Audit. The City reserves the right to audit the Consultant/Vendor's books of account in relation to this agreement any time during the period of this agreement or at any time during the twelve month period immediately following the closing or termination of this agreement. In the event the City elects to make such an audit, the Consultant/Vendor shall immediately make available to the City all records pertaining to this agreement, including, but not limited to, payroll records, bank statements and canceled checks.

22. Risk of Damage and Loss. The Consultant/Vendor shall be solely responsible for causing the timely repair to and/or replacement of, City property or item(s) intended to become City property hereunder, where the need for repair or replacement was caused by the Consultant/Vendor, by someone under the care and/or control of the Consultant/Vendor, by any subcontractor of the Consultant/Vendor, or by any shipper or delivery service. The Consultant/Vendor shall be solely responsible for all costs and expenses, including but not limited to shipping, delivery, insurance, etc, associated with the foregoing repair and replacement obligation. Further, the Consultant/Vendor shall be solely responsible for securing the City's written acceptance of all completed repairs and replacements required hereunder. The City hereby retains sole discretion to determine whether a repair or a replacement is the proper remedy.

23. Interest of Consultant/Vendor. The Consultant/Vendor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, in the project or any parcel of land therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. The Consultant/Vendor further covenants that in the performance of this agreement no person having any such interest shall be employed.

24. Entire Agreement. This agreement shall constitute the complete and exclusive statement of the Contract between the parties as it relates to this transaction and supersedes all previous agreements and understandings, whether written or oral, relating to such subject matter. Any amendment to this agreement must be in writing and agreed to and executed by the City and the Consultant/Vendor.

25. Independent Contractor Relationship. The relationship between the City and the Consultant/Vendor is that of client and independent contractor. No agent, employee, or servant of the Consultant/Vendor shall be deemed to be an employee, agent or servant of the City. The Consultant/Vendor shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this agreement. It is the express intention of the parties hereto, and the Consultant/Vendor hereby agrees and covenants, that it and any and all third party(ies) and subcontractor(s) retained by the Consultant/Vendor hereunder is/are not and shall not be deemed an employee of the City of Waterbury, but is/are and shall remain an independent contractor relative to the City and that nothing herein shall be interpreted or construed as creating or establishing the relationship of employer-employee between the City of Waterbury and the Consultant/Vendor or between the City of Waterbury and any third party(ies) or subcontractor(s). Thus, the Consultant/Vendor hereby covenants that it, its subcontractor(s) and third party(ies) shall not be entitled to the usual characteristics of employment, such as income tax withholding, F.I.C.A. deductions, pension or retirement privileges, Workers Compensation coverage, health benefits, etc. and that the Consultant/Vendor shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants, representatives, subcontractors and third party(ies).

26. Severability. Whenever possible, each provision of this agreement shall be interpreted in such a manner as to be effective and valid under applicable law. If any provision of this agreement, however, is held to be prohibited or invalid under applicable law, such provision shall be deemed restated to reflect the original intentions of the parties, as nearly as possible in accordance with applicable law, and if capable of substantial performance, the remaining provisions of this agreement shall be enforced as if this agreement was entered into without an invalid provision. If the ruling and/or controlling principle of law or equity leading to the ruling is subsequently overruled, modified or amended by legislation, judicial or administrative action, then the provision(s) in question as originally set forth in this agreement shall be deemed valid and enforceable to the maximum extent permitted by the new controlling principal of law or equity.

27. Survival. Any provisions of this agreement that impose continuing obligations on the parties shall survive the expiration or termination of this agreement for any reason.

28. Contract Change Orders. At the sole discretion of the City, a Change Order may be issued solely by the City to modify an existing party obligation set forth in this agreement where the scope of the Change Order is:

(i) within the scope of the original agreement OR is made pursuant to a provision in the original agreement, AND

(ii) the Change Order monetary cost is charged solely against those funds encumbered for and at the time the contract was originally executed by the City, that is those funds set forth in the original contract as a not to exceed payment amount OR within the original contract's contingency / allowance / reserve amount (if any is stated therein).

Notwithstanding the foregoing, a Change Order shall not include (iii) an upward adjustment to a Consultant/Vendor's payment claim, or (iv) a payment increase under any escalation clause set forth in the original contract, or any Change Order, or any amendment. That the work and/or services contemplated are necessary does not, in itself, permit a Change Order. Should the need for a Change Order arise, the request shall be reviewed and approved by the City's Using Agency and any City designated representative(s). To be binding and enforceable, a Change Order shall thereafter be signed by both the Consultant/Vendor, any City designated representative(s), and a duly authorized representative of the City's Using Agency prior to the Consultant/Vendor's delivery of the services, etc. contemplated in said Change Order. All Change Orders are governed by the provisions of this agreement. Any contract change NOT fully complying with this Section 28 shall be effectuated solely by an amendment to this agreement complying with Section 38.073 of the City's "Centralized Procurement System" ordinance.

29. Conflicts or Disputes. This agreement represents the full and complete concurrence between the City and the Consultant/Vendor and governs all disputes between them. In the instance of a conflict or dispute over issues not specifically referenced within the agreement, the following documents shall be used as historical documents. Without regard to the order of precedence, to resolve such conflicts or disputes, the historical documents are (a) the City's aforementioned RFP and (b) the Consultant/Vendor's proposal responding to the aforementioned RFP and are hereby fully incorporated by the foregoing reference.

A. Procedure. This procedure supersedes all statements to the contrary occurring either in proposals or other prior agreements, oral or written, and all other communications between the parties relating to this subject.

B. Presumption. This agreement or any section thereof shall not be construed against any party due to the fact that the agreement or any section thereof was drafted by such party.

30. Disputes; Legal Proceedings; Waiver of Trial by Jury and Continued Performance. The Consultant/Vendor agrees that it waives a trial by jury as to any and all claims, causes of action or disputes arising out of this agreement or services to be provided pursuant to this agreement. Notwithstanding any such claim, dispute or legal action, the Consultant/Vendor shall continue to perform services under this agreement in a timely manner, unless otherwise directed by the City.

31. Binding Agreement. The City and the Consultant/Vendor each bind themselves, and their successors, assigns and legal representatives to the other party to this agreement and to the successors, assigns and legal representatives of such other party with respect to all covenants of this agreement.

32. Waiver. Any waiver of the terms and conditions of this agreement by either of the parties hereto shall not be construed to be a waiver of any other term or condition of this agreement.

33. Governing Laws. This agreement, its terms and conditions and any claims arising there from shall be governed by the laws of the State of Connecticut.

34. Notice. Except as otherwise specifically prohibited in this agreement, whenever under this agreement approvals, authorizations, determinations, notices, satisfactions or waivers are required or permitted, such items shall be effective and valid only when given in writing signed by a duly authorized officer of the City's Using Agency or the Consultant/Vendor, and delivered in hand or sent by mail, postage prepaid, to the party to whom it is directed, which until changed by written notice, are as follows:

Consultant/Vendor: Milone and MacBroom, Inc.
99 Realty Drive
Cheshire, CT 06410

City: City of Waterbury, Department of Education
c/o Chief Operating Officer and Chief of Staff
Chase Municipal Building, 1st Floor
236 Grand Street
Waterbury, CT 06702

With Copy To: City of Waterbury
Office of the Corporation Counsel
City Hall 3rd Floor
235 Grand Street
Waterbury, Ct. 06702

35. City Code of Ordinances, Ethics and Conflict of Interest Code, Provisions.

The Person (the term "Person" shall herein be as defined in Section 38 of the City's Code of Ordinances) supplying the documents, data, studies, reports, specifications, deliverables, etc. under this Contract shall comply with all applicable Federal, State and Municipal statutes, regulations, charters, ordinances, rules, etc, whether or not they are expressly stated in this Contract, including but not limited to the following:

A. It shall be a material breach of this Contract, and, except as may be permitted by regulations or rulings of the City of Waterbury Board of Ethics it shall be a violation of the City's Code of Ordinances, for any Public Official, City Employee or Member of a Board or Commission who is participating directly or indirectly in the procurement process as set forth in the City's Code of Ordinances, including those participating in exempt transactions, to become or be the employee of any person contracting with the governmental body by whom the Official, Employee, or Board or Commission member is employed or is a member.

B. It shall be a material breach of this Contract, and it shall be a violation of the City's Code of Ordinances for any Person to offer, give, or agree to give any current or former Public Official, Employee or Member of a Board or Commission, or for such current or former Public Official, Employee or Member of a Board or Commission to solicit, demand, accept or agree

to accept from another Person, a gratuity or an offer of employment in connection with any: decision; approval; disapproval; recommendation; preparation of any part of a program requirement or a requisition; influencing the content of any specification or procurement standard; or rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a Contract or Purchase Order, or to any solicitation or proposal therefore.

C. It shall be a material breach of this Contract and it shall be a violation of the City's Code of Ordinances for any payment, Gratuity, or offer of employment to be made as an inducement for the award of a subcontract or order, by or on behalf of a subcontractor, the prime Consultant/Vendor or higher tier subcontractor or any Person associated therewith, under a Contract or Purchase Order to the City.

D. The value of anything transferred or received in violation of the City's Charter, Code of Ordinances, and/or regulations promulgated there under, by any Person subject to said Charter and/or Ordinances may be recovered by the City.

E. Upon a showing that a subcontractor made a kickback to the City, a prime Consultant/Vendor or a higher tier subcontractor in connection with the award of a subcontract or order there under, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the City and will be recoverable hereunder from the recipient. In addition, said value may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

F. It shall be a material breach of this Contract and it shall be a violation of the City's Code of Ordinances for a Person to be retained, or to retain a Person, to solicit or secure a contract with the City upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee; and every Person, before being awarded a City Contract, shall deliver to the City, on a City authored form, a representation that such Person has not retained anyone in violation of this subsection F, the failure to deliver said form being a material breach of this Contract and a violation of the City's Code of Ordinances. Note, however, this subsection f shall not apply to full-time Employees who, as a condition of their employment, may be entitled to bonuses or other fees in accordance with their employment relationship.

G. The Person hereby expressly represents that he/she/it has complied with those sections of the City's Code of Ordinances requiring that said Person has (1) delivered to the City an affidavit, on a City authored form, stating that the Person and its affiliates have no delinquent taxes or other financial obligations owed to the City; (2) filed the City authored financial disclosure statement form as set forth in the City's Code of Ordinances regarding disclosure of financial interests; (3) delivered to the City a written acknowledgement, on a City authored form, evidencing receipt of a copy of the "Ethics and Conflict of Interest" ordinance for the City of Waterbury and hereby expressly represents that said Person is in full compliance with the entirety of said Code of Ordinances; and (4) filed a current list of all taxable personal

and real property as required by the State of Connecticut General Statutes. Any violation of this subsection G shall be deemed a material breach of this Contract and shall be a violation of the City's Code of Ordinances.

H. The definitions set forth in the City's Code of Ordinances shall be the primary source for interpretation of the forgoing subsections A-G.

I. The Contractor is hereby charged with the requirement that it shall have knowledge of, and shall fully comply with, all relevant provisions of the City's Charter and all relevant provisions of the City's Code of Ordinances, including without limitation Chapters 93, titled "Discriminatory Practices", Chapter 38 titled "Centralized Procurement System", and Chapter 39 titled "Ethics and Conflict of Interest", of said Code as may be amended from time to time.

J. The Contractor hereby acknowledges receipt of a copy of the Chapters 38 and 39 of City's Ordinance regarding Procurement, Ethics, and Conflicts of Interest and has familiarized itself with said Code and hereby agrees to adhere to said Code. The text of Chapters 38 and 39 of said Code may be obtained from the Office of the City Clerk of the City and on the internet at the City Clerk's web site: <http://www.waterburyct.org/content/458/539/default.aspx> [click link titled "The City of Waterbury Code of Ordinances Passed 8/24/2009". For Chapter 38, click on "TITLE III: ADMINISTRATION", then click on "CHAPTER 38: CENTRALIZED PROCUREMENT SYSTEM". For Chapter 39, click on "TITLE III: ADMINISTRATION", then click on "CHAPTER 39: ETHICS AND CONFLICTS OF INTEREST"]].

K. The Contractor is hereby charged with the requirement that it shall have knowledge of, and shall fully comply with, the City's Ordinance Sections 34.15 through 34.99 entitled, "Ordinance Concerning the Hiring of Waterbury Residents on Certain Publicly-Funded Construction Projects" and the State of Connecticut Legislature's Special Act No. 01-1.

L. Every Person who conducts business with, contracts, with or provides commodities or services to the City, is charged with notice of the extent of the powers and authority, and the limitations thereon, of the Public Officials and Employees of the City, as set forth in the charter of the City, the Code of Ordinances and any Regulations or Policies pertaining thereto. In particular, and without implying any limitation as to its applicability, it applies to all Persons who participate in the procedures pertaining to the Centralized Procurement System as set forth in Chapter 38, and the Ethics and Conflict of Interest provisions set forth in Chapter 39 of the Code of Ordinances.

M. INTEREST OF CITY OFFICIALS. No member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the carrying out of the project, to which this agreement pertains, shall have any personal interest, direct or indirect, in this agreement.

N. PROHIBITION AGAINST CONTINGENCY FEES. The Contractor hereby represents that it has not retained anyone to solicit or secure a contract with the City upon an agreement or understanding for a commission, percentage, brokerage or contingency fee.

O. FREEDOM OF INFORMATION ACT NOTICE. Pursuant to State statute, in the event the total compensation payable to the Consultant/Vendor set forth in Section 6 herein is greater than \$2,500,000.00, the City is entitled to receive a copy of any and all Consultant/Vendor records and files related to the performance of this contract and those records and files are subject to the Freedom of Information Act ("the Act") and may be disclosed by the City pursuant to the Act.

[Signature page follows]

IN WITNESS WHEREOF, the parties hereto execute this agreement on the dates signed below.

WITNESS:

CITY OF WATERBURY

By: _____
Neil M. O'Leary, Mayor

Date: _____

WITNESS:

MILONE AND MACBROOM, INC.

By: _____
Stephen R. Dietzko, Vice President

Date: _____

ATTACHMENT A

- ❖ Scope of Services/Bid Documents:
 - City of Waterbury's RFP Number 5126, dated November 3, 2014, entitled "Public School Facility Utilization & Redistricting Study", consisting of 17 pages, excluding contract compliance documents and sample Agreement (hereinafter referred to as "Scope of Services/Bid Documents")
 - City of Waterbury's RFP Number 5126 Addendum No. 1, dated November 19, 2014, and Addendum No. 2, dated November 19, 2014, all entitled "Public School Facility Utilization & Redistricting Study", consisting of 5 pages total, (hereinafter referred to as "Scope of Services/Bid Documents")
- ❖ ITB Response:
 - Milone & MacBroom, Inc.'s Response to RFP Number 5126, dated November 25, 2014, consisting of 74 pages, (hereinafter referred to as the "Response to RFP")
- ❖ Milone & MacBroom, Inc.'s Letter regarding Revised Scope of Services, Project Schedule, Fee and Compensation Schedule as negotiated by the Parties, dated December 23, 2014, consisting of 10 pages
- ❖ Contract Compliance Documents:
 - Disclosure and Certification Affidavit
 - Debarment Certificate
 - Annual Statement of Financial Interests
 - Corporate Resolution
 - Bid Submission Attachment C
 - Bid Submission Addendum Acknowledgement
- ❖ Certificate of Insurance
- ❖ Any and all Amendments and Change Orders, issued by the City after execution of the Contract
- ❖ All applicable Federal, State and local statutes, regulations charter and ordinances
- ❖ All permits and licenses

ATTACHMENT B

The following is an amended Fee & Compensation Schedule which reflects the Lump Sum Cost for the services defined in RFP #5126. All reimbursable expenses (i.e. travel, mileage, per diem, meetings, progress reports, communications, insurance, printing, mailing, office overhead, direct costs, etc.) and services are included in the amounts listed below.

Description	Cost
District Wide Enrollment Projections	\$23,300
Facility Surveys & Utilization Study (Elementary & Middle Schools)	\$45,100
Redistricting Study (Elementary & Middle Schools)	\$65,190
Final Report & Presentations	\$18,410
Other: N/A	\$0
TOTAL ALL ABOVE	\$ 152,000



*Engineering, Planning
Landscape Architecture
and Environmental Science*

MILONE & MACBROOM

December 23, 2014

Mr. Bruce Turbacuski, Senior Program Manager
O&G Industries, Inc.
Waterbury School Construction Program
193 Grand Street, 3rd Floor
Waterbury, CT 06702

**Re: Revised Scope of Services, Project Schedule, Fee & Compensation Schedule
RFP No. 5126
Public School Facility Utilization & Redistricting Study
Waterbury, Connecticut
MMI #1014-55-0**

Dear Bruce:

Pursuant to our discussion on December 23, 2014, the Milone & MacBroom, Inc. and S/L/A/M project team is pleased to submit this revised Scope of Services, Project Schedule, and Fee & Compensation Schedule to perform a study on Waterbury Public Schools enrollment trends and projections, existing facility capacity and utilization, and redistricting options.

If you have any questions or if we can provide you with any additional information, please do not hesitate to contact me.

Sincerely,

MILONE & MACBROOM, INC.

Michael Zuba, AICP
Principal Planner, Associate

Proposal

RFP No. 5126 – Public School Facility Utilization & Redistricting Study

WORK PLAN

Our proposed Scope of Services for this assignment is provided below. We understand the complexities of conducting an enrollment management and comprehensive schools facility plan of this nature. Having completed numerous Long Range Plans, Redistricting Plans, and Enrollment Balancing Plans over the past decade, we have developed a systematic approach to the schools planning process, producing high-quality products for our clients. While we rely on systematic processes, our approach to each school planning assignment is tailored to meet the specific concerns and issues faced by each unique school system. The following proposed Scope of Services represents our assessment of the work necessary to complete a school facility utilization and redistricting plan to the satisfaction of the Waterbury Board of Education.

TASK 1 - PROJECT INITIATION

An initial project kickoff meeting with Waterbury Public Schools staff will occur at the outset of the project. The meeting will cover project tasks and frame the master schedule for all subsequent meetings, deadlines for deliverables, and associated review periods. Milone & MacBroom will confirm sources of necessary information; discuss methodologies, procedures and assumptions; and review expected deliverables.

Given the aggressive project timeline outlined in the Request for Proposal, it is imperative that Waterbury Public Schools provide Milone & MacBroom the following data, as described, immediately upon notice to proceed. Should any data not be made available within ten (10) business days from project start, the deadline for deliverables will necessarily be extended a commensurate amount of time. The data needed includes:

From the City's GIS database

- Parcel data with assessment information
- Street centerlines
- GIS boundaries of all existing school districts (preferable if available). If not, paper maps and address lists
- School locations

From Waterbury Public Schools

- Enrollment database extract that includes SASID, student address, grade, school, SPED, ELL and other characteristics for the current year and each of the past seven (7) years – due to the nature of this project and the potential for construction grant application, this data must be consistent with Oct. 1st enrollments reported to the State Department of Education
- Completed request to the CT Department of Public Health for birth records for the past ten (10) years
- Architectural floorplans for all facilities, preferable in CAD format
- Classroom schedules with by-period use of rooms for all facilities

- Relevant studies and reports
- School bus routing
- School system operational and contractual capacities, including staffing requirements

We understand that school district boundaries may not be available in digital GIS format, and therefore, have included a budget for generating those boundaries from paper maps and the school bus routing information. The district boundaries along with the school locations will be added to the City's digital parcel map.

TASK 2 - ENROLLMENT PROJECTIONS

Housing, Demographic and Economic Analyses

Understanding economic, housing and demographic trends, characteristics and forecasts is crucial to the school planning process. This information provides the background by which future changes and development within a community can be anticipated and planned for accordingly. Milone & MacBroom will consult with the City's Planning and Zoning, Economic Development and Building Departments, as well as the Waterbury Development Corporation to determine recent residential growth areas and identify residential development proposals of significant scale and/or planning initiatives that may impact enrollment levels. The Project Team will review and analyze trends in employment, building permits, foreclosures and housing sales to understand the impact on school enrollments.

The accuracy of enrollment projections in a City like Waterbury, where a significant proportion of housing stock consists of rental units, depends on a thorough understanding of local housing market conditions. Milone & MacBroom proposes to use a quantitative and qualitative approach to gain a solid understanding of Waterbury's housing market and impacts on enrollment. First, using our GIS-Based Enrollment Management System, the Project Team will address match recent housing sales. The sales data will be correlated with the student enrollment database and birth records in order to better understand recent demographic shifts related to housing sales. Rental unit vacancy rates over time, as well as other economic indicators such as unemployment, will be analyzed for any correlation to birth and enrollment trends. In addition, Milone & MacBroom will identify dense residential rental developments (apartment buildings and neighborhoods with a density of multi-family homes) based on Assessor's data. Enrollments in these dense rental areas will be analyzed for trends in migration and persistency, total numbers of students and characteristics of students. Armed with an understanding of the local ownership and rental markets and their influences on enrollments, the projected impact of any planned or recently approved residential developments of scale can be forecasted.

This task will be augmented by an analysis of demographic patterns and trends for the community based on 2010 Census and 2013 American Community Survey data. The current status and change over the last 10 to 13 years for key demographic figures such as population and composition, race/ethnicity, poverty conditions and primary language, school-age population, women of child bearing age and housing tenure and composition will be assessed at the census block group or tract level. This will provide a better understanding of localized demographic trends.

This Task will provide a better understanding of neighborhood demographic and housing dynamics not only to inform the enrollment projections but also to ensure the facility plan accounts for future demographic changes within the community. This essential to the long term viability of the redistricting plan.

Comprehensive Enrollment Analysis

Milone & MacBroom has in-depth, hands-on experience incorporating detailed enrollment data from student information systems such as PowerSchool into our GIS-based Enrollment Management System. This interface enables our planners to develop neighborhood specific enrollment projections that are informed by live birth data and local housing and demographic conditions and trends. The existing student inventory will be address-matched to the City's base map and referenced by their student ID only, in order to protect the identity of individual students. Maps will be generated to display the geographic distribution of the student population by school.

Historic Enrollment Patterns

The Project Team will collect, analyze and graph historical enrollment from the past decade by school in order to identify trends and patterns. In addition to understanding total enrollment trends, it is important to identify historic enrollments and characteristics by neighborhood in order to accurately project future enrollment and characteristics. Our GIS system allows us to identify and analyze student migration from year-to-year at the neighborhood level to determine the future impact on the school system. This will include analysis of non-public and other public enrollment trends for Waterbury resident students.

Birth Record Analysis

Milone & MacBroom will work with the Administration to request detailed birth records with addresses from the Connecticut Department of Public Health. This request must be completed as soon as possible due to the lengthy processing time by the State and the aggressive schedule for this project.

Milone & MacBroom will address-match the birth records for the past ten (10) years in Waterbury. This information will form the basis for the geographic distribution of the next five incoming kindergarten classes. The new births will be address-matched and assigned to school attendance areas. Maps will be produced to illustrate the potential enrollment impact of each birth cohort on existing school districts and redistricting options. This information will be combined with existing enrollments and estimates of migration utilizing the cohort-survival method, as well as multiple regression analyses in order to project future enrollments.

Educational Programming and Services Review

Educational programming initiatives and changes can result in shifts in enrollments that must be factored into enrollment projections. The development of magnet schools, new construction, and even the availability of services can serve to attract students and thereby, affect enrollment trends. The project team will meet with administrators to understand and catalogue the offerings in order to identify trends and effect on enrollment.

Enrollment Projections

The cohort-survival method, with some modifications, will be used to develop enrollment projections. The cohort-survival methodology is a standard method for projecting populations and student enrollments, and relies on observed data from the recent past in order to predict the near future. The base enrollment forecast will be developed from the analysis of the following historic variables: school-age population, birth records and estimates of migration. The estimated student generation from any external growth factors including newly constructed residential development and a high turnover housing market is then added to the base school forecast.

Milone & MacBroom will generate district-wide and school facility-specific enrollment projections disaggregated by grade. These projections will forecast the overall student population for a ten-year planning horizon and be prepared in an acceptable format and methodology to fulfill the requirements of the Connecticut Bureau of School Facilities for potential school construction projects. Projections will be prepared for low, medium and high growth scenarios with all assumptions clearly defined.

TASK 3 - ELEMENTARY SCHOOL FACILITY UTILIZATION

Elementary School Facility Inventory and Utilization

Functional Capacity

An inventory of standard classrooms, special purpose rooms, portables and the core spaces of each elementary school facility will be evaluated from school records, floor plans, interviews with faculty, staff and on-site evaluations of each building. The evaluation will assess room usage, size and the suitability of spaces for current and projected programs. A functional capacity of the buildings will be established and a comparison of core facilities, instructional rooms, resource rooms, and office spaces will be prepared to serve as a baseline for benchmarking, guiding the redistricting alternatives and ensuring parity among facilities. The information will be presented in a tabulated space program format for each school with spaces categorized by type and will identify number of active student/faculty seats. Additionally district-wide summary matrices will be prepared to illustrate the capacity of the district as a whole and provide the ability to compare and contrast one facility against others.

We have included in the “other” category for the fee proposal to assess the three (3) middle schools functional capacity (Excluding WAMS) due to our understanding that elementary redistricting alternatives will likely impact the feeder and matriculation to the 6-8 middle schools. Therefore, we envision the inclusion of the three middle schools in the functional capacity assessment.

Benchmarking

Every community has its unique set of educational approaches and needs. However, there is significant value in knowing what types of facilities are provided in similar communities. Benchmarking is an important part of the S/L/A/M planning process. Our database consists of a large number of public and independent schools. We are able to analyze how other educational institutions use space and how that compares to Waterbury’s expectations. This data is invaluable in working with local Boards of Education, Building Committees and school administrators to identify areas of discussion and guide the planning process. The benchmarking approach is instrumental in challenging space requests and developing realistic and “right-sized” space programs that can be supported by local constituents.

Existing Facilities Modeling

Using the enrollment projections, school facility functional capacity and benchmarking, the Project Team will be able to model individual facility utilization under alternative program deployment scenarios and class loading levels to understand how such changes affect overall and school specific utilization.

Other Facilities

City owned and/or other known facilities within city limits with potential for reuse, or change of use as a school will be identified. One or more of the facilities may be utilized in redistricting scenarios as appropriate. Review of up to 3 facilities have been included in this study.

Alternatives

After conducting a comprehensive assessment and presenting the existing conditions, enrollment projections and facility utilization to the Administration and Board of Education, The Project Team will facilitate crafting a comprehensive vision for the future that aims to align instructional and academic programs with enrollment projections and available, as well as potential new facilities. Each planning scenario will be “tested” against the overall vision, in order to evaluate its advantages and disadvantages from a facility, educational, enrollment and community standpoint.

TASK 4 - REDISTRICTING AND ALTERNATIVES ANALYSIS

After conducting a comprehensive enrollment and facilities assessment, and presenting the existing conditions and enrollment projections to the Administration and Board of Education, Milone & MacBroom will engage the Board of Education and Administration in crafting criteria to guide the planning and redistricting process. We envision the criteria will be based on the Waterbury’s Neighborhood Schools Vision for the future, and its priority concerns and issues identified through the enrollment projections and facilities utilization analyses. Criteria will likely include, among other things, targeted facility utilization rates, class sizes, staffing, and walking policies.

It is our understanding that the alternatives may include some combination of new construction and/or renovation, and redistricting. Because Waterbury Public Schools operates both PK-8 and PK-5/6-8 schools, any redistricting of elementary districts will affect the traditional matriculation pattern to remaining 6-8 schools. Therefore, we have included in the “Other” category of the Fee & Compensation Schedule, a provision to consider middle school capacities and districts in the redistricting.

Due to the number of schools and complexity of the system, up to fifteen ten (15 10) scenarios are included in the scope for initial “test fits” against the functional capacity and criteria. Each planning scenario will be “tested” against the criteria, in order to evaluate its advantages and disadvantages. The test will include evaluating how the scenario would have performed under recent enrollment levels, as well as preparing enrollment and utilization projections for the scenarios.

Should the projections and facility utilization analysis determine that additional space is required, the Project Team will consider other City facilities in redistricting scenarios, or at least identify where in the City, additional space, and the amount of space would best be situated to achieve Waterbury Public Schools goals. Cost modeling of the alternatives that require additions, construction or renovation will enable the Board to evaluate the costs and benefits of the alternatives relative to one another.

Cost Benefit Analysis

An understanding of potential total scenario cost is an essential component of a planning study. Budgeting can begin with the initial programming of any project; utilizing realistic net-to-gross building area factors, understanding the bidding climate, projecting for cost escalation, identifying all costs associated with a project including owner costs are all part of our comprehensive approach to planning for project costs. A thorough knowledge of the State Bureau of School Facilities (BSF) guidelines on eligible and ineligible construction and reimbursement rates enables us to accurately forecast costs to be shared by Waterbury residents. The S/L/A/M Collaborative employs two full-time estimators as an integral part of our Construction Services group who have long track records of providing accurate project budgeting from conceptual drawings.

Conceptual cost modeling will be prepared during the facility planning phase to inform strategic decision making. The cost models will use construction cost per square foot values based on our current experience in Connecticut's public education construction market, accounting for site development, building renovation/ expansion costs, owner soft costs, project delivery method, anticipated project duration and escalation. Comparing and contrasting the pros and cons of each scenario in the context of the conceptual cost estimates will provide the city with a cost-benefit analysis of the alternatives.

This task is expected to be iterative and will be accomplished in close connection with the Administration and Board of Education in order to provide sound recommendations for adoption. We envision a dynamic process that builds off of the Board and Administration's deep local knowledge. Following analysis and discussion of the alternatives, the Project Team will work with the Board of Education to reach consensus around the recommended alternative. The Project Team will devise a timeline for implementation for the recommended alternative that includes phasing plans if required in order to accommodate potential construction/ renovation projects.

The Project Team will furnish the Board of Education with all maps and an ArcGIS geodatabase containing redistricting attendance boundaries and other relevant data.

TASK 5 - MEETINGS AND WORKSHOPS

Milone & MacBroom will facilitate meetings and/or workshops with the Board of Education for the purpose of presenting and discussing the analysis of existing conditions, redistricting/ reorganization options, and recommendations. We are well aware of the need for consensus building in a study of this nature. Three (3) Board of Education meetings are budgeted for and included in the Fee & Compensation Schedule.

We are well experienced in maximizing existing School District means of communications, such as the district website and email blasts to ensure an open and thoughtful planning process. Additionally, we have used public forums, internet-based surveys, and other forms of new media including internet mapping as avenue for public outreach and involvement. Milone & MacBroom will make all of its presentations and findings available for posting on the school district's website.

In addition, as requested in the RFP, the Project Team will meet with the Waterbury Administration regularly on a bi-monthly basis throughout the process. The Administration will assist the Project Team in verifying information and reviewing preliminary findings prior to Board of Education meetings or preparing reports. These meetings will be held during normal business hours on an as-needed basis. In our view, this assignment needs to be collaborative in order to ensure that the final product takes advantage of local knowledge and meets the expectations of Waterbury Public Schools.

TASK 6 - FINAL REPORT

The Project Team will prepare a comprehensive final report inclusive of the enrollment, facility utilization and redistricting analyses, as well as the final recommendations. The Project Team will present the findings of the final report at one (1) additional Board of Education meeting and one (1)

Board of Aldermen meeting. The final presentation and final report will be furnished to the Board of Education in electronic format appropriate for posting to the Public Schools' website, as well as providing 12 printed copies of each.

RFP #5126:
FEE & COMPENSATION SCHEDULE

Consultant: Milone & MacBroom, Inc.

Date: December 23, 2014

The following is an amended Fee & Compensation Schedule which reflects the Lump Sum Cost for the services defined in RFP #5126. All reimbursable expenses (i.e. travel, mileage, per diem, meetings, progress reports, communications, insurance, printing, mailing, office overhead, direct costs, etc.) and services are included in the amounts listed below.

Description	Cost
District Wide Enrollment Projections	\$23,300
Facility Surveys (Elementary & Middle Schools) & Utilization Study	\$45,100
Redistricting Study (Elementary & Middle Schools)	\$65,190
Final Report & Presentations	\$18,410
Other: N/A	\$0
TOTAL ALL ABOVE	\$ 152,000

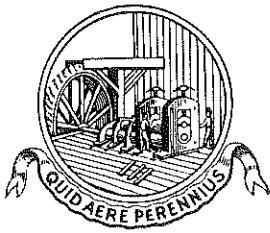
PROJECT SCHEDULE

Tasks	2015																
	Week Beginning																
	Jan				Feb				Mar				Apr				
	5	12	19	26	2	9	16	23	2	9	16	23	1	6	13	20	27
Project Initiation / Data Collection																	
Housing, Economic & Demographic Analysis																	
Comprehensive Enrollment Analysis																	
Birth Record Analysis																	
Educational Programming and Services Review																	
Projections																	
School Facility Functional Capacity																	
Benchmarking																	
Existing Facilities Modeling																	
Redistricting																	
Recommendations																	
Public Outreach & Coordination with WPS																	
Final Report																	



Board of Education Meeting

Removal of One Board of Education Meeting in April



Waterbury Public Schools ^{#4}

236 Grand Street ♦ Waterbury, Connecticut 06702 ♦ (203) 346-2340 ♦ Fax (203) 574-8010

Paul F. Guidone
Chief Operating Officer
& Chief of Staff

MEMORANDUM

DATE: January 5, 2015

TO: Board of Education Commissioners

FROM: Paul F. Guidone, Chief Operating Officer and Chief of Staff *ptf*

SUBJECT: Proposed Agreement with The BSC Group – Connecticut, Incorporated for Crosby High School Athletic Field and Track Improvements

Attached for Board of Education approval, is a copy of the agreement with The BSC Group - Connecticut to provide architectural and engineering design services for the Crosby High School Athletic Field and Track Improvements project.

The BSC Group – Connecticut was selected by a committee of City officials, Department of Education personnel and Board of Education Commissioners following interviews of five firms who were deemed qualified to perform the services for the City. The selection process was consistent with the Procurement Ordinance. Qualifications were obtained through a request for proposal solicitation by the Purchasing Department. The BSC Group – Connecticut has performed civil and landscape design on several projects in the past for the school district.

The total value of this agreement is \$182,820 and includes all the services requested in the solicitation. The agreement is for services through February 2016. The cost for this agreement is funded by a Capital Improvements Bond.

If you have any questions or concerns, please feel free to contact me.

PFG/bt

Attachment

cc: Linda Wihbey, Corporation Counsel
File

ENGINEER AGREEMENT
RFP No. 5125
for
Crosby High School Athletic Field & Track Improvements
between
The City of Waterbury, Connecticut
and
The BSC Group – Connecticut, Inc.

THIS AGREEMENT, effective on the date signed by the Mayor, is by and between the CITY OF WATERBURY, City Hall, 235 Grand Street, Waterbury, Connecticut (the "City") and The BSC Group – Connecticut, Inc., located at 300 Winding Brook Drive, Glastonbury, CT 06033 a State of Connecticut duly registered domestic corporation (the "Firm").

WHEREAS, the Firm submitted a qualifications to the City responding to RFP No. 5125 for Crosby High School Athletic Field & Track Improvements; and

WHEREAS, the City accepted the Firm's Qualifications for RFP No. 5125; and subsequently negotiated a scope of services (or project specifications) and compensation as Attached hereto in Exhibit A; and

WHEREAS, the City desires to obtain the Firm's services pursuant to the terms, conditions and provisions set forth in this agreement (the "Project").

NOW THEREFORE, THE PARTIES AGREE AND COVENANT AS FOLLOWS:

1. Scope of Services. The Firm shall furnish all of the labor, services, equipment, materials, reports, plans, specifications, drawings, deliverables, incidentals, etc. necessary to complete the Project as specified in this agreement (also referred to herein as "Contract") and such shall be completed in a satisfactory manner, as reasonably determined by the City. All labor, services, equipment, materials, reports, plans, specifications, drawings, deliverables, incidentals, etc. shall comply with any and all applicable Local, State and federal laws, statutes, ordinances and regulations and with generally accepted professional standards. The Firm shall make such revisions or modifications to its work, at its own cost and expense, as the City may require in order to be deemed complete.

A. The Project consists of architectural and engineering design of athletic field and track improvements at Crosby High School shown on **Attachment A** attached hereto and hereby made material provisions of this Contract. **Attachment A** shall consist of the following:

- City of Waterbury's RFP Number 5125, dated November 3, 2014, entitled "Architectural / Engineering Design Services for the West Side Middle School Roof Replacement Project, ~~the~~ Crosby High School Gym Floor

Replacement Project and the Crosby High School Athletic Field & Track Improvement Project ", consisting of 21 pages, excluding contract compliance documents and sample Agreement (hereinafter referred to as "Scope of Services/Bid Documents")

- City of Waterbury's RFP Number 5125 Addendum No. 1, dated November 17, 2014, entitled "RFP Architectural / Engineering Design Services", consisting of 5 pages total, (hereinafter referred to as "Scope of Services/Bid Documents")
- The BSC Group – Connecticut, Inc.'s Response to RFP Number 5125, dated November 20, 2014, entitled "Architectural / Engineering Design Services for Crosby High School Athletic Field & Track Improvements", consisting of 77 pages, (hereinafter referred to as the "Response to RFP")
- The BSC Group – Connecticut, Inc.'s RFP #5125: Architectural / Engineering Design Services Fee Proposal as negotiated by the Parties, dated December 30, 2014, consisting of 1 page
- The BSC Group – Connecticut, Inc.'s Letter regarding Storm Water Monitoring and Inspections, dated December 19, 2014, consisting of 3 pages
- Disclosure and Certification Affidavit; Debarment Certificate; Annual Statement of Financial Interests; Corporate Resolution; Bid Submission Addendum Acknowledgement; Bid Submission Attachment C (hereinafter referred as to the "Contract Compliance Documents")
- Certificate of Insurance
- Any and all Amendments and Change Orders, issued by the City after execution of the Contract
- All applicable Federal, State and local statutes, regulations charter and ordinances
- All permits and licenses

B. Additional Contingent Services. The following Services, although included in the Scope of Services for this Agreement, are contingent upon the City requesting and approving in written form said contingent services, and are further defined and limited as follows:

1. Design Alternate – Bleacher Replacement; and
2. Design Alternate – Field House; and
3. Construction Administration Alternate – Storm Water Monitoring & Inspections; and
4. Payment for said Contingent Services, if requested by the City, is already included in the Consultant's not to exceed amount of One Hundred Eighty-Two Thousand Eight Hundred Twenty Dollars (\$182,820.00) for Architectural / Engineering Design Services amount as stated in Paragraph 6(a)(i) of this Agreement.

The entirety of **Attachment A** plus this executed instrument are together deemed the Contract Documents (hereinafter collectively referred to as "Contract Documents"). The City's record copy of the Contract Documents shall control and shall be effective and binding on the

Contractor. In the event that any provision in the Contract Documents conflict with any other provision therein, the provision in the component part of the Contract Document first enumerated below shall govern over any other component part which follows it numerically:

1. Change Orders and Amendments
2. Contract
3. RFP Documents
4. Response to RFP
5. All permits and licenses
6. All applicable Federal, State and local statutes, regulations charter and ordinances

2. Firm Representations Regarding Qualification and Accreditation. The Firm represents that, to the extent required by law, its employees are licensed to perform the scope of work set forth in this agreement. The Firm further represents that its employees have the requisite skill, expertise and knowledge necessary to perform the scope of work required under the terms of this agreement, including any supplementary work and the City relies upon these.

A. Representations regarding Personnel. The Firm represents that it has, or will secure at its own expense, all personnel required to perform the services under this agreement. Such personnel shall not be employees of or have any contractual relationship with the City, unless use of City employees or of personnel having a contractual relationship with the City is approved by the City in writing. As set forth above, all the services required hereunder shall be performed by the Firm under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state or local law to perform such services.

B. Representations regarding Qualifications. The Firm hereby represents that, to the extent required by Federal, State and Local statutes, regulations, codes, ordinances, and policies, that the Firm and/or its employees be licensed, certified, registered, or otherwise qualified, the Firm and all employees providing services under this agreement, are in full compliance with those statutes, regulations and ordinances. Upon City request, the Firm shall provide to the City a copy of the Firm's licenses, certifications, registrations, etc.

3. Responsibilities of the Firm. All data, information, etc. given by the City to the Firm and/or created by the Firm shall be treated by the Firm as proprietary to the City and confidential unless the City agrees in writing to the contrary and shall be used solely for the purposes of providing services under this agreement. The Firm agrees to forever hold in confidence all files, records, documents and other information which may come into the Firm's possession during the term of this agreement, except where a disclosure is expressly stated as a requirement of this agreement. Notwithstanding the foregoing, where a Firm disclosure is

required to comply with statute, regulation, or court order, the Firm shall provide prior advance written notice to the City of the need for such disclosure. The Firm agrees to properly implement the services required in the manner herein provided.

A. Use of City Property. To the extent the Firm is required to be on City property to render its services hereunder, the Firm shall have access to such areas of City property as the City and the Firm agree are necessary for the performance of the Firm's services under this agreement (the "Site" or the "Premises") and at such times as the City and the Firm may mutually agree. Firm shall perform all work in full compliance with applicable Local, State and Federal health and safety regulations. All work hereunder shall be performed in a safe manner. Firm shall immediately correct any dangerous condition caused by or resulting from its work. If it fails to correct, or to act diligently to correct, any condition which City reasonably believes to be a hazard to persons or property, then immediately upon oral or written notice to any supervisory or similar personnel of Firm, City may, but shall not be required to, correct same at Firm's expense. City shall confirm in writing any oral notice given within five (5) days thereafter.

B. Working Hours. To the extent the Firm is required to be on City property to render its services hereunder, the Firm shall coordinate its schedule so that work on the Premises is performed during those hours the City sets forth in a written notice to the Firm, unless written permission is obtained from the City to work during other times. This condition shall not excuse Firm from timely performance under the Contract. The work schedule must be agreed upon by the City and the Firm.

C. Cleaning Up. To the extent the Firm is required to be on City property to render its services hereunder, the Firm shall at all times keep the premises free from accumulation of waste materials or rubbish caused by Firm, its employees or subcontractors, and at the completion of the work shall remove all rubbish from and about the project and all tools, scaffolding and surplus materials and shall leave the Premises "broom clean" or its equivalent, unless more exactly specified. In case of dispute, the City may remove the rubbish and charge the cost to the Firm.

D. Publicity. Firm agrees not to deliberately disclose the fact that the City has entered into or terminated this agreement or disclose any of the terms of the agreement or use City's name in connection with any publicity, unless City gives prior written consent to such use of City's name in each instance.

E. Standard of Performance. All labor, services, equipment, materials, reports, plans, specifications, drawings, deliverables, incidentals, etc., either at the Premises or intended for it, shall conform in all respects with the requirements of all this agreement, and shall be the best obtainable from the crafts and trades. In all cases, the labor, services, equipment, materials, reports, plans, specifications, drawings, deliverables, incidentals, etc. shall be equal to or better than the grade specified, and the best of their kind that is obtainable for the purpose for which they are intended.

The standard of care and skill for all services performed by the Firm shall be that standard of care and skill ordinarily used by other members of the Firm's profession practicing under the same or similar conditions at the same time and in the same locality. The Firm's services rendered hereunder shall be rendered completely and by qualified personnel in accordance with standard industry practice.

F. Firm's Employees. The Firm shall at all times enforce strict discipline and good order among its employees, and shall not employ any unfit person or anyone not skilled in the work assigned.

G. Due Diligence Obligation. The Firm acknowledges its responsibilities to examine and to be thoroughly familiar with the City's qualifications document, including, but not limited to the specifications, and any addenda thereto. The Firm hereby warrants and represents that prior to the submission of its qualifications during the qualifications process it reviewed or was afforded opportunity, by the City, to review all physical items, facilities, services or functions essential to the satisfactory performance of the services required ("Due Diligence") and thereby certifies that all such items facilities, services or functions are included in this agreement and thereby warrants that:

(1) it conducted or had opportunity to conduct all Due Diligence prior to the submission of its qualifications and, accordingly, any additional costs, services or products resulting from the failure of the Firm to complete Due Diligence prior to submission of its qualifications shall be borne by the Firm. Furthermore the Firm had the opportunity during the qualifications process to ask questions it saw fit and to review the responses from the City;

(2) its failure or omission to make investigation and verification of data shall, in no way, be cause for future claim of ignorance of such data or conditions nor shall such failure to investigate and verify be the basis for any claim whatsoever, monetary or otherwise;

(3) it is solely responsible for resolving any issues resulting from the failure to conduct Due Diligence and shall assume any costs that may result during the implementation of the Project, including, but not limited to, adherence to specifications and pricing for the Project.

(4) it was responsible for specifying any changes and disclosing any new costs prior to the submittal of its Qualifications. Thus, in the event any changes or costs are disclosed by the Firm, or otherwise required, during the performance of its services, the sole responsibility for any modification, delay and cost of such changes shall reside with the Firm.

(5) has familiarized itself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and Federal, State and Local laws, ordinances, rules and regulations that in any manner may affect

cost, progress or performance of the Work;

(6) has given the City written notice of any conflict, error or discrepancy that the Firm has discovered in the Qualifications Documents; and

(7) agrees that the Qualifications Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the Work.

H. Reporting Requirement. The Consultant shall provide and distribute all reports as intended and required by the Scope of Services: Architectural / Engineering Design Services which are included in **Attachment A**. The Firm shall deliver written reports to the City setting forth (i) the issue date of the report, (ii) the time period covered by the report, (iii) a brief description of the work and services completed by the Firm and/or delivered by the Firm during the time period covered by the report, and (iv) any and all additional useful and/or relevant information. Each report shall be signed by a principal of the firm.

NOTE, the Firm's failure to deliver any report required herein shall be deemed a material breach of this contract, the City hereby reserving the right to exercise all available legal remedy(ies) to address said breach.

4. Responsibilities of the City. Upon the City's receipt of Firm's written request for specific information, the City will provide the Firm with that information the City agrees is necessary and appropriate to the services to be performed by the Firm hereunder and the City will endeavor to secure, where feasible and where the City agrees it is necessary and appropriate, materials or information from other sources requested by the Firm for the purpose of carrying out the services under this agreement.

5. Contract Time. The Firm shall complete all work and services required under this agreement within 378 consecutive calendar days of execution of this agreement by all parties hereto.

Time is and shall be of the essence for all Project milestones and completion dates for the Project. The Firm further agrees that the Work shall be prosecuted regularly, diligently and uninterruptedly and at such rate of progress as will insure full completion thereof within the Contract Time stated above. It is expressly understood and agreed, by and between the Firm and City, that the Contract Time is reasonable for the completion of the Work. The Firm shall be subject to City imposed fines and/or penalties in the event the Firm breaches the foregoing dates.

6. Compensation. The City shall compensate the Firm for satisfactory provision of all of the goods and services set forth in this agreement as follows in this Section 6.

A. Fee Schedule. The fee payable to the Consultant shall **Not Exceed** One Hundred Eighty-Two Thousand Eight Hundred Twenty Dollars and 00/100 Cents (\$182,820.00) with the basis of payment being the Cost Worksheet as set forth in **Attachment B consisting of 2 pages**, and further provided that any payment for Additional Services be within the Not-to-Exceed Compensation amount of 182,820.00. The cost breakdown for the Project is as follows:

i. Crosby High School Athletic Field & Track Improvements:

1. Base Bid	\$79,000.00
2. Design Alternate - Bleacher Replacement	\$25,000.00
3. Design Alternate - Field House	\$52,000.00
4. Construction Administration Alternate - Storm Water Monitoring/Inspections	\$10,200.00
5. Contingency at sole discretion and control of City	<u>\$16,620.00</u>
Subtotal:	\$182,820.00

B. Limitation of Payment. Compensation payable to the Firm is limited to those fees set forth in Section 6.A. above. Such compensation shall be paid by the City upon review and approval of the Firm's invoices for payment and review of the work, services, deliverables, etc. required in this agreement and review as may be further required by the Charter and Ordinances of the City. Firm's invoices shall describe the work, services, reports, plans, specifications, drawings, deliverables, etc. rendered and the compensation sought therefore in a form, and with detail and clarity, acceptable to the City.

The Firm and its affiliates are hereby provided with notice that the City reserves the right, in the City's sole discretion, to offset, withhold, or otherwise reduce City payment(s) to the Firm, in an amount equaling the sum or sums of money the Firm and/or its affiliates is/are, or become delinquent or in arrears on, regarding the Firm's and/or its affiliates real and personal property taxes and other payment obligations to the City.

C. Review of Work. The Firm shall permit the City to review, at any time, all work performed under the terms of this agreement at any stage of the work. The Firm shall maintain or cause to be maintained all records, books or other documents relative to charges, costs, expenses, fees, alleged breaches of the agreement, settlement of claims or any other matter pertaining to the Firm's demand for payment. The City shall not certify fees for payment to the Firm until the City has determined that the Firm has completed the work in accordance with the requirements of this agreement.

D. Qualifications Costs. All costs of the Firm in preparing its qualifications for RFP No. 5125 shall be solely borne by the Firm and are not included in the compensation to be paid by the City to the Firm under this agreement or any other agreement.

E. Payment for Services, Materials, Employees. The Firm shall be fully and solely responsible for the suitability, and compliance with the agreement, of all labor, services, equipment, materials, reports, plans, specifications, drawings, deliverables, incidentals, etc. furnished to the City under this agreement. The Firm shall promptly pay all employees as their pay falls due, shall pay promptly as they fall due all bills for labor, services, equipment, materials, reports, plans, specifications, drawings, deliverables, incidentals, etc. going into the work, and all bills for insurance, bonds, Worker's Compensation coverage, Federal and State Unemployment Compensation, and Social Security charges applicable to this project. Before final payment is made, the Firm shall furnish a legal statement to the City that all payments required under this subparagraph have been made.

F. Liens. Neither the final payment nor any part of the retained percentage, if any, shall become due until the Firm, if requested by the City, shall deliver to the City a complete release of all liens arising out of this agreement, or receipts in full in lieu thereof, and, if required, in either case, an affidavit that so far as the Firm has knowledge or information, the releases and receipts include all the labor and material for which a lien could be filed; but the Firm may, if any subcontractor refuses to furnish a release or receipt in full, furnish a bond satisfactory to the City, to indemnify it against any lien. If any lien remains unsatisfied after all payments are made, the Firm shall refund to the City all moneys that the City may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

7. This Section Intentionally Blank.

8. This Section Intentionally Blank.

9. Passing of Title and Risk of Loss. Title to each item of equipment, materials, reports, plans, specifications, drawings, deliverables, incidentals, etc. required to be delivered to the City hereunder shall pass to City upon City payment to the Firm for that item. Firm and its insurer shall assume the risk of loss or damage up to and including the date title passes, except that City shall be responsible for loss or damage caused by City's negligence.

10. Indemnification.

A. The Firm shall indemnify, defend, and hold harmless the City and its boards, the City's Board of Education (if applicable), commissions, agents, officials and employees from and against all claims, suits, damages, losses, judgments, costs and expenses including reasonable attorney's fees arising out of or resulting from the delivery of the labor, services, equipment, materials, reports, plans, specifications, drawings, deliverables, incidentals, etc. provided that any such claims, suits, damages, losses, judgments, costs or expenses (a) are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the services itself) including the loss of use resulting there from, and (b) caused to the extent by any willful or negligent act or omission of the Firm, its employees, any subcontractor, anyone directly or indirectly employed by any of them or anyone for

whose acts any of them may be liable. Duty to defend explicitly shall not apply to claims of professional liability.

B. In any and all claims against the City or any of its boards, agents, employees or officers by the Firm or any employee of the Firm, 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 A, 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 Firm or any subcontractor under Worker's Compensation Acts, disability benefit acts or other employee benefit acts.

C. The Firm understands and agrees that any insurance required by this agreement, or otherwise provided by the Firm, shall in no way limit the responsibility to indemnify, defend, keep and hold harmless the City as provided in this agreement.

11. This Section Intentionally Blank.

12. Firm's Insurance. The Firm shall not commence work under this agreement until all insurance required under this Section 12 has been obtained by the Firm and such insurance has been approved by the City. The Firm shall not allow any subcontractor to commence work on any subcontract until all insurance required of any such subcontractor has been so obtained and approved by the Firm. Insurance shall be provided by insurers that are satisfactory to the City, authorized to do business in the State of Connecticut, that have at least an "A-" Best's Rating, and are in an A.M. Best financial size category of VII or higher. The A.M. Best classifications are based on the most current A.M. Best Company ratings or an equivalent City approved rating system.

At no additional cost to the City, the Firm shall purchase and maintain the insurance coverages set forth below which shall protect the City from claims which may arise out of or result from the Firm's obligation under this agreement, whether such obligations are the Firm's or subcontractor or person or entity directly or indirectly employed by said Firm or subcontractor, or by any person or entity for whose acts said Firm or subcontractor may be liable.

The Firm's General and Automobile Liability Insurance policies shall be endorsed to add the City as an additional insured. The insurance afforded the additional insured shall be primary insurance and the coverage and limits provided under the Firm's policies shall not be reduced or prorated by the existence of any other insurance applicable to any loss the additional insured may have suffered. Each insurance policy shall state that the insurance company shall agree to investigate and defend the insured against all claims for damages, even if groundless. If any insurance required herein is to be issued or renewed on a claims made form as opposed to an occurrence form, the retroactive date for coverage shall be no later than the commencement date of this agreement and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims ("Tail Coverage") shall be available for at least 60 months.

The following policies with stated limits shall be maintained, in full force and effect, at all times during which the services are to be performed by the Firm:

-
- A. General Liability Insurance: \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
 - B. Automobile Liability Insurance: \$1,000,000.00 per accident, combined single limit (CSL)
 - C. Workers' Compensation: Statutory Limits within the State of Connecticut
 - D. Excess Liability Insurance: Not Required
 - E. Professional Liability Insurance: \$1,000,000.00 per occurrence / \$1,000,000 aggregate
-

- A. General Liability Insurance: Providing coverage to protect the City for all damages arising out of bodily injuries, sickness to or death of all persons in any one accident or occurrence and for all damages arising out of destruction of property in any one accident or occurrence.
- B. Automobile Liability Insurance: Providing coverage to protect the City with respect to claims for damage for bodily injury and or property damage arising out of ownership, maintenance, operation, use or loading and unloading of any owned or non-owned vehicle
- C. Workers' Compensation: Firm shall comply with all State of Connecticut statutes as it relates to workers' compensation.
- D. Excess General Liability Insurance: Comprehensive general liability umbrella insurance coverage.
- E. Professional Liability Insurance: Professional liability (also known as, errors and omissions) insurance providing coverage to the Firm.

Failure to Maintain Insurance: In the event the Firm fails to maintain the minimum required coverage as set forth herein, the City may at its option purchase same, and offset the Firm's invoices for the cost of said insurance.

Cancellation: THE CITY OF WATERBURY SHALL RECEIVE WRITTEN NOTICE OF CANCELLATION FROM THE INSURER AT LEAST 30 CALENDAR DAYS PRIOR TO THE DATE OF ACTUAL CANCELLATION, REGARDLESS OF THE REASON FOR SUCH CANCELLATION.

Certificates of Insurance and Additional Insured Endorsements: At the time the Firm executes this agreement, it shall furnish to the City, subject to City approval, certificate(s) of insurance

and additional insured endorsements verifying the above coverages, including the naming of the City of Waterbury, as follows: **“The City of Waterbury and its Board of Education (if applicable) is/are listed as additional insured as their interest may appear”**. The Firm must supply replacement/renewal certificates and endorsements at least 30 days prior to the expiration of the policy(ies). Said certificates and endorsements shall contain a provision that coverage afforded under the policies shall not be cancelled or reduced for any reasons unless notice of not less than thirty (30) calendar days has been mailed to the Office of Corporation Counsel, 235 Grand Street, Waterbury, CT. 06702.

Upon request the Firm shall deliver to the City a copy of the Firm's insurance policies, endorsements, and riders.

13. Conformance with Federal, State and Other Jurisdictional Requirements.

By executing this agreement, the Firm represents and warrants that, at all pertinent and relevant times to the agreement, it has been, is and will continue to be in full compliance with all applicable statutes, acts, ordinances, guidelines, resolutions, orders, judgments, decrees, injunctions, rules, and regulations of all government authorities applicable to performance by the Firm of services hereunder, including those having jurisdiction over its registration and licensing to perform services hereunder; including, but not limited to, the following: *EQUAL EMPLOYMENT OPPORTUNITY ACT*; *COPELAND ANTI-KICKBACK ACT*, as supplemented in the Department of Labor Regulations (29 CFR Part 3); *DAVIS-BACON ACT* as supplemented by Department of Labor Regulations (29 CFR Part 5); Section 103 and 107 of the *CONTRACT WORK HOURS AND SAFETY STANDARDS ACT*, as supplemented by the Department of Labor Regulations (29 CFR Part 5); and the *HOUSING and COMMUNITY DEVELOPMENT ACT of 1974*, as amended; TITLE 31 of the State of Connecticut General Statutes. All applicable sections of the City Charter and Code of Ordinances are incorporated by reference and made a part hereof.

A. Permits, Laws, Taxes and Regulations. Permits and licenses necessary for the delivery and completion of the Firm's work and services shall be secured in advance and paid by the Firm. The Firm shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work and services as specified.

B. Taxes-Federal, State and Local. The City is exempt from Federal Excise and Transportation, State and Local Sales and Use Taxes, including without limitation, taxes that would otherwise be imposed upon the Firm for transactions required or necessitated hereunder between it and its subcontractors, suppliers, etc. The Firm remains liable, however, for any applicable tax obligations it incurs. Moreover, the Firm represents that the qualifications and pricing contained in this agreement do not include the amount payable for said taxes.

C. Labor and Wages. The Firm and its subcontractors shall conform to the labor laws of the State of Connecticut, and all other laws, ordinances, and legal requirements affecting the work in Connecticut.

The Firm is aware of the provisions of Title 31, §53 of the Connecticut General Statutes, latest revision (the "Act"), concerning the payment of minimum wages and other payments or contributions established by the State of Connecticut Labor Commissioner for work on public facilities. The provisions of the Act are incorporated by reference and made a part of this agreement. The Act provides that the Connecticut prevailing wage law applies to certain remodeling, refurbishing, alteration, repair and new construction. The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee welfare fund, as defined in Conn. Gen. Statute 31-53(i), shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer or worker as part of such person's wages the amount of payment or contribution for such person's classification on each pay day.

The Contractor is aware of, and shall comply with, the provisions of both the Federal Davis-Bacon Act and the Federal American Recovery and Reinvestment Act of 2009, the provisions of both acts hereby incorporated by reference and made a part of this Contract. The Federal Davis-Bacon Act provides that Federal wage rate laws apply to certain federally funded contracts. The American Recovery and Reinvestment Act ("ARRA") provides that Federal wage rate laws apply to all ARRA funded contracts regardless of the contract's dollar value.

14. Discriminatory Practices. In performing this agreement, the Firm 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, 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. This covenant is required pursuant to §93.04 of the Code of Ordinances of the City and any breach thereof may be regarded as a material breach of this agreement. 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. Discrimination Because of Certain Labor Matters. No person employed on the work covered by this agreement shall be discharged or in any way

discriminated against because such person has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or related to the labor standards applicable hereunder to its employer.

B. Equal Opportunity. In its execution of the performance of this agreement, the Firm shall not discriminate and shall comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, national origin or citizenship status, age or handicap. The Firm 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.

15.1. Conformance With An Ordinance Concerning The Hiring Of Waterbury Residents On Certain Publicly- Funded Construction Projects.

(A) The Contractors and its Subcontractors shall comply with the specific requirements of "An Ordinance Concerning the Hiring of Waterbury Residents on Certain Publicly-Funded Construction Projects" (the "Good Jobs Ordinance"), as may be amended from time to time and as set forth in Chapter 34 of the Code of Ordinances of the City. While the principal provisions of the ordinance are summarized as set forth in paragraphs C-H below, the Contractor does hereby acknowledge that it has reviewed a copy of the Good Jobs Ordinance and that it has read the Ordinance and that Contractor is familiar with the obligations imposed on the Contractor by the Good Jobs Ordinance.

(B) Failure of the Contractor or its Subcontractors to comply with the Good Jobs Ordinance shall be a material breach of this Agreement.

(C) This paragraph shall apply to a Covered Project, as that term is defined in the Good Jobs Ordinance, in the City with a value of \$500,000.00 or greater and only to the extent permitted by federal and state law.

(D) **Definitions.** For purposes of this paragraph:

(1) "Apprentice" shall be defined as it is in the Good Jobs Ordinance.

(2) "Construction work" shall be defined as it is in the Good Jobs Ordinance.

(3) "Subcontractor" shall include the Contractor's direct subcontractor providing construction work and all lower tiered (level) providers of construction work.

(4) "Resident" shall be defined as it is in the Good Jobs Ordinance.

(E) **Hiring Goals.** If this Agreement requires the Contractor to perform construction work, the Contractor shall have as its hiring goals:

- (1) at least thirty percent (30%) of its total worker hours performed by City Residents, and
- (2) at least twenty-five percent (25%) of construction trade jobs shall go to Apprentices, and
- (3) at least seventy percent (70%) of all "new hires" (as that term is defined in the Good Jobs Ordinance) shall be "economically disadvantaged" individuals (as that term is defined in the Good Jobs Ordinance), and
- (4) a minimum of five percent (5%) of the construction workforce labor hours will be local resident, minority artisans, and
- (5) a minimum of five percent (5%) of the construction workforce labor hours will be women, and
- (6) a minimum of ten percent (10%) of the total work hours shall be allocated for minorities, or
- (7) as may otherwise be required by any superseding Federal or State employment discrimination prohibition laws.

Moreover, each subcontractor shall each comply with the foregoing Hiring Goals.

(F) **Good Faith Efforts.** The Contractor shall engage in a Good Faith Efforts to comply with the Hiring Goals. For the purposes of this paragraph, the term "Good Faith Efforts" shall have the same meaning as it does in the Good Jobs Ordinance.

The Contractor and each subcontractor shall individually implement Good Faith efforts to satisfy the Hiring Goals.

(G) **Action Plan and Pre-Construction Meeting.** Not later than fourteen (14) business days prior to the scheduled commencement date for construction, the Contractor shall submit a written plan-of-action to the City and to the Administrator of the Good Jobs Ordinance defining how the Contractor, and each Subcontractor, shall implement Good Faith Efforts to fulfill the Hiring Goals. Each plan-of-action shall include the anticipated number of job positions required for the Work. Not later than five (5) business day prior to the

commencement date of construction, the Contractor must attend a mandatory "pre-construction" meeting with the City to review all plans-of-action and other relevant materials. No construction work shall proceed absent this pre-construction meeting.

(H) **Other Contractor Obligations.** In addition to the foregoing, the Contractor shall ensure that all Subcontractor contracts and agreements expressly set forth and state as binding obligations therein, subject to appropriate party name change, the above Hiring Goals and Good Faith Efforts. The Contractor shall be accountable for and liable to the City for Contractor and Subcontractor compliance with Hiring Goals and Good Faith efforts.

(1) The Contractor shall be required to produce Contractor and Subcontractor documentation that may be required under the provisions of Good Jobs or that the City or the Administrator of the Good Jobs Ordinance reasonably believes will assist the City or the Administrator of the Good Jobs Ordinance with their evaluation of Hiring Goals and Good Faith Efforts.

(2) The Contractor shall deliver weekly certified payroll records to the City within five (5) working days of the end of each payroll period. Moreover, the Contractor shall require each Subcontractor to create weekly certified payroll records.

(3) The Contractor's and Subcontractors' payroll records shall include the person-hours, the residential address, race, gender, hiring date, and apprentice (job) classification of all personnel employed under this Agreement and all Contracts and Sub-Contracts thereunder. The Contractor and Subcontractors shall mark their respective final payroll period records as being final and be signed by an authorized officer or employee.

15.2 Liquidated Damages Applicable To Paragraph 15.1

1) If the City finds the Contractor, or a Subcontractor, has failed to achieve Hiring Goals during any five (5) day work period (Monday through Friday), the City shall:

(a) issue a written notice to the Contractor specifying the matters constituting such failure and the time period within which Good Faith Efforts documentation must be delivered to the City for its evaluation.

(b) if the Good Faith documentation is not provided or, if provided, it fails to demonstrate compliance with Good Faith Efforts, for each full five (5) day work period of the Contractor

or Subcontractor's failure to achieve Hiring Goals, the City shall as liquidated damages withhold from payment to the Contractor:

(i) if the contact is for an amount between \$500,000.00 and \$1,000,000.00, inclusive, the lesser of \$1,000.00 or one (1%) percent of the Value of the payment then payable to the Contractor;

(ii) if the contact is for an amount between \$1,000,000.01 and \$5,000,000.00, inclusive, the lesser of \$2,000.00 or one (1%) percent of the Value of the payment then payable to the Contractor;

(iii) if the contact is for an amount greater than \$5,000,000.00, the lesser of \$2,500.00 or one (1%) percent of the Value of the payment then payable to the Contractor.

2) The foregoing liquidated damages provisions shall be expressly set forth, subject to appropriate party name adjustments, as material provisions in all Contracts that the Contractor has with Subcontractors and the Contractor is obligated hereunder to enforce compliance in such Contracts with Subcontractors.

3) Any payment of liquidated damages hereunder shall not preclude a later claim, nor any later finding of a breach, or any payment of additional damages related to such later claim.

16. Housing and Urban Development Section 3 Clause. In the event this agreement is funded, in whole or in part, through Housing and Urban Development assistance, 24 C.F.R. §135.38 may apply and the Contractor shall then be required to comply with the following (referred to as the "Section 3 clause"):

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted Projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 C.F.R. part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 C.F.R. part 135.

F. Noncompliance with HUD's regulations in 24 C.F.R. part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

17. Termination.

A. **Termination of Agreement for Cause.** If, through any cause, in part or in full, not the fault of the Firm, the Firm shall fail to fulfill in a timely and proper manner its obligations under this agreement, or if the Firm shall violate any of the covenants, agreements, or stipulations of this agreement, the City shall thereupon have the right to terminate this agreement by giving written notice to the Firm of such

termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In the event of such termination, all finished or unfinished documents, data, studies, reports, plans, specifications, drawings, supplies, services, etc. prepared by the Firm under this agreement shall, at the option of the City, become the City's property, and the Firm shall be entitled to receive just and equitable compensation for any satisfactory work completed for such.

Notwithstanding the above, the Firm shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this agreement by the Firm, and the City may withhold any payments to the Firm for the purpose of setoff until such time as the exact amount of damages due the City from the Firm is determined.

B. Termination for Convenience of the City. The City may terminate this agreement at any time for the convenience of the City, by a notice in writing from the City to the Firm. If this agreement is terminated by the City as provided herein, the Firm will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Firm covered by this agreement, less payments of compensation previously made.

C. Termination for Non-Appropriation or Lack of Funding. The Firm acknowledges that the City is a municipal corporation and that this agreement is subject to the appropriation of funds by the City sufficient for this agreement for each budget year in which this agreement is in effect. The Firm therefore agrees that the City shall have the right to terminate this agreement in whole or in part without penalty in the event sufficient funds to provide for City 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.

(1) Effects of Nonappropriation. If funds to enable the City to effect continued payment under this agreement are not appropriated, authorized or otherwise made available by law, the City shall have the right to terminate this agreement without penalty at the end of the last period for which funds have been appropriated, authorized or otherwise made available by law by giving written notice of termination to the Firm.

(2) Effects of Reduced Levels of Funding. If funding is reduced by law, or funds to pay the Firm for the agreed to level of the products, services and functions to be provided by the Firm under this agreement are not appropriated, authorized or otherwise made available by law, the City may, upon seven (7) business days written notice to the Firm, reduce the level of the products, services or functions in such manner and for such periods of time as the City may elect. The charges payable under this agreement shall be equitably adjusted to reflect such reduced level of products, services or functions and the parties shall be afforded the rights set forth in this agreement.

(3) **No Payment for Lost Profits.** In no event shall the City be obligated to pay or otherwise compensate the Firm for any lost or expected future profits.

D. Rights Upon Cancellation of Termination.

(1) **Termination for Cause.** In the event the City terminates this agreement, for cause, the Firm shall relinquish to the City any applicable interest, title and ownership including, but not limited to, perpetual use of any proprietary rights in and to the equipment, materials, reports, plans, specifications, drawings, deliverables, incidentals, etc. provided to, in possession of, and properly invoiced and paid for by (except to the extent such invoiced amount is disputed) the City. With regard to third party products, the Firm shall transfer all licenses to the City which the Firm is permitted to transfer in accordance with the applicable third party license. The City shall have no financial obligation to compensate the Firm for such terminated products, unless payment is otherwise approved by the City prior to such termination. The Firm shall be liable for costs incurred by the City, including but not limited to reasonable attorney fees and all court awarded fees and costs incurred in terminating this agreement in whole or in part.

(2) **Termination for Lack of Funding or Convenience.** In the event of termination by the City for lack of funding or convenience, the City shall pay the Firm for all labor, services, equipment, materials, reports, plans, specifications, drawings, deliverables, incidentals, etc.(including any holdbacks), installed and delivered to the City as of the Termination Date and the Firm shall relinquish to the City any applicable interest, title and ownership including, but not limited to perpetual use of any proprietary rights in and to said equipment, materials, reports, plans, specifications, drawings, deliverables, incidentals, etc. in possession of and paid for by the City (except to the extent any invoiced amount is disputed). The Firm shall be required to exercise commercially reasonable efforts to mitigate damages. In the event of a termination for Lack of Funding or Convenience the City and the Firm may negotiate a mutually acceptable payment to the Firm for reasonable demobilization expenses. Said demobilization expenses, if any, shall be handled in accordance with the provision of this agreement pertaining to Changes in the Work.

(3) **Termination by the Firm.** The Firm may, by written notice to the City, terminate this agreement if the City materially breaches, provided that the Firm shall give the City thirty (30) calendar days prior written notice and an opportunity to cure by the end of said thirty day period. In the event of such termination, the Firm will be compensated by the City for work performed prior to such termination date and the Firm shall deliver to the City all deliverables as otherwise set forth in this agreement.

(4) Assumption of Subcontracts. In the event of termination, the City shall have the right to assume, at its option, any and all subcontracts for products, services and functions provided exclusively under this agreement, including but not limited to any contracts and may further pursue completion of the work under this agreement by replacement contract or otherwise as the City may in its sole judgment deem expedient.

(5) Delivery of Documents. In the event of termination, (i) the Firm shall promptly deliver to the City, in a manner reasonably specified by the City, all documents and other tangible items furnished by, or owned, leased, or licensed by, the City, and (ii) the City shall pay the Firm for all services performed and deliverables completed and accepted (pro-rated for deliverables partially completed) prior to the effective date of the termination (except to the extent any invoice amount is disputed).

E. Ownership of Instruments of Professional Services. The City acknowledges the Firm's reports, plans, specifications, drawings, deliverables, etc. created and to be created pursuant to this agreement, including electronic files, are Instruments of Professional Services. Nevertheless, the final Instruments of Professional Services, including, but not limited to architect, engineering, construction, and similar documents, reports, plans, specifications, drawings, deliverables, etc. prepared for the City under this agreement shall become the property of the City upon City payment for that Instrument of Professional Services and the City reserves the right to use the Instruments of Professional Services, for the project purposes specified herein only.

18. Force Majeure. Firm shall not be held responsible for delays nor be subject to liquidated damages when such delays are caused by conditions beyond its control, including without limitation:

- A. Acts of God, fire, explosion, epidemic, cyclone, flood, war, strikes, revolution, civil commotion, or acts of public enemies.
- B. Change of law and order, proclamation, regulation, ordinance, or governmental requirement.
- C. Delays caused by the Firm's, except where such delays are the result of lack of adequate coordination by the Firm.

Upon cessation of work for reason of force majeure delays, Firm shall use its best efforts to meet the schedule set forth in Section 5 of this agreement.

19. Subcontracting. The Firm shall not, without the prior written approval of the City, subcontract, in whole or in part, any of the Firm's services. Any subcontractor so approved shall be required to secure and maintain insurance coverage equal to or better than that required of the Firm and shall name the City as an additional insured party and said subcontractors shall deliver to the City a certificate of insurance evidencing such coverages.

All subcontractors shall comply with all Federal, State and Local, laws, regulations and ordinances but such requirement shall not relieve the Firm from its requirement that all work and services provided or required hereunder shall comply with all Federal, State and local, laws, regulations and ordinances.

The Firm shall be as fully responsible to the City for the acts and omissions of the Firm's subcontractors, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by the Firm.

20. Assignability. The Firm shall not assign any interest in this agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the City; provided, however, that claims for money due or to become due the Firm from the City under this agreement may be assigned to a bank, trust, company, or other financial institution, or to a Trustee in Bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.

21. Audit. The City reserves the right to audit the Firm's books of account in relation to this agreement any time during the period of this agreement or at any time during the twelve month period immediately following the closing or termination of this agreement. In the event the City elects to make such an audit, the Firm shall immediately make available to the City all records pertaining to this agreement, including, but not limited to, payroll records, bank statements and canceled checks.

22. Risk of Damage and Loss. The Firm shall be solely responsible for causing the timely repair to and/or replacement of, City property or item(s) intended to become City property hereunder, where the need for repair or replacement was caused by the Firm, by someone under the care and/or control of the Firm, by any subcontractor of the Firm, or by any shipper or delivery service. The Firm shall be solely responsible for all costs and expenses, including but not limited to shipping, delivery, insurance, etc, associated with the foregoing repair and replacement obligation. Further, the Firm shall be solely responsible for securing the City's written acceptance of all completed repairs and replacements required hereunder. The City hereby retains sole discretion to determine whether a repair or a replacement is the proper remedy.

23. Interest of Firm. The Firm covenants that it presently has no interest and shall not acquire any interest, direct or indirect, in the project or any parcel of land therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. The Firm further covenants that in the performance of this agreement no person having any such interest shall be employed.

24. Entire Agreement. This agreement shall constitute the complete and exclusive statement of the Contract between the parties as it relates to this transaction and supersedes all previous agreements and understandings, whether written or oral, relating to such subject matter. Any amendment to this agreement must be in writing and agreed to and executed by the City and the Firm.

25. Independent Contractor Relationship. The relationship between the City and the Firm is that of client and independent contractor. No agent, employee, or servant of the Firm shall be deemed to be an employee, agent or servant of the City. The Firm shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this agreement. It is the express intention of the parties hereto, and the Firm hereby agrees and covenants, that it and any and all third party(ies) and subcontractor(s) retained by the Firm hereunder is/are not and shall not be deemed an employee of the City of Waterbury, but is/are and shall remain an independent Firm relative to the City and that nothing herein shall be interpreted or construed as creating or establishing the relationship of employer-employee between the City of Waterbury and the Firm or between the City of Waterbury and any third party(ies) or subcontractor(s). Thus, the Firm hereby covenants that it, its subcontractor(s) and third party(ies) shall not be entitled to the usual characteristics of employment, such as income tax withholding, F.I.C.A. deductions, pension or retirement privileges, Workers Compensation coverage, health benefits, etc. and that the Firm shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants, representatives, subcontractors and third party(ies).

26. Severability. Whenever possible, each provision of this agreement shall be interpreted in such a manner as to be effective and valid under applicable law. If any provision of this agreement, however, is held to be prohibited or invalid under applicable law, such provision shall be deemed restated to reflect the original intentions of the parties, as nearly as possible in accordance with applicable law, and if capable of substantial performance, the remaining provisions of this agreement shall be enforced as if this agreement was entered into without an invalid provision. If the ruling and/or controlling principle of law or equity leading to the ruling is subsequently overruled, modified or amended by legislation, judicial or administrative action, then the provision(s) in question as originally set forth in this agreement shall be deemed valid and enforceable to the maximum extent permitted by the new controlling principal of law or equity.

27. Survival. Any provisions of this agreement that impose continuing obligations on the parties shall survive the expiration or termination of this agreement for any reason.

28. Contract Change Orders. At the sole discretion of the City, a Change Order may be issued solely by the City to modify an existing party obligation set forth in this agreement where the scope of the Change Order is:

(i) within the scope of the original agreement OR is made pursuant to a provision in the original agreement, AND

(ii) the Change Order monetary cost is charged solely against those funds encumbered for and at the time the contract was originally executed by the City, that is those funds set forth in the original contract as a not to exceed payment amount OR within the original contract's contingency / allowance / reserve amount (if any is stated therein).

Notwithstanding the foregoing, a Change Order shall not include (iii) an upward adjustment to a Firm's payment claim, or (iv) a payment increase under any escalation clause set forth in the original contract, or any Change Order, or any amendment. That the work

and/or services contemplated are necessary does not, in itself, permit a Change Order. Should the need for a Change Order arise, the request shall be reviewed and approved by the City's Using Agency and any City designated representative(s). To be binding and enforceable, a Change Order shall thereafter be signed by both the Firm, any City designated representative(s), and a duly authorized representative of the City's Using Agency prior to the Firm's delivery of the services, etc. contemplated in said Change Order. All Change Orders are governed by the provisions of this agreement. Any contract change NOT fully complying with this Section 28 shall be effectuated solely by an amendment to this agreement complying with Section 38.073 of the City's "Centralized Procurement System" ordinance.

29. Conflicts or Disputes. This agreement represents the full and complete concurrence between the City and the Firm and governs all disputes between them. In the instance of a conflict or dispute over issues not specifically referenced within the agreement, the following documents shall be used as historical documents. Without regard to the order of precedence, to resolve such conflicts or disputes, the historical documents are (a) the City's aforementioned RFP and (b) the Firm's qualifications responding to the aforementioned RFP and are hereby fully incorporated by the foregoing reference.

A. Procedure. This procedure supersedes all statements to the contrary occurring either in qualifications or other prior agreements, oral or written, and all other communications between the parties relating to this subject.

B. Presumption. This agreement or any section thereof shall not be construed against any party due to the fact that the agreement or any section thereof was drafted by such party.

30. Disputes; Legal Proceedings; Waiver of Trial by Jury and Continued Performance. The Firm agrees that it waives a trial by jury as to any and all claims, causes of action or disputes arising out of this agreement or services to be provided pursuant to this agreement. Notwithstanding any such claim, dispute or legal action, the Firm shall continue to perform services under this agreement in a timely manner, unless otherwise directed by the City.

31. Binding Agreement. The City and the Firm each bind themselves, and their successors, assigns and legal representatives to the other party to this agreement and to the successors, assigns and legal representatives of such other party with respect to all covenants of this agreement.

32. Waiver. Any waiver of the terms and conditions of this agreement by either of the parties hereto shall not be construed to be a waiver of any other term or condition of this agreement.

33. Governing Laws. This agreement, its terms and conditions and any claims arising there from shall be governed by the laws of the State of Connecticut.

34. Notice. Except as otherwise specifically prohibited in this agreement, whenever under this agreement approvals, authorizations, determinations, notices, satisfactions or waivers are required or permitted, such items shall be effective and valid only when given in writing signed by a duly authorized officer of the City's Using Agency or the Firm, and delivered in hand or sent by mail, postage prepaid, to the party to whom it is directed, which until changed by written notice, are as follows:

Consultant/Vendor: The BSC Group – Connecticut, Inc.
300 Winding Brook Drive
Glastonbury, CT 06033

City: City of Waterbury, Department of Education
c/o Chief Operating Officer and Chief of Staff
Chase Municipal Building, 1st Floor
236 Grand Street
Waterbury, CT 06702

With Copy To: City of Waterbury
Office of the Corporation Counsel
City Hall 3rd Floor
235 Grand Street
Waterbury, Ct. 06702

35. City Code of Ordinances, Ethics and Conflict of Interest Code, Provisions.

The Person (the term "Person" shall herein be as defined in Section 38 of the City's Code of Ordinances) supplying the labor, services, equipment, materials, reports, plans, specifications, drawings, deliverables, incidentals, etc. under this Contract shall comply with all applicable Federal, State and Municipal statutes, regulations, charters, ordinances, rules, etc, whether or not they are expressly stated in this Contract, including but not limited to the following:

A. It shall be a material breach of this Contract, and, except as may be permitted by regulations or rulings of the City of Waterbury Board of Ethics it shall be a violation of the City's Code of Ordinances, for any Public Official, City Employee or Member of a Board or Commission who is participating directly or indirectly in the procurement process as set forth in the City's Code of Ordinances, including those participating in exempt transactions, to become or be the employee of any person contracting with the governmental body by whom the Official, Employee, or Board or Commission member is employed or is a member.

B. It shall be a material breach of this Contract, and it shall be a violation of the City's Code of Ordinances for any Person to offer, give, or agree to give any current or former Public Official, Employee or Member of a Board or Commission, or for such current or former Public Official, Employee or Member of a Board or Commission to solicit, demand, accept or agree to accept from another Person, a gratuity or an offer of employment in connection with any: decision; approval; disapproval; recommendation; preparation of any part of a program requirement or a requisition; influencing the content of any specification or procurement standard; or rendering of advice, investigation, auditing, or in any other advisory capacity in

any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a Contract or Purchase Order, or to any solicitation or qualifications therefore.

C. It shall be a material breach of this Contract and it shall be a violation of the City's Code of Ordinances for any payment, Gratuity, or offer of employment to be made as an inducement for the award of a subcontract or order, by or on behalf of a subcontractor, the prime Firm or higher tier subcontractor or any Person associated therewith, under a Contract or Purchase Order to the City.

D. The value of anything transferred or received in violation of the City's Charter, Code of Ordinances, and/or regulations promulgated there under, by any Person subject to said Charter and/or Ordinances may be recovered by the City.

E. Upon a showing that a subcontractor made a kickback to the City, a prime Firm or a higher tier subcontractor in connection with the award of a subcontract or order there under, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the City and will be recoverable hereunder from the recipient. In addition, said value may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

F. It shall be a material breach of this Contract and it shall be a violation of the City's Code of Ordinances for a Person to be retained, or to retain a Person, to solicit or secure a contract with the City upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee; and every Person, before being awarded a City Contract, shall deliver to the City, on a City authored form, a representation that such Person has not retained anyone in violation of this subsection F, the failure to deliver said form being a material breach of this Contract and a violation of the City's Code of Ordinances. Note, however, this subsection f shall not apply to full-time Employees who, as a condition of their employment, may be entitled to bonuses or other fees in accordance with their employment relationship.

G. The Person hereby expressly represents that he/she/it has complied with those sections of the City's Code of Ordinances requiring that said Person has (1) delivered to the City an affidavit, on a City authored form, stating that the Person and its affiliates have no delinquent taxes or other financial obligations owed to the City; (2) filed the City authored financial disclosure statement form as set forth in the City's Code of Ordinances regarding disclosure of financial interests; (3) delivered to the City a written acknowledgement, on a City authored form, evidencing receipt of a copy of the "Ethics and Conflict of Interest" ordinance for the City of Waterbury and hereby expressly represents that said Person is in full compliance with the entirety of said Code of Ordinance; and (4) filed a current list of all taxable personal and real property as required by the State of Connecticut General Statutes. Any violation of this subsection G shall be deemed a material breach of this Contract and shall be a violation of the City's Code of Ordinances.

H. The definitions set forth in the City's Code of Ordinances shall be the primary source for interpretation of the forgoing subsections A-G.

I. The Firm is hereby charged with the requirement that it shall have knowledge of, and shall fully comply will, all relevant provisions of the City's Charter and all relevant provisions of the City's Code of Ordinances, including without limitation Chapters 93, titled "Discriminatory Practices", Chapter 38 titled " Centralized Procurement System", and Chapter 39 titled "Ethics and Conflict of Interest", of said Code as may be amended from time to time.

J. The Firm hereby acknowledges receipt of a copy of the Chapters 38 and 39 of City's Ordinance regarding Procurement, Ethics, and Conflicts of Interest and has familiarized itself with said Code and hereby agrees to adhere to said Code. The text of Chapters 38 and 39 of said Code may be obtained from the Office of the City Clerk of the City and on the internet at the City Clerk's web site: <http://www.waterburyct.org/content/458/539/default.aspx> [click link titled "The City of Waterbury Code of Ordinances Passed 8/24/2009". For Chapter 38, click on "TITLE III: ADMINISTRATION", then click on "CHAPTER 38: CENTRALIZED PROCUREMENT SYSTEM". For Chapter 39, click on "TITLE III: ADMINISTRATION", then click on "CHAPTER 39: ETHICS AND CONFLICTS OF INTEREST"].

K. The Firm is hereby charged with the requirement that it shall have knowledge of, and shall fully comply with, the City's Ordinance Sections 34.15 through 34.99 entitled, "Ordinance Concerning the Hiring of Waterbury Residents on Certain Publicly-Funded Construction Projects" and the State of Connecticut Legislature's Special Act No. 01-1.

L. Every Person who conducts business with, contracts, with or provides commodities or services to the City, is charged with notice of the extent of the powers and authority, and the limitations thereon, of the Public Officials and Employees of the City, as set forth in the charter of the City, the Code of Ordinances and any Regulations or Policies pertaining thereto. In particular, and without implying any limitation as to its applicability, it applies to all Persons who participate in the procedures pertaining to the Centralized Procurement System as set forth in Chapter 38, and the Ethics and Conflict of Interest provisions set forth in Chapter 39 of the Code of Ordinances.

M. INTEREST OF CITY OFFICIALS. No member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the carrying out of the project, to which this agreement pertains, shall have any personal interest, direct or indirect, in this agreement.

N. PROHIBITION AGAINST CONTINGENCY FEES. The Firm hereby represents that it has not retained anyone to solicit or secure a contract with the City upon an agreement or understanding for a commission, percentage, brokerage or contingency fee.

O. FREEDOM OF INFORMATION ACT NOTICE. Pursuant to State statute, in the event the total compensation payable to the Firm set forth in Section 6 herein is greater than \$2,500,000.00, the City is entitled to receive a copy of any and all Firm records and files

related to the performance of this contract and those records and files are subject to the Freedom of Information Act ("the Act") and may be disclosed by the City pursuant to the Act.

[Signature page to follows]

IN WITNESS WHEREOF, the parties hereto execute this agreement on the dates signed below.

WITNESS:

CITY OF WATERBURY

By: _____
Neil M. O'Leary, Mayor

Date: _____

WITNESS:

THE BSC GROUP – CONNECTICUT, INC.

By: _____
Kurt Prochorena, Principal-In-Charge

Date: _____

ATTACHMENT A

- ❖ Scope of Services/Bid Documents:
 - City of Waterbury's RFP Number 5125, dated November 3, 2014, entitled "Architectural / Engineering Design Services for the West Side Middle School Roof Replacement Project, the Crosby High School Gym Floor Replacement Project and the Crosby High School Athletic Field & Track Improvement Project", consisting of 21 pages, excluding contract compliance documents and sample Agreement (hereinafter referred to as "Scope of Services/Bid Documents")
 - City of Waterbury's RFP Number 5125 Addendum No. 1, dated November 17, 2014, entitled "RFP Architectural / Engineering Design Services", consisting of 5 pages total, (hereinafter referred to as "Scope of Services/Bid Documents")
- ❖ ITB Response:
 - The BSC Group – Connecticut, Inc.'s Response to RFP Number 5125, dated November 20, 2014, entitled "Architectural / Engineering Design Services for Crosby High School Athletic Field & Track Improvements", consisting of 77 pages, (hereinafter referred to as the "Response to RFP")
- ❖ The BSC Group – Connecticut, Inc.'s RFP #5125: Architectural / Engineering Design Services Fee Proposal as negotiated by the Parties, dated December 30, 2014, consisting of 1 page
- ❖ The BSC Group – Connecticut, Inc.'s Letter regarding Storm Water Monitoring and Inspections, dated December 19, 2014, consisting of 3 pages
- ❖ Contract Compliance Documents:
 - Disclosure and Certification Affidavit
 - Debarment Certificate
 - Annual Statement of Financial Interests
 - Corporate Resolution
 - Bid Submission Attachment C
 - Bid Submission Addendum Acknowledgement
- ❖ Certificate of Insurance
- ❖ Any and all Amendments and Change Orders, issued by the City after execution of the Contract
- ❖ All applicable Federal, State and local statutes, regulations charter and ordinances
- ❖ All permits and licenses

ATTACHMENT B

The following is an amended Fee Proposal. All services and reimbursable expenses are included in the amounts listed below. Billing rates for additional services are listed on a separate sheet.

Design Phase	Project		
	Crosby High School Athletic Field & Track Improvements Base Bid	Crosby High School Athletic Field Design Alternate - Bleacher Replacement	Crosby High School Athletic Field Design Alternate - Field House
Site Survey	\$5,000	n/a	n/a
Pre-Design/Schematic Design/Design Development	\$28,000	\$10,440	\$21,720
Construction Documents	\$20,000	\$6,330	\$13,165
Bidding	\$3,000	\$950	\$1,975
Construction Administration & Project Closeout	\$23,000	\$7,280	\$15,140
Subtotal	\$79,000	\$25,000	\$52,000
Construction Administration Alternate - Storm Water Monitoring & Inspections	\$10,200	n/a	n/a
Total - Each	\$89,200	\$25,000	\$52,000
Subtotal - All Above			\$166,200
Contingency - 10% of Subtotal - All Above			\$16,620
TOTAL ALL ABOVE			\$182,820

ATTACHMENT B (continued)

Billing Rates for Additional Services

FEE SCHEDULE

Crosby High School Athletic Field & Track Improvements Waterbury, Connecticut

January 1, 2015 – December 31, 2015

Rates are subject to change effective January 1, 2016

CLASSIFICATION	HOURLY RATE
Professional Staff	
Principal/Officer of Firm	\$180.00
Managing: Engineer, Surveyor, Scientist, Landscape Architect, Planner	\$140.00
Senior: Engineer, Landscape Architect, Designer, Planner, Scientist	\$130.00
Staff: Engineer, Surveyor, Scientist, Programmer, Landscape Architect, Designer, Planner	\$95.00
Junior: Engineer, Surveyor, Scientist, Programmer, Designer, Planner	\$75.00
Expert Witness Testimony/Court Appearance	\$225.00
Technical Support Staff	
Senior: Calculator, Chief of Party, Drafter, Instrument Operator, Technician, Text Processor	\$70.00 to \$90.00
Staff: Calculator, Drafter, Instrument Operator, Technician, Text Processor, Administration, Support	\$45.00 to \$70.00
Land Surveying Staff	
Manager of Survey	\$120.00
CT-Licensed Land Surveyor	\$100.00
Survey Technician (Instrument Person, CAD Operator)	\$65.00
2-Person Field Crew	\$145*

Expenses

Direct expenses shall be billed at cost. Direct expenses include cost of transportation, delivery, printing, telecommunications, presentation graphics, project supplies, soil and water testing, special consultants and other costs directly applicable to the individual project.

* Premium rates apply for overtime hours, night shifts and weekend work.





#5

Waterbury Public Schools

*Louise Allen Brown, J.D., M.P.A.
Grant Writer*

January 2, 2015

Honorable Board of Education
City of Waterbury
236 Grand Street
Waterbury, CT 06702

Re: Interdistrict Cooperative Grants 2015-17 (CSDE)


Dear Commissioners:

The Connecticut State Department of Education is holding a competition once again for Interdistrict Cooperative Grants that will be operational for the period July 1, 2015 to June 30, 2017. Enclosed herewith are my Grant Highlights and abstracts of the multiple proposed interdistrict projects from partners who propose to serve Waterbury students through their grants, if funded.

This year the partners who wish to include Waterbury in their applications are ACES, Talcott Mountain, and Eli Whitney Museum. Waterbury has partnered with each of these organizations in the past for interdistrict programs. Some of the proposed projects are repeat programs that have been successful in our district. Others are new proposals entirely. Chief Academic Officer Anne Marie Cullinan has reviewed each abstract and approved it to be presented to you.

I respectfully request your permission for Waterbury students and their teachers, to participate in the interdistrict projects explained more fully in the enclosed documents. The grant deadline is January 23, 2015; however, I request consensus on these partnerships so that the partners can be notified to move forward with preparing their grant documents to include Waterbury. Thank you for your consideration.

Very truly yours,


Louise Allen Brown
Grant Writer

cc: Dr. Kathleen M. Ouellette
Anne Marie Cullinan
Paul Guidone

Connecticut State Department of Education
Interdistrict Cooperative Grant Program 2015-2017
Louise Allen Brown
January 2, 2015

Grant Program Highlights

Name of Grant: Interdistrict Cooperative Grant Program 2015-2017

Grant Deadline: January 23, 2015

Purpose of Grant: The purpose of the grant is “assisting local and regional boards of education, regional educational service centers and nonsectarian, nonprofit organizations with the establishment of interdistrict cooperative programs that increase student achievement and reduce racial, ethnic and economic isolation.” [rfp]

Grant Period: July 1, 2015 to June 30, 2017

Cost Sharing or Matching: None required.

Eligible Applicants: Two or more local or regional boards of education; or a RESC solely or with two or more local or regional boards of education; or a nonsectarian nonprofit organization approved by the Commissioner pursuant to a cooperative arrangement with two or more local or regional boards of education. [rfp]

Mandatory Program Elements:

All programs must address these required components:

- **Reducing Racial, Ethnic and Economic Isolation** – research based programs that develop skills and attitudes that enable successful integration into diverse colleges and workplaces, positive meaningful relations among students, and that have clear assessment and evaluation components that measure positive racial, ethnic and economic attitudinal and behavioral changes, are encouraged.
- **High Academic Achievement of All Students in Reading, Writing, Mathematics or Science** – academically sound enrichment activities must be a significant component of the programs, leading to observable and measureable improvement in academic achievement. Programs that utilize differentiated instruction, demonstrate understanding of how culture affects teaching and learning, and involve parents in their children’s education are encouraged. [rfp]

Programs may operate during the regular school year, during the summer or a combination of both.

Waterbury Partnerships:

Waterbury will not be a direct applicant for this grant; instead the district proposes to partner on multiple projects that would benefit Waterbury students. Waterbury proposes to partner with ACES (Area Cooperative Educational Services- Waterbury’s RESC), Talcott Mountain (S. Pelosi), and Eli Whitney Museum (S. Pelosi). Attached hereto are the abstracts for the proposed interdistrict cooperative grant projects from these partners.



December, 2014

Dr. Kathleen Ouellette
Waterbury Public Schools
236 Grand Street
Waterbury CT, 06702

Dear Dr. Ouellette:

For the 2015-17 round of CSDE Interdistrict Cooperative Grants, ACES will work with students in the ACES region to provide learning opportunities which increase academic achievement and reduce racial, ethnic and economic isolation. We will submit the following grant applications for funding and seek your support in recruiting for and implementing them:

- ☐ **A Passion for Justice: Making a Difference**— A collaboration with ACES, the Anti-Defamation League and Young Audiences/ Arts for Learning to enhance ELA, Writing and Social Studies skills, to make lessons from the Prudence Crandall story come alive. Grade 7
- ☐ **LUCID (Literature Uniting Children in Diversity)**—Students from different districts work collaboratively to complete authentic tasks to enhance their reading achievement and understanding of diversity. Grades 1-12
- ☐ **Math does Count**— An interactive 3 week summer math experience for students in Open CHOICE schools focused on key mathematical concepts and strategies to help students meet new friends and meet new math curriculum standards. Grades 5-8.
- ☐ **Sharing Our Stories: Living and Learning in 21st Century CT** A school year program that focuses on storytelling, writing, interviewing, video recording and the arts to help students expand their fluency, comprehension, decoding, artistic and technology skills. Grades 4-5
- ☐ **Sister Schools** — students from different districts collaborate on inter-school cooperative projects — science, social studies, math, language arts and technology. Grades 1-12
- ☐ **STEM**— A hands on math, science, technology and engineering program for students in grades 3-5 that weaves Math Practice Standards with NGSS Standards for a yearlong series of blended activities for students and teachers.
- ☐ **The Write Stuff: ELA standards preparation** — Writing and Reading through technology and the arts—A fun three week summer camp opportunity for students in Open Choice schools to help them write better. Grades 1-4
- ☐ **Words! Action! Theatre!—Theatre at ECA** — a series of multidisciplinary year round and summer learning experiences for aspiring middle school performing artists. Grades 6-8
- ☐ **World and English Language Learners** — a Saturday and summer program to support English language learners and World Language learners (Spanish and Chinese) including speaking, listening, writing and culture. Grades 3-6.

A longer description of each grant application is attached.

If you are interested in your district participating as a partner in any of the above grant opportunities, please check the line next to it, sign this page and fax/scan it to: Carolyn McNally at 498-6891 cmcnally@aces.org by January 9. We will know by July 1 whether our applications are funded, and the program managers will contact your principals to recruit students. Thank you for your participation.

Sincerely,

Carolyn McNally, EdD
Director, Program Development

c: Thomas M. Danehy, EdD, Executive Director

My district will collaborate with ACES to implement the above checked Interdistrict Cooperative Grant Programs.

SIGNATURE: SUPERINTENDENT

DISTRICT

"Innovators in Education"

The Regional Educational Service Center Serving South Central Connecticut
Peter C. Young Building • 350 State Street • North Haven, CT 06473-3108 • Phone 203.498.6800 • Fax 203.498.6890 •
www.aces.k12.ct.us

ACES does not discriminate on the basis of race, color, age, ethnicity, national origin, gender, disability or sexual orientation.



LUCID (Literacy Uniting Children in Diversity)



Grades 1-12. *Project LUCID* has been a highly successful interdistrict grant program. It was designed to incorporate technology that allows students to increase academic achievement in the areas of written and verbal

communication. Students work collaboratively to complete authentic tasks which enhance their reading achievement, and appreciation of cultural diversity. Through *Project LUCID*, students videoconference with experts and participate in virtual field trips. They explore places unavailable in traditional school environments. Participating classrooms receive video-conferencing equipment, including laptops and/or iPads, sound systems and webcams, as well as access to the ACES video-conferencing server. Classrooms also receive sets of literature books, used for completing related reading and writing assignments.

Contact: Robin Metaj 203.407.6832 rmetaj@aces.org

Sharing Our Stories:

Living and Learning in 21st Century CT

Grade 4. Based on *The Neighborhood Story Project*, from post-Katrina New Orleans, this reading, writing and social studies program brings students from across the region together to collaborate as they research, construct and share the stories of their lives. With a focus on language arts, social studies and technology, students strengthen understanding of concepts associated with 21st Century and Common Core curricula. Participants investigate and research their neighborhoods and personal histories through storytelling, interviews, hands-on investigations and video-recording. They add their unique voices to the pantheon of storytellers, and celebrate their successes at the conclusion of the program -- when they share their own stories with their schools, families and communities.



Contact: Barbara Green 203 498-6848 bgreen@aces.org

Math does Count:

Math Practice and Assessment Preparation

Grades 5-8. As a 2-week summer camp experience, *Math does Count* brings students together from 13 districts which participate in the ACES Open CHOICE program. Students learn and practice concepts and strategies in mathematics, which are geared toward Common Core curriculum standards. Students from different districts work together in a camp-like setting to celebrate diversity, while using cooperative learning, manipulative materials and project-based problem solving. By the end of the program, students gain significant proficiency in select mathematics concepts.

Students use adventure-based games to strengthen motor skills. Certified teachers employ a variety of strategies to assist English Language Learners.



Contact: Melissa Alers 203.498.6848 malers@aces.org

Sister Schools

Grades K-12. The Sister Schools Program enables K-12 students, their teachers and their parents to reduce racial, ethnic and economic isolation, while collaborating in a multi-culturally themed project of their choosing. Students show growth in writing and technology skills by learning how to develop a digital scrapbook/journal as a means of sharing the experiences of their partnership and projects. The digital scrapbook enhances student skills in Power Point and Common Core-aligned language and problem-solving skills.



The Sister Schools Program has been very successful, with participation increasing each year. The program can be adapted to any grade level and can match classes of the same or different grade levels.

Contact: Janine Fiorillo 203 407-4404 jfiorillo@aces.org

The Write Stuff:

Writing Practice and Assessment Preparation

Grades 1-4. *The Write Stuff* is a fun summer academic program for students entering **grades 1 through 4**. The program has demonstrated success for students enrolled from New Haven and 10-14 suburban schools. Most of these districts participate in the Open Choice program. Students study thematic literature and use computers to compose, edit and publish writing in multiple forms, including essays, poetry and short stories. Music, dance and other artistic expressions are also incorporated.



The Write Stuff brings together students from multiple districts for this 2-week structured, fun academic experience, to engage in sustained and meaningful interactions with diverse peers.

Students also gain greater proficiency in reading and writing skills, enabling them to excel in school and demonstrate competence in writing assessments.

Contact: Lynn Bailey 203 498-6843 lbailey@aces.org

A Passion for Justice: Making A Difference

Grade 7. This program is a collaboration with the Anti-Defamation League and Arts for Learning. Students from 10 urban, suburban and urban fringe schools convene four times throughout the school year, initially viewing an original play, written by Connecticut playwright, William Foster III. *A Passion for Justice* presents the story of Prudence Crandall, a 19th century Connecticut heroine, who fights prejudice to educate young black women. Students immerse themselves in history, language arts, writing, character education and dramatic arts. Through scored persuasive writing prompts, journaling, discussions and other activities, students clarify attitudes about themselves, as well as beliefs and appreciation of cultural diversity - while strengthening their reading and writing skills.



Contact: Melissa Alers 203 498-6845 malers@aces.org

STEM Explorations

Grades 3-5. A hands-on Math, Science, Engineering and Technology program that weaves Math Practice Standards with NGSS Standards, for a yearlong series of and suburban school districts participate in Programming will include interactive science and math museums, including strengthen their cultural and technological



Contact: Carolyn McNally 203 498-6842 cmcnally@aces.org

WELL: World and English Language Learning



Grades 4-6. This interdistrict grant focuses on language instruction for English Language Learners and World Language Learners. Certified teachers place an emphasis on communicating, using key

vocabulary words and concepts. English language learners are paired with Spanish or Chinese language learners, so that students can reinforce newly acquired knowledge, enhance social skills, and gain new perspectives on cultural diversity. The program is held on successive Saturdays in the spring, with a second session in the summer. Students are encouraged to attend both sessions. Connections with ACES ARCTELL program allows certified specialists to work in team-teaching settings to make language learning fun, as core competencies are strengthened.

Contact: Janine Fiorillo 203 407-4404 jfiorillo@aces.org

Words! Action! Theatre!

Grades 7 and 8. Words! Action! Theatre! (WAT) provides a multidisciplinary learning experience for aspiring middle school artists. Students explore their own and other students' cultures to find commonalities and celebrate differences. Using multi-cultural folklore, fairytales and plays, students strengthen cultural awareness, while improving social and consensus-building skills. Students work in groups with highly-qualified drama, dance, music, art, and writing instructors. Students from urban and suburban schools participate in WAT on two consecutive Fridays, with four evening performances at ACES Educational Center for the Arts. Some of the students return to participate in a four-week intensive summer program at ECA, culminating in a fully-staged performance for families and community.



Contact: Ingrid Schaeffer 203.777-5451
ischaeffer@aces.org

Interdistrict Grant Abstracts
from
Steve Pelosi and Jay Brennan,
Eli Whitney Museum
and
Talcott Mountain Science Center

Abstract (Description of the Program) - Maximum of five hundred (500) typed words using Times New Roman Font Size = 12:

CAPT-ivating Kids II Next Gen seeks continued funding to bring together a diverse population of students to:

1. Reduce racial, ethnic, and economic isolation as 300 students from the diverse communities of Bristol, Hartford, Meriden, Waterbury and Wolcott participate in a sequence of activities to develop a greater understanding, appreciation, and acceptance for diversity.
2. Participate in inquiry based “hands-on” laboratory and field investigations linking science, technology and society.
3. Improve scores on the Connecticut Aptitude and Performance Test (3rd Gen.).
4. Science, social studies and math competencies aligned with the CCSS and NGSS.

These student centered educational experiences will promote mutual and self-respect as inter-district teams of students meet, share information about themselves and their communities, while becoming cooperative learning partners. Initially students will engage in activities selected from **Project REACH** to promote self- awareness/identity and enhance multicultural understanding. Teachers will establish diverse inter-district teams to complete Project Adventure like team challenges designed to foster the development of communication, cooperation, and team-building skills. As students participate in these task-oriented challenges they realize that as members of diverse communities, individuals have much in common as learners and young citizens in our diverse global community.

Throughout the school year, student teams will engage in inter-disciplinary, “hands-on” units focusing on major science content areas found in the CT Core Standards and the NGSS, a current scientific/ technological topic, or a social issue rooted in science. While acquiring necessary content knowledge, emphasis will be on the utilization and integration of higher order science process skills, and reading/writing competencies as students investigate and explore “real-world” topics and issues in the physical and life sciences. In meeting the challenges of these activities students will come to appreciate one another as valuable and contributing members of the team while developing these life-long skills. Racial, ethnic, gender, and socioeconomic forms of isolation will be reduced as students communicate and develop strategies to deal with the continuum of team building and science based activities.

Students will be guided in locating appropriate sources of information, both scientific and literary, to incorporate into their studies and will be encouraged to identify contributions of scientists of diverse backgrounds. Reading comprehension exercises focusing on the topic will be incorporated into the program to improve and evaluate student performance. Each student will maintain a comprehensive journal to chronicle his/her efforts, reflections, experiences, knowledge, writing exercises, and proficiency in understanding the scientific process. Entries will be shared and discussed throughout the program to monitor student progress. Formative “CAPT-like” assessments, teacher-derived tests, journal entries, and group discussions will be used as assessment tools for each major concept covered. Additionally a comprehensive pre and post-test will be administered to evaluate students’ academic progress. Diversity attitudinal surveys, administered at the beginning and end and throughout the program will be administered, as well as and teacher observations will assess the multicultural goals of the program.

Word Count=500

Abstract (Description of the Program) - Maximum of five hundred (500) typed words using Times New Roman Font Size = 12:

This proposal seeks the continuation of the **Healthy Minds, Healthy Bodies** program to bring together 250 elementary school students of diverse backgrounds to reduce isolation, enhance multi-cultural understanding, and improve academic performance, as students learn to establish healthy dietary and life styles.

The program will demonstrate the interdependencies and interrelationships of culture, proper nutrition, physical fitness, school performance, and psychological well-being as small inter-district teams of students engage in a multi-faceted wellness initiative centered on healthy choices. This collaborative effort will bring together a diverse group of students from the urban towns of Bloomfield, Derby, Hartford, and Waterbury with their counterparts in suburban Avon, to address Connecticut's Common Core Standards, and national standards for health education as they participate in an array of multi-disciplinary activities and community-based learning experiences. Initially, students will meet, become acquainted, and ultimately become cooperative learning partners as they brainstorm components of "being well" and participate in teambuilding challenges and other physical activity games. Membership in these teambuilding challenges will rotate periodically to ensure that all students meet and interact. With this framework in place students will complete self and family surveys/ inventories to assess their knowledge and behaviors about nutrition, physical activity and life style choices. Healthy Minds, Healthy Bodies, will use aspects of the "Eating is Elementary" and Planet Health's WOW (World of Wellness) Program models that have proven to be useful tools in designing, implementing, and evaluating health education/awareness programs. These models will serve as the blueprint for developing the four core content areas of the program; nutrition, physical activity/exercise, teamwork to enhance self-efficacy, and goal setting. It will also incorporate selected lessons from the Food, Land and People (FLP) guide, available in English and Spanish. Engaging activities centered on the four content areas will also foster an awareness and appreciation for themselves, their cultural heritage and provide a meaningful opportunity to reduce racial, gender, ethnic and social isolation, indifference and intolerance.

Students participating in Healthy Minds, Healthy Bodies will meet approximately 20 times (5.5 hours each day) during the school year on Friday afternoons/evenings and Saturday mornings to acquire the necessary knowledge, decision making skills, and behaviors which lead to a healthy, productive and balanced life. A concerted effort will be made to directly involve parents and caregivers in the program as the family plays a major role in shaping children's attitudes, knowledge, habits and beliefs regarding health and nutrition. Parents will participate in completing various home surveys/inventories (Family Survey Questionnaire, Self Inventory Questionnaire), Family Night, and a number of student take home activities designed to reinforce exchange day activities and to facilitate the development of transferable life style skills/habits. Local experts and stakeholders including government agencies, health care providers, fitness centers, retail food stores, nutritionists, athletic/personal trainers and local farms will assist in the delivery of the program to ensure meeting its comprehensive curricular goals.

Word Count = 500

Abstract (Description of the Program) - Maximum of five hundred (500) typed words using Times New Roman Font Size = 12:

This proposal seeks the continuation and expansion of the **Cosmic Cultures I (CCI)** program to voluntarily bring together 325 sixth grade students from the urban centers of Waterbury and West Haven with their counterparts in suburban Milford and rural Bethany. CCI explores the evolution and nature of humanity's diverse cultural heritage through a multi-disciplinary investigation using Astronomy as the unifying theme. Through the millennia, the cosmos has been a source of inspiration, reverence, storytelling, and legends illustrating human creativity, imagination, and intelligence. Attempting to explain astronomical phenomena led ancient people to develop the science of Astronomy and helped spur human cultural and technological development. Their search for knowledge throughout human history provides a unique and profound glimpse into our rich and varied heritage and thereby allows us to gain an enhanced appreciation of the cultural diversity in today's world. Expansion of this program will allow approximately 325 sixth grade students from these diverse towns to explore the cultural and scientific links to both ancient and present day civilizations.

Cosmic Cultures I will begin with a 2 week, full day summer session during which students from participating districts will meet, share information about themselves and their communities and work together as they explore the diverse cultural heritage of humans. Collaborative learning and task-oriented activities throughout the program will foster the development of communication, problem solving, and inter-personal skills among this diverse student population and promote multi-cultural awareness, tolerance, and respect for others.

The program will continue in early fall as school year activities will build on and compliment the framework established during the summer as students continue to engage in large and small inter-district group team challenges, multicultural activities, and cross disciplinary studies of human cultural and intellectual development. This sequence of activities will illustrate the cultural and scientific links to ancient cultures as students investigate their art, music, language, technology, math, and science. Students will also learn the basic concepts of the Sun-Earth-Moon System, sail on Cosmic cruises to learn the fundamentals of celestial navigation, and construct Egyptian barges from reeds. Appropriate field trips including Hayden Planetarium, Pequot Museum, and Leitner Observatory will reinforce student learning and help students link their lives with the people of antiquity. Professional artists including Chariot of the Sun, Karim Mohammed, Che' Cartafalsa, and Galileo (M. Francis) will augment students' multi-cultural experiences. Additionally, Akhmim Mummy Studies Consortium will illustrate how modern science (MRI) is used to unwrap the secrets of the mummies and engage the students in "Mummy Art" activities. Saturday and evening programs, through partnerships with Central Connecticut State University and Naugatuck Valley Community College's observatory will acquaint students with the fundamentals of astronomy. Additionally, evening programs will be held at local observatories for students and parents.

CCI will measure student improvement in academic proficiency and growth in cultural competency with a comprehensive cluster of pre/post surveys and tests.

Word Count =

Abstract (Description of the Program) - Maximum of five hundred (500) typed words using Times New Roman Font Size = 12

This proposal seeks the continuation and expansion of “Careers in Sports Medicine and Nutrition” (CSMN), for the purpose of bringing together 250 high school students of diverse backgrounds voluntarily to reduce isolation, enhance multi-cultural understanding, improve academic performance, and acquaint students with career pathways in the rapidly growing and diverse fields of Sports Medicine and Nutrition. A diverse group of students from Bridgeport, Cheshire, Hamden, Hartford, and Waterbury will collaborate throughout the school year (18 days/99+ hours) to:

- build positive meaningful relationships and solve task oriented team challenges;
- learn and practice decision making skills as they relate to life choices and careers;
- enhance their appreciation, and understanding of the cultural diversity in today's world;
- participate in a cross disciplinary experiential based learning model designed to acquaint students with the academic, scientific, and career aspects of Sports Medicine and Nutrition.

University professors will collaborate with resource lead teachers from the participating districts in the design and delivery of the program.

Small inter-district teams will participate in numerous non-competitive team initiatives/challenges to establish friendships and build interpersonal skills. This structured sequence of challenges, each followed by "debriefing" sessions, will promote the development of trust, respect, and appreciation of the talents and individuality of their teammates and thereby enhance cross-cultural understanding and acceptance while reducing prejudice and intolerance. A diverse group of professional guests and trips to appropriate healthcare and educational sites including Sacred Heart University, UCONN, the Center for Education Simulation and Innovation, the Connecticut Science Center will be used to augment the program and draw real world connections.

This framework will allow these student teams to begin their investigation into sports medicine and nutrition as they learn and apply the fundamental concepts and principles of human nutrition, healthy life choices, human anatomy, exercise science/physiology, physical fitness, and stress management. Students will engage in highly interactive lessons to gain experience and acquire content/process knowledge in human health/wellness and advance their understanding, and appreciation for the cultural diversity of today's world. Members of each team will conduct interviews of their teammates, learn to use medical devices and procedures to monitor, record, and chart various physiological processes focusing on fitness/exercise, metabolism, and diet of their teammates, and complete diet/lifestyle questionnaires/surveys. They will learn, practice, and apply problem solving and decision making skills as they share information about themselves, collaborate in acquiring knowledge, and explore career opportunities in these fields. Each facet of the program is very closely aligned with the SDE's PK-12 Curriculum Frameworks, Medical Careers Frameworks, CCSS, and NGSS. Additionally, lessons generated specifically for this program, segments of NCREL's multicultural education teaching strategies and enGauge's 21st Century Skills are embedded in the program. CSMN will utilize a comprehensive array of tools to measure growth in academic achievement, cultural competence, and 21st century workplace skills. These will include content and process pre/post tests, journal entries, teacher input, questionnaires/rubrics measuring growth in cooperative learning skills, science process/critical thinking skill development, and instruments to measure growth in cross cultural understanding.

Word Count: 498

Abstract (Description of the Program) - Maximum of five hundred (500) typed words using Times New Roman Font Size = 12:

This proposal seeks to bring together 250 middle school students of diverse backgrounds to reduce isolation, enhance multi-cultural understanding, improve academic performance, and acquaint students with career pathways in the field of aquaculture. Students from the urban centers of Hartford, East Hartford, Stratford, Waterbury, Meriden, and West Haven, will be brought together with their counterparts in suburban Wallingford. They will meet during the summer and school year to build positive meaningful relationships as they engage in teambuilding activities, solve task oriented team challenges, and participate in an inquiry based learning model focusing on the scientific, ecological, economic, and career aspects in the field of aquaculture with the assistance of professors from Sacred Heart University's Project Limulus and the Department of Marine Sciences at UCONN's Avery Point campus.

Initially, small inter-district teams will be formed to participate in numerous Project Adventure team challenges to establish friendships and build interpersonal skills. Simultaneously this structured sequence of challenges will promote the development of trust, respect, and appreciation of the talents and individuality of their teammates and thereby enhance cross-cultural understanding and acceptance while reducing prejudice and intolerance.

This framework will allow these student teams to begin their investigation of the science of Aquaculture through an in depth study of the waters of Long Island Sound. This "hands-on" investigation of Connecticut's most valuable natural resource will provide an overview of its biological/physical character and its economic and cultural impact on the state through time. Students will conduct in depth studies of its waters to learn its physical, chemical, and biological make up and its importance as Connecticut's most valuable natural resource. This fundamental knowledge will allow them to begin their study of the science of aquaculture as it relates to the fin fish, shellfish and hydroponic vegetable industries of Connecticut. Students will learn the global implications of this science as they assume responsibility for establishing and maintaining various types of aquatic systems to raise trout, clownfish, and exotic species of fish from Africa. They will also grow flowering plants and vegetables in aquaponic gardens they've constructed. The inherent nature of this program will require students to participate in numerous "in-house" sessions to work with the staff in aquaculturing these life forms and allow the staff time to assist students in these multidisciplinary studies

Students will investigate the global impact various cultures have had on the oceans' biodiversity by overfishing. They will research aquaculturing practices in various regions around the world to learn the economic, environmental, and societal impact of aquaculture in these regions. The "in-house" sessions will also provide an on-going exposure to real world applications of science content and process skills. Students will also visit Roger Williams University School of Aquaculture, the Connecticut River Museum, commercial hatcheries, shellfish beds, and farms to see real world applications of this science. This yearlong endeavor will provide ample opportunities for students to acquire practical knowledge, understand/practice real world applications of science, and gain the interpersonal and communication skills demanded by the expanding workforce in this field.

Word Count = 500

Abstract (Description of the Program) - Maximum of five hundred (500) typed words using Times New Roman Font Size = 12:

The Health Care Careers Academy, seeks to bring together 50 high school students of diverse backgrounds voluntarily to reduce isolation, build cultural competency, improve academic performance, and acquaint students with career pathways in the field of healthcare. A group of 10th and 11th grade students (55% minority) (urban, suburban and rural school districts TBD) will enroll in a challenging four week experience held at TBD University) to collaborate in a highly participatory, standards based curriculum of academics and applied learning activities, developing meaningful relationships, creative problem solving skills, and content knowledge related to the spectrum of healthcare professions. Students will:

- Learn and practice decision making skills as they relate to life choices and careers.
- Learn healthcare career pathways requirements through place-based learning.
- Enhance their appreciation and understanding of the cultural diversity in today's world.
- Experience life as a college student academically and socially.
- Engage in a community service project at a local hospital.

University professors and healthcare professionals will collaborate with resource teachers from the participating districts in the design and delivery of the program. Healthcare professionals, trips to appropriate healthcare facilities, and educational sites including UCONN Health Center, CESI, and Yale New Haven Hospital, will be used to augment the program, introduce students to a diverse group of healthcare professionals, and draw real world firsthand connections.

After attending a required orientation program for students and their parents, students will reside on campus from Sunday evening through Friday afternoon for four weeks. Each day will provide "hands-on" integrated instructional sessions, task based projects, diversity, and team building skills challenges and ample opportunities for social and recreational activities.

Students will form small inter-district teams to participate in non-competitive team initiatives to establish friendships and build interpersonal skills, promoting the development of trust, respect, appreciation of the talents of their teammates and enhancing cross-cultural understanding and acceptance.

Small diverse student teams begin their investigation into the vast array of healthcare careers while on campus and during their visits to hospitals and other educational settings attending classes and engaging in lab activities to be introduced to basic but essential human anatomy/physiology and nutrition. This knowledge is required if they are to appreciate and access the career choices in medicine, pharmacology, dentistry, nursing, sports medicine, physical therapy, rehabilitation, and stress management. Students will rotate through departments, shadow professionals, conduct simulations at CESI, participate in a mock disaster activity, practice taping an injured ankle, conduct baseline concussion testing standards, interview professionals and their teammates, use medical devices and procedures to monitor, record, and chart various physiological processes of their teammates. They will practice, and apply problem solving and decision making skills as they share information about themselves, collaborate in acquiring knowledge, work with professionals serving as role models and explore career opportunities in these fields.

HCCA's curriculum is closely aligned with the SDE's CSS and PK-12 Curriculum Frameworks for Medical Careers. HCCA will utilize a comprehensive array of tools to measure growth in academic achievement, cultural competence, and 21st century workplace skills.

Word Count = 498

Abstract (Description of the Program) - Maximum of five hundred (500) typed words using Times New Roman Font Size = 12:

Children in Colonial Connecticut will bring together 225 5th grade students from (towns TBD with a mixture of urban, suburban and rural districts) to reduce racial/ethnic, and socio-economic forms of isolation and improve academic achievement through their active participation in a 20 day school year/summer program designed to immerse children in colonial Connecticut life. Students will explore Connecticut's cultural and historical origins, establish meaningful positive relationships, become cooperative learning partners and complete a sequence of "hands-on" investigations, project based exercises, site visits, and task oriented team challenges centered on the daily lives of children in colonial Connecticut. They will:

- Compare and contrast their lives with those of children living in CT in the 1700s.
- Gather historical data from multiple primary and secondary resources.
- Formulate questions and hypotheses from multiple perspectives using multiple sources.
- Understand the socio-cultural, economic, religious, political and entrepreneurial reasons for settling in Connecticut.
- Connect with and understand their links to diverse groups of people past and present.
- Use their inherent sense of curiosity to construct and apply new knowledge.
- Learn how the diversity of Connecticut's landforms attracted and impacted a diverse population.

Initially students will engage in a sequence of activities selected to promote self-awareness/identity, build positive meaningful relationships, and enhance cross-cultural understanding. These educational experiences will promote mutual and self-respect as inter-district teams complete challenges to foster the development of communication, cooperation, and team skills. As students participate in colonial era games and chores they will learn that as members of diverse communities, individuals have much in common as learners and young citizens in a diverse global community.

Participation in cross-disciplinary, "hands-on" challenging curricular units centered on life in colonial CT will enable diverse groups of students to collaborate and interact in meaningful ways improving academically in social studies and language arts/literacy by developing skills in historical inquiry, reading, writing, reading maps, and applying acquired knowledge. CCC's staff will utilize culturally responsive teaching and collaborative project based learning while being responsive to different learning styles in the delivery of the program.

Lessons and activities will be augmented with visits to the Ct River Museum, Plymouth Plantation, and other historical sites to learn the socio-cultural connections and links dating back to American Indian settlements. The CSS will be addressed as students construct timelines, identify the social, cultural, and economic motivations for colonial settlement, use primary and secondary sources to understand history, describe the market economy of colonial CT and construct a portfolio describing their experiences as they engage in the daily activities of a child living in CT in the 1700s. Students will:

- Realize and appreciate that as citizens of CT they share a common heritage.
- Appreciate one another as valuable and contributing members of a diverse team.

Each student will maintain a comprehensive journal to chronicle his or her efforts, reflections, experiences, knowledge, and understanding the program's underlying theme. These will be periodically reviewed to monitor student progress.

Abstract (Description of the Program) - Maximum of five hundred (500) typed words using Times New Roman Font Size = 12:

Teaching Through Technology (TTT) will bring together a highly diverse group of 225 high school students to participate in a challenging standards based cross-disciplinary curriculum to heighten interest in STEM, promote STEM literacy, and expand the STEM-capable workforce with the broadened inclusion of minorities and women. TTT's curriculum will link student centered learning, the rapidly and ever changing world of technology, global perspectives, and creative problem solving skill development in a collaborative project based learning community. Its instructional strategies will enhance students' ability to apply acquired knowledge, promote the development of inter personal, communication, and team skills necessary for success in their personal lives and careers. TTT's "hands-on" exploration of the complex ever-evolving world of modern technology, its practical applications, its implications and impacts on culture, society, and their daily lives and will help develop students who are capable of innovative thought, problem solving, resiliency, and authentic learning whether it be as a researcher, engineer, health care professional, science/math teacher, in manufacturing/construction industries, or simply in their daily lives.

This school year program will reduce racial, ethnic, and economic isolation as 225 students from (Towns TBD – to be comprised of a mixture of urban, suburban and rural districts) participate in a sequence of inquiry based "hands-on" laboratory and field investigations linking science, math, technology and society. These formal and informal educational experiences will also address language arts literacy while promoting mutual and self-respect as inter-district teams of students meet, share information about themselves and their communities, as they become cooperative learning partners. Initially students will engage in activities to promote self-awareness/identity, enhance cross-cultural understanding and build tolerance/acceptance. Teachers will establish diverse inter-district teams to complete task oriented team challenges designed to build mutual respect, foster the development of communication, cooperation, problem solving, and team-building skills. As students participate in these task-oriented challenges they will learn that as members of diverse communities, individuals have much in common as learners and young citizens in a diverse global community.

Throughout the year, diverse student teams will participate in differentiated instructional activities and collaborative partnerships, to engage in an inquiry based investigation of the history, nature, and applications of advanced and emerging technologies in collaboration with the ConnSCU Nanotechnology Center and CCAT (Connecticut Center for Advanced Technology). TTT will consist of four advanced technology modules designed to increase student understanding of core standards based scientific and engineering concepts and practice associated skills. Students will gain a better understanding of their technology saturated world while acquiring necessary experience in the utilization and integration of higher order science process skills required for success in STEM related careers and necessary in their personal lives. In meeting the challenges of these activities students will come to appreciate one another as valuable and contributing members of a team and also see the importance of these life-long skills. Racial, ethnic, gender, and socioeconomic forms of isolation will be reduced as students participate in authentic experiential based STEM activities, task oriented teambuilding challenges and place/community based learning opportunities. .

Word Count = 497



#6

Waterbury Public Schools

Louise Allen Brown, J.D., M.P.A.

Grant Writer

January 5, 2015

Honorable Board of Education
City of Waterbury
236 Grand Street
Waterbury, CT 06702

RE: SPPT (Support for Pregnant & Parenting Teens) Summer Mini-Grant Program [CSDE]

Dear Commissioners:

The State Department of Education is offering Summer Mini-grants to augment funding and programs for SPPT youth participants. As you know, Waterbury is already a recipient of grant funds through the Connecticut State Department of Education's SPPT grant program; and last year Waterbury students participated in a summer program through a similar summer mini-grant proposal. The purpose of the summer grants is to expand academic support and workforce development for participants. Up to five grants will be awarded to districts with SPPT grants; up to \$10,000 may be awarded to support the summer mini-grant projects. Funds may be used for summer youth employment scholarships, purchased professional services to support the academic component, child care and transportation, and other incentives. Funds must be used to expand existing SPPT services, not to supplant those existing services.

Chief Academic Officer Anne Marie Cullinan and Supervisor of Health & Physical Education Joseph Gorman participated in the development of the summer activities proposed last year, and have requested that a similar program comprise this year's application. In accordance with the grant guidelines, the focus of the proposed Waterbury SPPT summer activities is twofold: 1) to assist participating youth with acquiring or retrieving high school credits needed for high school graduation, and 2) to provide participating youth with job readiness skills and a work experience. All of this is more fully described in the attached project summary.

The grant application is due on January 23, 2015. The budget is under development as the grant amount allowed is lower this year; I will provide the completed budget to Mr. Guidone for his review and approval. I respectfully request your permission to apply for this mini-grant on behalf of the Waterbury School District. Thank you for your consideration.

Very truly yours,

Louise Allen Brown
Grant Writer

cc: Dr. Kathleen M. Ouellette
Paul Guidone
Anne Marie Cullinan
Joseph Gorman
Dorothy Gaspar

#6

Carrie Swain

From: Louise Brown
Sent: Thursday, January 08, 2015 3:04 PM
To: Carrie Swain
Cc: Kathleen Ouellette; Ann M. Cullinan; Paul Guidone; JOSEPH GORMAN
Subject: Bd Wkshp -Updated Info - SPPT Summer Mini-Grant

Hi Carrie,

Would you please share with the Board of Education Commissioners tonight the following updated info about the **SPPT Summer Mini-Grant**:

In working with Joe Gorman to develop the budget for the Summer program for pregnant and parenting teens, we have determined that the costs for the summer 2015 program – approximately 8 weeks in duration – will exceed the \$10,000 maximum for the summer mini-grant. Our plan is to augment the \$10,000 mini-grant, if awarded, with funds from the existing 2014-15 SPPT grant already awarded to the district. There would be adequate funds available between the two SPPT grants to support the summer SPPT program. No City funds will be required.

Thank you,
Louise

*Louise Allen Brown, J.D., M.P.A.
Grant Writer, Waterbury Public Schools
236 Grand Street, Rm 122
Waterbury, CT 06702
phone: 203-346-3506
fax: 203-597-3436
email: lbrown@waterbury.k12.ct.us*

#7



Waterbury Public Schools

Louise Allen Brown, J.D., M.P.A.

Grant Writer

January 5, 2015

Honorable Board of Education
City of Waterbury
236 Grand Street
Waterbury, CT 06702

**RE: SPPT (Support for Pregnant & Parenting Teens) 2014-15 Strategic Partnership Mini
Application A: Strengthening Community Partnerships to Promote Sustainability [CSDE]**

Dear Commissioners:

The State Department of Education is offering a mini-grant to augment funding and programs for SPPT youth participants, specifically to strengthen community partnerships and promote intergenerational programming for SPPT student participants. The amount of the mini-grant is \$ 6,000.

At this time I am working with the SPPT Social Worker, Dorothy Gaspar, and Joe Gorman, Supervisor of Health and Physical Education, to develop a proposal that will include a series of afterschool and evening presentations and activities designed to interest parenting and pregnant teens and their extended family members. A meal will be served and child care and transportation are also under consideration to promote good attendance at the program activities. We plan to engage the support and assistance of the parent liaisons at the high schools which SPPT students attend. Additionally we will identify a community partner(s) to collaborate in this work.

The grant application is being accepted on a rolling basis by CSDE but we are working with a target date of January 23, 2015, in order to submit the proposal together with the summer mini-grant application. I will provide the completed budget to Mr. Guidone for his review and approval. I respectfully request your permission to apply for this mini-grant on behalf of the Waterbury School District. Thank you for your consideration.

Very truly yours,

Louise Allen Brown
Grant Writer

cc: Dr. Kathleen M. Ouellette
Paul Guidone
Anne Marie Cullinan
Joseph Gorman
Dorothy Gaspar

Waterbury Public Schools

#8

****DRAFT - 2015 ~ 2016 School Year Calendar - DRAFT****



July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19th - New Teacher Orientation - 7hr.
20th - New Teacher Orientation - 7hr.
21st - New Teacher Orientation - 7hr.
24th - Professional Development Day - 7hr.
25th - Professional Development Day - 7hr.
26th - First Day of School

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7th - Labor Day - No School
17th - Open House Elem. 5-7pm - Early Dismissal
17th - Open House H.S. 7-9pm - Early Dismissal
17th - Early Dismissal - M.S. - Teacher Collab./PD
24th - Open House M.S. 5-7pm - Early Dismissal
24th - Early Dismissal - H.S. & Elem-Teacher Collab/PD

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12th - Columbus Day - No School
14th - Professional Development Day - 7hr.
31st - End of 1st MP: HS/MS/Elem

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3rd - No School - Prof. Develop. Day - 7hr.
11th - Veteran's Day - No School
12th - Grade Submission Ends-9AM
20th - Distribute 1st MP Report Cards
25th - Pre-K & Kindergarten - End of 1st MP
25th - Early Dismissal - Thanksgiving Recess
26th & 27th - Thanksgiving Recess - No School

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3rd - Parent Conference Elem. 5-7pm - Early Dismissal
3rd - Parent Conference H.S. 7-9pm - Early Dismissal
3rd - Early Dismissal - M.S. - Teacher Collab. /PD
5th - Pre-K & Kindergarten - Grade Submission Ends - 9AM
10th - Parent Conference M.S. 5-7pm - Early Dismissal
10th - Early Dismissal - H.S. & Elem-Teacher Collab/PD
15th - Pre-K & Kindergarten-Distribute 1st MP Report Cards
24th-31st - Winter Recess - No School

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1st - New Year's Day - No School
4th - School Resumes
6th - Three King's Day - No School
14th - Early Dismissal - Teacher Collaboration/PD
18th - Martin Luther King Jr.'s Day - No School
21st - End of 2nd MP: HS/MS/Elem
29th - Grade Submission Ends-9AM

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

6th - Distribute 2nd MP Report Cards
15th - President's Day - No School
16th - No School - Prof. Develop. Day - 7hr.
25th - Early Dismissal - Teacher Collaboration/PD

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9th - Pre-K & Kindergarten - End of 2nd MP
17th - Pre-K & Kindergarten - Grade Submission Ends-9AM
25th - Pre-K & Kindergarten-Distribute 2nd MP Report Cards
25th - Good Friday - No School
25th - Early Dismissal - Teacher Collaboration/PD
27th - End of 3rd MP: HS/MS/Elem

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18th-22nd - Spring Recess - No School
13th - Grade Submission Ends-9AM
21st - Distribute 3rd MP Report Cards
22nd - Parent Conference Elem. 5-7pm - Early Dismissal
22nd - Parent Conference H.S. 7-9pm - Early Dismissal
22nd - Early Dismissal - M.S. - Teacher Collab. /PD
29th - Parent Conference M.S. 5-7pm - Early Dismissal
29th - Early Dismissal - H.S. & Elem-Teacher Collab/PD

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4th-15th - AP Exams
6th - Early Dismissal - Teacher Collaboration/PD
27th - No School - Prof. Develop. Day - 7hr.
30th - Memorial Day - No School

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

** Pre-K - 8th-Grades due 5 days before last day
** Pre-K - 8th-Distribute Report Cards on last day
** H.S. Grade submission ends on last day
Last Day of School shall be Early Dismissal
7th - Last Day of School - Depending on Weather

Full Day Professional Development Day

School Closed

Early Dismissal Professional Development Day

Prepared by the Computer Technology Center

School Day

Draft as of 11/14/2014

C.A.R.E.S. Night School Program

Anne Marie Cullinan
Chief Academic Officer

Kevin Walston
Instructional Leadership Director

Dana Coelho
Program Administrator





College and Career Readiness

Achievement

Respect

Empowerment

Success



C.A.R.E.S. Night School Program celebrates and supports a diverse learning community maximizing individual potential, preparing students to be college or career ready with the necessary 21st century skills to become lifelong learners and productive members of society.

Vision Statement



The C.A.R.E.S. Night School Program will provide students with an opportunity for a non-traditional pathway to graduation, and college and career readiness, that will engage students and help bring purpose to their lives.

The **C.A.R.E.S. Night School** program will encourage all students to develop high expectations for one's learning. Together, students and staff will create a framework of accountability and a personal timeline toward graduation that promotes learning and inspires students to set short- and long-term goals, and invest in their future.

Mission Statement



Blueprint for Change

Goal 1: Provide all students with quality school principals and teachers who deliver rigorous and effective instruction

Objective 1: Develop instructional district-wide leadership capacity to support improvement of student achievement

Objective 4: Use data to improve effective instruction

Goal 2: Ensure all students equal access to quality curriculum that is aligned to Common Core State Standards

Objective 3: Integrate use of technology with curriculum development

Goal 3: Provide all students a positive school climate, creating safe, respectful and welcoming schools that actively engage all families

Objective 2: Increase parent involvement in schools

Objective 3: Sustain and improve Positive Behavioral Intervention Supports implementation

Goal 4: Ensure that all students who enter grade 9 graduate on time by grade 12, prepared to enter college or careers of their choice

Objective 1: Create and sustain programs that increase college graduation and college readiness



- 1 Program Administrator
- 1 Administrator (per evening)
- 1 Parent Liaison
- 1 Hall Monitor
- 8 Teachers
- 1 Secretary
- 1 Guidance Counselor
- 1 Social Worker (1 day/wk.)
- 1 Psychologist (2 days/wk.)

Academic Course Offerings

MATH
SCIENCE
ART
CAREER PLANNING & DEVELOPMENT
MICROSOFT OFFICE
PHYSICAL EDUCATION
STRATEGIES FOR ACADEMIC SUCCESS

ENGLISH
SOCIAL STUDIES
MUSIC
SPANISH
GRAPHICS
HEALTH
PERSONAL FINANCE

Program of Studies



- Edgenuity's Digital Curriculum is aligned with Common Core State Standards
- Edgenuity's research based instructional model meets the demands of the CT Common Core State Standards
- Course offerings include the four core content areas and electives
- Courses are organized into manageable segments so students work at a pace that is right for them



- Referral by district school
- Interview with Program Administrator and Instructional Leadership Director
- Student must be motivated to participate in the program
- Parent/guardian must accompany student to interview

Process of Enrollment

- Upon enrollment, the student meets with a guidance counselor to review and evaluate his/her school transcript
- The guidance counselor determines which courses are needed for graduation
- The guidance counselor assists the student in developing an individualized learning plan (ILP)
- The student is enrolled in Edgenuity and assigned courses as indicated in the student's ILP which shall lead to fulfilling the necessary graduation requirements of the State of Connecticut
- Each student's ILP is shared with the parent/guardian
- Each student conferences regularly with guidance staff and teachers to review progress

Individualized Learning Plan Development & Monitoring¹⁰

**C.A.R.E.S. Night School Program
Course Tracking Report
2014-2015**

Student Name: _____ I.D. # _____ Date of Enrollment: _____

Credit Status: _____ Total Credits to Date = _____ 15 Credits Needed = Senior Status 22 Credits Needed = graduation

Courses:

English	Total of (4) Credits Needed	Total credits earned to date: _____
Math	Total of (3) Credits Needed	Total credits earned to date: _____
Science	Total of (2) Credits Needed	Total credits earned to date: _____
Social Studies	Total of (3) Credits Needed	Total credits earned to date: _____
Foreign Language	Total – Elective	Total credits earned to date: _____
Computer Tech.	Total of (1) Course Needed	Total credits earned to date: _____
Arts/Vocational	Total of (1) Credit Needed	Total credits earned to date: _____
P.E./Health	Total of (1) Credit Needed	Total credits earned to date: _____
Misc. Credits		Total credits earned to date: _____

Courses need to satisfy exit criteria:

Comments:

Guidance Staff:

- ☐ Review transcript for meeting exit criteria – notify parent where applicable
- ☐ Monitor academic progress – review for college application process/misc. future plans/graduation
- ☐ Make notifications if exit criteria being challenged

Attendance: Number of absences: _____ Number of days tardy: _____

Course Tracking Report

C.A.R.E.S. Student Progress Report

Student Name: _____ Grade: _____ Date: _____ Week ____ of ____

Course and Target Completion Date (as identified in Edgenuity)	% Complete (where you are)	% Target Complete (where you should be)	Overall Grade (grade on work completed)	Actual Grade Completed worked versus total work)	Notes (Factors Impeding Success, Next Steps, Resources for Remediation, Instructional Strategies, Additional; Information)

Monitoring Student Progress



Grade 11 students	District School
6	Crosby
1	Enlightenment
11	Kennedy
10	Wilby
Total: 28	

Grade 12 students	District School
7	Crosby
0	Enlightenment
8	Kennedy
27	Wilby
Total: 42	

Current Enrollment



Student Demographic Data

Grade 11 students	Total = 28	Grade 12 students	Total = 42
Female	13	Female	16
Male	15	Male	26



Student Demographic Data

Grade 11 students	Total = 28
Black/African American	8
Hispanic	17
White	3
Other	0

Grade 12 students	Total = 42
Black/African American	11
Hispanic	22
White	5
Other	4

RACE

15



Student Demographic Data

Grade 11 students	
English Language Learner (ELL)	1
Special Education	2
504 Plan	0

Grade 12 students	
English Language Learner (ELL)	1
Special Education	12
504 Plan	4



Cohort	Average attendance CARES Night School September – December 2014
Grades 11 and 12	90%



Cohort	Total discipline in Night School September – December 2014 Total school days in session = 67	
Grades 11 and 12	In-School Suspensions	10
	Out-of-School Suspensions	10
	Arrests	0
Nature of infractions that lead to suspensions: Leaving school building and propping an exit door to gain re-entry, posing a safety risk to others Repeated level 1 offense, disruption, insubordination, and disrespect Repeated level 1 offense, insubordination and obscene language Leaving school grounds without permission		

COLLEGE AND CAREER READINESS

MISSION
POSSIBLE!



Presenter	Topic/Agency/College/University
Lt. Frank Capozzi	Careers in Justice and Law
Deborah LaRoche	Lincoln College
Specialist Ashley Hassinger	United States Army
Kris Henaire	UConn Waterbury
Gloria Quirk	Naugatuck Valley Community College
Recruiter	Post University
Senator Joan Hartley	Government/Field Trip to Capitol in Hartford
State's Attorney Gail P. Hardy	State's Attorney's Office
David Martin/Howard Williams	Careers in Firefighting
Scott Morgan/Cherrie Lamb	Civil Service
Dr. Arlene Arias, Mary Jones, LCSW, Audrey Thomas, LCSW	Social Work – Department of Mental Health and Addiction Services
Recruiter	Porter and Chester Institute

CHALLENGES

Staffing

- Supervision:
 - 1:30 p.m. student arrival
 - 2:05 p.m. teacher dismissal
- Academic impact: Teachers traveling across town from Crosby and Kennedy are unavailable to cover first period (2:15 p.m.)

Bussing

- 1:30 p.m. arrival
- Delay in scheduling of bus stops

Disproportioned Enrollment

- Wilby = 53%
- Kennedy = 27%
- Crosby = 19%
- Enlightenment = 1%

District Wide Under enrollment 120 vs. 70

Students lack access to a computer outside of school

Next Steps



“The majority of night school students need more credits to graduate that they can possibly earn in one year. The Night School program is designed to allow students to work with teachers AND work on courses outside of school. The course is accessible anywhere there is Internet availability, so that you can work at your own pace and graduate on time.”

“The night school program offers Edgenuity that allows for individual work.”

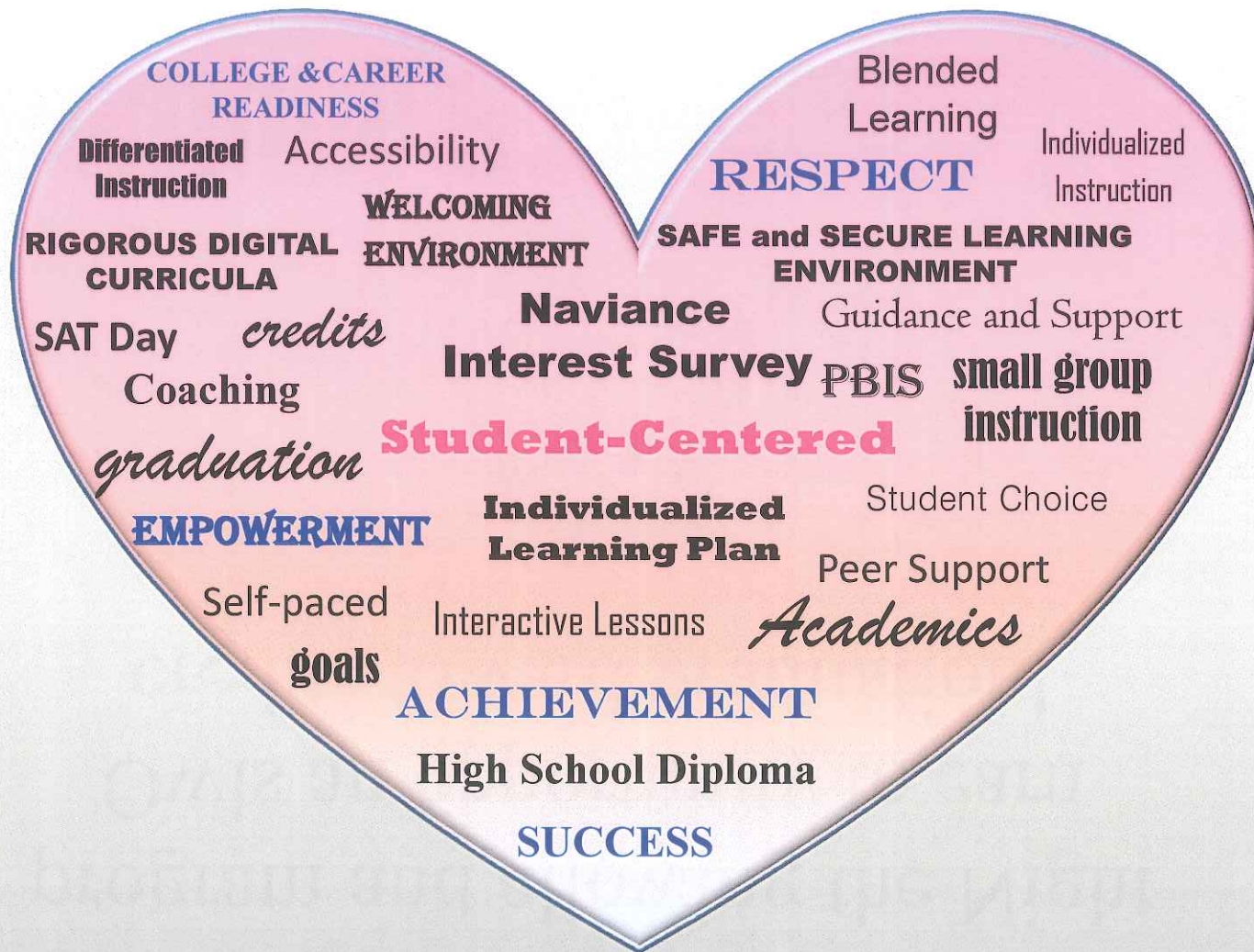
“The night school offers quality instruction by using Edgenuity and having teachers in the classroom who are always there for you. The teachers answer questions and clarify things when students don’t understand.”

“I like the digital curriculum because if you are out sick and miss class, you can always go back and review previous material and lessons.”

“I love night school. At first, I did not want to come, but now I love it! I have friends here and the staff really care about you. It is the best decision I could have made.”

“Night school is working for me. At first, I am not going to lie, I didn’t want to be here. But now I am earning credits and it is not so bad.”

“I am so happy that there is night school. I am not a bad kid or anything. I just needed something different from day school. I don’t like to be around a lot of people and I work better in smaller settings. There is much less drama. I am excited about graduating on time.”

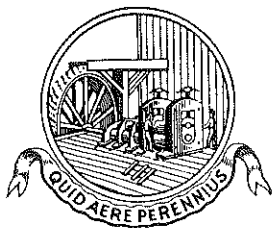


AT THE HEART OF CARES

Thank you for supporting our
program and allowing the Night
Owls an opportunity to earn
credits toward graduation!



Questions ?



Waterbury Public Schools

236 Grand Street ♦ Waterbury, Connecticut 06702 ♦ (203) 346-2340 ♦ Fax (203) 574-8010

Paul F. Guidone
Chief Operating Officer
& Chief of Staff

MEMORANDUM

DATE: January 2, 2015

TO: Board of Education Commissioners

FROM: Paul F. Guidone, Chief Operating Officer and Chief of Staff

RE: Education Director of Personnel Job Description

Attached is a revised draft of the subject job description incorporating suggestions made at the last Personnel Committee meeting and suggestions made by Commissioner Awwad regarding a certificate requirement.

PFG/mc

Attachment

cc: Dr. Kathleen M. Ouellette, Superintendent of Schools
Shuana Tucker, Talent & Professional Development Supervisor
Peter Abare-Brown, Director of Personnel
File

Approved by CSC:
Approved by BOA:
FLSA Status: Exempt
Union Affiliation: Non Union
Proposed Salary Range: \$110,000 to \$130,000

DRAFT

DIRECTOR OF PERSONNEL-EDUCATION

GENERAL STATEMENT OF DUTIES:

Under the direction of the Superintendent of Schools and the Chief Operating Officer/Chief of Staff, this position is responsible for the development and administration of personnel and labor relations in the Department of Education; does other related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent is responsible for overseeing the Education Department's Human Resource and Personnel functions and serving as the chief labor negotiator with respect to collective bargaining with unions representing certified personnel; formulating labor relations policies and practices for certified school personnel; developing and recommending employee relations policies; evaluation of work record and/or training and evaluation for all professional personnel in the classified service of the department as well as establishing procedures for the personnel management of classified personnel.

EXAMPLES OF DUTIES (Illustrative Only:)

Oversees all Education Department personnel functions, and coordinates staff evaluation process;
Advises department and education staff on personnel and labor relations matters;
Develops human resources and labor relations policies and recommends policies to the Superintendent;
Develops and plans for the implementation of the broadest range of management and human resource goals;
Directs the operations of the Personnel office through professional, technical and support staff, ensuring that all policies and programs are administered in a fair and equitable manner to all employees;
Promotes staff training and development;
Provides leadership and support to management and their subordinates regarding their professional responsibilities, organizational development, and employee services to the City;
Oversees labor contract administration and interpretation;
Promotes the Department's affirmative action goals and objectives;
Oversees the administration of Unemployment Compensation program, and other Federal and State legal requirements related to the human resources functions;
Serves as Chief Spokesperson in collective bargaining negotiations;
Coordinates grievance, arbitration hearings and other labor relations and personnel issues;
Prepares the Department's position in labor negotiations, researching problematic areas of labor contract agreements with management, reviewing settlements and arbitration awards of comparable jurisdictions, Federal and State legislation directly impacting municipal human resources administration, and analyzes labor trends as the basis for policy and strategy decisions;
Manages contract negotiation process through to agreement;
Prepares and presents final contract settlements and interest arbitration awards to the Board of Education and its committees for action, as required by statute;
Coordinates labor relations activities with the Department and elected officials;
Investigates employee grievances and union complaints in an effort to resolve disputes and minimize further action or litigation;

Directs and administers all phases of labor relations activities including interpretation of contract language and providing direction to line management in administering labor agreements.

Maintains professional development and awareness of current human resource philosophy, principles and practices;

Regularly attends meetings of the Board of Education and attends meetings of other City Boards and Commissions upon request;

Coordinates personnel and labor functions with the City's Director of Human Resources;

Works with the City's H.R.I.S. office to ensure that the Lawson System is being utilized to full potential and provides needed verification and reporting for all Federal and State Reports as well as daily reporting needs; and

Performs related duties as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of Human Resources management, collective bargaining and employee relations practices, and the ability to interpret and explain principles, policies and practices;

Thorough knowledge of applicable Federal, State and local laws, ordinances, regulations and policies relating to labor and employment matters, including, without limitation, the Connecticut Municipal Employee Relations Act;

Considerable management and administrative skills in the areas of organization, planning, communications, interpersonal relations and personnel;

Skilled in oral and written communications, conflict resolution and effective group presentations;

Skill in conducting research, analyzing and interpreting information;

Skilled in the operation of a personal computer, including use of internet, intranet and utilizing Microsoft Office applications and industry-specific software;

Ability to supervise staff of professionals and clerical personnel, and to develop and maintain cooperative and effective working relationships with superiors, subordinates, the general public, attorneys, government agencies, consultants, and elected and appointed officials;

Ability to develop sound working relationships with line managers and union leaders and to effectively engage in collective bargaining;

Knowledge of and ability to use computerized human resources information systems;

Ability to manage time effectively and efficiently, and to establish and meet deadlines;

Possession of professional Human Resources Certificate.

ACCEPTABLE EXPERIENCE AND TRAINING:

Ten (10) years progressively responsible experience in public or private personnel administration or service in education or public administration, including five (5) years in the supervision of a professional staff, experience in selection, training, labor relations, and human resources, with a familiarity of affirmative action programs. Bachelor's degree and considerable knowledge of Human Resources, Labor Relations, Industrial Relations, Personnel, Business Administration, Public Administration, Education Administration, or a related field required. A Juris Doctorate degree preferred.

WATERBURY PUBLIC SCHOOLS

Meeting Minutes

Group/Team:	Personnel Committee		
Location:	WAMS	Norms Reviewed:	Yes
Date of Meeting:	12/18/14	Start Time:	5:30
Minutes Prepared By:		Finish Time:	6:28

Attendance at Meeting			
	Name	Position	
1	Karen Harva	BOE	
2	Felix Rodriguez	BOE	
3	Liz Brown	BOE	
4	Juanita Hernandez	BOE	
5	John Hennen	WPS Security	
6	Shuana Tucker	BOE	
7	Don Ogilvie	Supr	
8	Sam Jordan	EDUC	
9	Tom Van Sta	BOE	
10	Bryan McEntee	BOE	
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Purpose of Meeting – Instructional Focus:

Meeting Notes, Decisions, Issues (May include the meeting agenda)

WATERBURY PUBLIC SCHOOLS

Meeting Minutes

Group/Team:	<i>Personnell Committee</i>		
Location:	<i>WAMS</i>	Norms Reviewed:	Yes
Date of Meeting:	<i>12-18-14</i>	Start Time:	<i>5:30</i>
Minutes Prepared By:	<i>Lg Brown</i>	Finish Time:	

Attendance at Meeting			
	Name	Position	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Purpose of Meeting – Instructional Focus:

Meeting Notes, Decisions, Issues (May include the meeting agenda)
<p><i>Revised order of Agenda - 2-1-3</i></p> <p><i>① - Issue of security - Review survey of other school districts</i></p> <p style="margin-left: 20px;"><i>- On Line System - School take application → central location for review</i></p> <p style="margin-left: 20px;"><i>- no Fee For individual</i></p> <p><i>Action - For further exploration of on line system - John Herman will report next month.</i></p>

WATERBURY PUBLIC SCHOOLS

Meeting Minutes

Meeting Notes Continued

2. Experiences requirements for School Principals
 - Review definitions/functions related to Administration
 - Discuss change from "Three years of Administrative" to Three years of Administration/Leadership Experience
 - Define Leadership - scope of responsibilities eg. teaching VP
 - suggest "or other" in description.
- * Action - Staff develop recommendations for "what is Leadership".
3. Personnel reconfiguration -
 - Review job description - issue of "Preferable Lawyer".
 - why? not required but municipal H.R. is Attorney.
 - broadly defined "knowledge of" rather than specific degree.
 - Concern over change to Lawyer.

Next Steps (Include action items)

Action	Assigned to	Due Date
1) Explore on Line security system	Mr. Herman	Feb. 1st '15
2) Develop recommendations for principal to define "Leadership" that would be equivalent to actual VP Adm. exp.	ILDs / Mrs. Cullinan	TBD
3) motion to move forward to BOE (Felix H) second by Brian mc.		by March

Next Meeting

Date:		Time:		Location:	
Agenda:					

Meeting Minutes guidelines:

- Publish Minutes within 48 hours of any meeting
- Minutes available to all stakeholders (binders, shared drive, e-mail, website)
- Send Minutes via email to all team members

WATERBURY PUBLIC SCHOOLS

Meeting Agenda

Group/Team:		BOE Personnel Committee		
Location: Waterbury Arts Magnet School Media Center 16 South Elm Street		Date of Meeting: December 18, 2014	Start Time: 5:30 p.m.	Finish Time: 6:25 p.m.

Team Norms:

1. All Meeting will start on time
2. All issues will be approached with a positive attitude
3. A specific agenda will be set for all meetings
4. All teams members will agree to stay on specific agenda topics
5. Decisions regarding future directions will be based upon actual data

Purpose of Meeting – Instructional Focus:

Agenda Items – (Items should reflect next steps from previous meeting.)

[illegible]

REQUEST FOR FIELD TRIP

ALL FIELD TRIP FORMS MUST BE FAXED (203-574-8010) OR EMAILED TO THE SCHOOL'S INSTRUCTIONAL LEADERSHIP DIRECTOR.
ALL FIELD TRIPS REQUEST MUST INCLUDE THE APPROPRIATE COVER SHEET

☒ OUT OF STATE – MUST BE RECEIVED FIVE (5) WEEKS PRIOR TO TRIP

☐ IN STATE – MUST BE RECEIVED THREE (3) WEEKS PRIOR TO TRIP

This request must be approved prior to collecting or committing any funds such as down payments or making definite arrangements.

Date Submitted: 12-8-2014 Name of Travel Agency (if applicable): _____

1) Requested by: Donna Mancuso Crosby High School TAG 9-12
Name of Staff Member School Grade level/Subject

2) How many students? 10

3) Name of destination: Close Up Program

4) City/State of destination: Washington, DC

5) Departure: Sunday March 8, 2015 6:00 A.M.
Day Date Time

6) Return: Friday March 13, 2015 5:00 P.M.
Day Date Time

7) Is school in session during this field trip? Yes March 9,-March 13 2015

8) What unit in the curriculum does this field trip support?

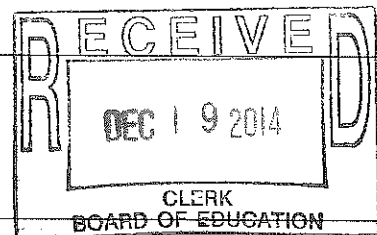
Curriculum supporting Gifted Program and Social Studies Standards for Civic Education

9) What are the Common Core State Standards this field trip supports?

Social Studies content standards 3,4,5,6,7,8,14,15

10) What are the guiding questions from the curriculum this field trip will answer?

What are the rights and responsibilities of citizens in a participatory democracy?



11) What expected performances will be taught by this field trip?

Students will be able to understand historical and contemporary conflicts over constitutional principles and analyze historical and contemporary conflicts through their prospective roles of local, state and national government

12) How will you assess the learning that results from this field trip?

Students will be assessed by Close Up staff as determined by their participation in debates and workshops and seminars.

13) Explain what educational value this field trip offers the students:

To develop knowledge of basic concepts of government and citizenship as well as the skills and attitudes to make that knowledge meaningful and relevant.

14) Transportation: Type/name of Approved PUC Carrier

Airplane – Southwest Air

15) Name(s) and phone number(s) of person(s) responsible for organizing this trip:

Name	Phone Number	Name	Phone Number
1. Donna Mancuso	203-573-6604	4	
2.		5.	
3		6	

16) Name(s) of person(s) supervising students. **NOTE: One (1) chaperone for every ten (10) students.**

Teacher(s) as chaperones:
Donna Mancuso

Aides(s) as chaperones:

Parent(s) as chaperones:

17) How is this trip financed: (If it's fund raising activities, list the fund raising activities. If it's a grant, give title and number of the grant, student contributions, etc.)

Student contributions and Fund raising events

18) What is the approximate cost per pupil for this trip?

\$1742

19) Is any student excluded from attending this trip? Yes ☐ No ☒ If yes, explain why:

20) What is the approximate cost all chaperones?

\$2092

21) How many substitutes are necessary? (If none specify)

Teacher	Subject/Grade	Teacher	Subject/Grade
1. Donna Mancuso	TAG 9-12	4.	
2.		5.	
3.		6.	

22) The medication(s) and/or procedure(s), as prescribed by the student(s) physician, will be provided while participating in the field trip

Yes ☒ No ☐

Shelley/relaxer
Signature of School Nurse

12-16-14
Date

23) This field trip request meets the needs of the BOE policy? Yes ☐ No ☐

Is this field trip recommended? Yes ☐ No ☐

Arrangements for students(s) medial needs have been made Yes ☐ No ☐

Gregory Zogers
Signature of School Principal

12/16/14
Date

CENTRAL OFFICE RESPONSE

24) This field trip request has been reviewed and approved at the Superintendent's level ☒

This field trip request has been reviewed and is not approved ☐

AM Cullinan
Signature of Superintendent/Designee/ILD

12/16/14
Date

25) This field trip request required Board of Education action for out of state or overnight field trip was approved/denied by the Board of Education during its meeting of _____

AM Cullinan
Signature of BOE/Designee

Date

A copy of this request, when approved, will be returned to the School Principal.

#11

REQUEST FOR FIELD TRIP

Revised 07/17/13

ALL FIELD TRIP FORMS MUST BE FAXED (203-574-8010) OR EMAILED TO THE
SCHOOL'S INSTRUCTIONAL LEADERSHIP DIRECTOR.
ALL FIELD TRIPS REQUEST MUST INCLUDE THE APPROPRIATE COVER SHEET

- ☒ OUT OF STATE - MUST BE RECEIVED FIVE (5) WEEKS PRIOR TO TRIP
☐ IN STATE - MUST BE RECEIVED THREE (3) WEEKS PRIOR TO TRIP

*This request must be approved prior to collecting or committing any funds such
as down payments or making definite arrangements.*

Date Submitted: 12/01/15

Name of Travel Agency (if applicable): _____

1) Requested by: Michael Clark John F. Kennedy HS 10-12/ TAG

Name of Staff Member School Grade level/Subject

2) How many students? 133) Name of destination: Harvard Model United Nations Conference/ Sheraton Hotel4) City/State of destination: Boston, MA

5) Departure: Thursday 1/29/15 7:30 am
Day Date Time

6) Return: Sunday 2/1/15 1:00 pm
Day Date Time

7) Is school in session during this field trip? YES

8) What unit in the curriculum does this field trip support?

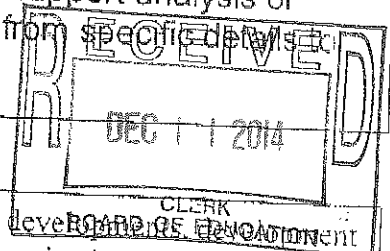
Students will be participating in Harvard Model United Nations in order to experience the processes of the United Nations. In addition, students will develop a better and deeper understanding of critical global issues and international relations.

9) What are the Common Core State Standards this field trip supports?

- CCSS.ELA-Literacy.RH.11-12.1 Cite specific textual evidence to support analysis of primary and secondary sources, connecting insights gained from specific details to an understanding of the text as a whole.

10) What are the guiding questions from the curriculum this field trip will answer?

What are the current issues facing the world in the fields of arms trades, nuclear development, and the country's involvement with the world health organization?



11) What expected performances will be taught by this field trip?

At HMUN, delegates gain insight into the workings of the United Nations and the dynamics of international relations by assuming the roles of UN representatives and members of other international bodies and national cabinets. HMUN is an exciting opportunity for students to debate issues that confront world leaders and to draft resolutions in response to these global issues. Participants will develop their abilities to work with others who are equally motivated and passionate about the topics of debate and to respond to global concerns.

12) How will you assess the learning that results from this field trip?

Students will be assessed based on their position papers representing different issues in the country, from issues involving the world health organization to committees with focus on futuristic economic and financial issues.

13) Explain what educational value this field trip offers the students:

Model UN offers students Type I activity (exposure), type II activity (research skills, critical thinking, and synthesis of information), and type III activities (independent study opportunities).

14) Transportation: Type/name of Approved PUC Carrier

Shuttle Bus/ Carriage Limousine

15) Name(s) and phone number(s) of person(s) responsible for organizing this trip:

Name	Phone Number	Name	Phone Number
1. Michael Clark	203-233-5010	4	
2.		5.	
3		6	

16) Name(s) of person(s) supervising students. **NOTE: One (1) chaperone for every ten (10) students.**

Teacher(s) as chaperones: Michael Clark, Craig Poulter

Aides(s) as chaperones:

Parent(s) as chaperones:

17) How is this trip financed: (If it's fund raising activities, list the fund raising activities. If it's a grant, give title and number of the grant, student contributions, etc.)

Student contributions

18) What is the approximate cost per pupil for this trip?

\$475.00

19) Is any student excluded from attending this trip? Yes ☐ No ☒ If yes, explain why:

20) What is the approximate cost all chaperones?

Advisor Fee of \$100.00

21) How many substitutes are necessary? (If none specify)

Teacher	Subject/Grade	Teacher	Subject/Grade
1. Michael Clark	TAG/ 10-12	4.	
2. Craig Poulter	Guidance Counselor	5.	
3.		6.	

22) The medication(s) and/or procedure(s), as prescribed by the student(s) physician, will be provided while participating in the field trip

Yes ☒ No ☐

Margaret Owens RN
Signature of School Nurse

12-1-14
Date

23) This field trip request meets the needs of the BOE policy? Yes ☒ No ☐

Is this field trip recommended? Yes ☒ No ☐

Arrangements for students(s) medical needs have been made Yes ☒ No ☐

[Signature]
Signature of School Principal

12-2-14
Date

CENTRAL OFFICE RESPONSE

24) This field trip request has been reviewed and approved at the Superintendent's level ☒

This field trip request has been reviewed and is not approved ☐

[Signature]
Signature of Superintendent/Designee/ILD

12-5-14
Date

25) This field trip request required Board of Education action for out of state or overnight field trip was approved/denied by the Board of Education during its meeting of _____

Signature of BOE/Designee

Date

A copy of this request, when approved, will be returned to the School Principal.

#12

Revised 07/17/13

REQUEST FOR FIELD TRIP

**ALL FIELD TRIP FORMS MUST BE FAXED (203-574-8010) OR EMAILED TO THE
SCHOOL'S INSTRUCTIONAL LEADERSHIP DIRECTOR.
ALL FIELD TRIPS REQUEST MUST INCLUDE THE APPROPRIATE COVER SHEET**

- ☒ **OUT OF STATE – MUST BE RECEIVED FIVE (5) WEEKS PRIOR TO TRIP**
☐ **IN STATE – MUST BE RECEIVED THREE (3) WEEKS PRIOR TO TRIP**

***This request must be approved prior to collecting or committing any funds such
as down payments or making definite arrangements.***

Date Submitted: 12-1-14 Name of Travel Agency (if applicable): DATTCO

1) Requested by: Donna Cullen Maloney Magnet Grade 5
 Name of Staff Member School Grade level/Subject

2) How many students? 88

3) Name of destination: Disney's Aladdin- New Amsterdam Theatre Broadway

4) City/State of destination: 214 West 42nd Street, New York, New York 10036

5) Departure: Wednesday April 1, 2015 9:15 am
 Day Date Time

6) Return: Wednesday April 1, 2015 7:15 pm
 Day Date Time

7) Is school in session during this field trip? Yes

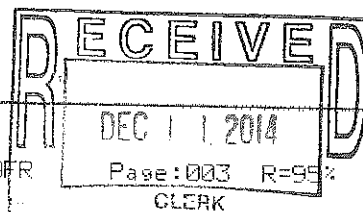
8) What unit in the curriculum does this field trip support?

Language Arts Curriculum- Reading standards CCSS- Key Ideas and details: Listening Standards
 CCSS-Comprehension and Collaboration- Summarize a written text read aloud or information presented in diverse
 media and formats, including visually, quantitatively, and orally.

9) What are the Common Core State Standards this field trip supports?

CCSS ELA- Literacy. RL5.2
 CCSS ELA-Literacy. RL5.3

10) Reader/Text Connections- Analyze how characters deal with diversity and adversity relating to real world problems.



11) What expected performances will be taught by this field trip?

Prior to and following the performance students will examine the characters, plot and problems. Through oral discussions and written response students will make connections between characters from the play, characters from the movie, characters in text and real world situations.

12) How will you assess the learning that results from this field trip?

Students will complete open-ended response questions, compare/contrast diagrams. They will also create story maps, literary weaving to depict significant themes from the play.

13) Explain what educational value this field trip offers the students:

Students will be exposed to the genre of fantasy, and to a form of theatre that offers them cultural, musical and artistic experience.

14) Transportation: Type/name of Approved PUC Carrier

DATTCO- Bid process

15) Name(s) and phone number(s) of person(s) responsible for organizing this trip:

Name	Phone Number	Name	Phone Number
1. Donna Cullen	203-574-8162	4	
2.		5.	
3		6	

16) Name(s) of person(s) supervising students. **NOTE: One (1) chaperone for every ten (10) students.**

Teacher(s) as chaperones: A. Dunn, K. Pino, D. Zurlo, E. D'Esposito
A. Egan, T. Skurkis, M. Palomba

Aides(s) as chaperones: M. Davino

Parent(s) as chaperones:

PTO Officers will be invited to chaperone (4)

17) How is this trip financed: (If it's fund raising activities, list the fund raising activities. If it's a grant, give title and number of the grant, student contributions, etc.)

Maloney Interdistrict Grant

18) What is the approximate cost per pupil for this trip?

\$85.00 funded by grant- lunch will also be provided through the grant

19) Is any student excluded from attending this trip? Yes ☐ No ☒ If yes, explain why:

20) What is the approximate cost all chaperones?

85.00 grant funded + lunch provided through the grant

21) How many substitutes are necessary? (If none specify)

Teacher	Subject/Grade	Teacher	Subject/Grade
1.		4.	
2.		5.	
3.		6.	

22) The medication(s) and/or procedure(s), as prescribed by the student(s) physician, will be provided while participating in the field trip

Yes ☒ No ☐

[Signature]

Signature of School Nurse

12/1/14
Date

23) This field trip request meets the needs of the BOE policy? Yes ☒ No ☐

Is this field trip recommended? Yes ☒ No ☐

Arrangements for students(s) medial needs have been made Yes ☒ No ☐

[Signature]

Signature of School Principal

12-1-14
Date

CENTRAL OFFICE RESPONSE

24) This field trip request has been reviewed and approved at the Superintendent's level ☒

This field trip request has been reviewed and is ~~not~~ approved ☐

[Signature]
Signature of Superintendent/Designee/ILD

12-5-14
Date

25) This field trip request required Board of Education action for out of state or overnight field trip was approved/denied by the Board of Education during its meeting of _____

Signature of BOE/Designee

Date

A copy of this request, when approved, will be returned to the School Principal.

COMMITTEE ON SCHOOL FACILITIES & GROUNDS

#13
dk
1/2

January 8, 2015
Workshop

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee on School Facilities and Grounds, the Superintendent of Schools recommends approval of the use of school facilities, at no charge, by the following school organizations and/or City departments:

GROUP	FACILITIES AND DATES/TIMES
K. Yamashita-Iverson Teacher	Maloney Café: January 23, 2015, 6 to 8 p.m., Annual Japanese New Year's Party for fifth grade students and family
Raymond Shocki Parent Acad. Coord.	KHS Auditorium: Saturday, May 9, 2015, 2 to 5:30 p.m. Shakespeare Production of interactive workshop for parents and elementary school children – Fables, Folktales, and Myths
Adriane Guerin PTSO	WAMS Atrium: March 11, 2015, 5 to 9 p.m., PTSO Vendor Fair Fundraising Event
M. Rocco Parent Liaison	W. Cross Gymnasium: January 16, 2015 (1/23/15 snow date), 5:30 to 9 p.m. Family Movie Night
Gladys Wright Community Liaison	Reed Café/FRC: Tuesday, February 10 and Tuesday, April 14, 2015, 5 to 7 p.m. Title I District Parent Advisory Council DPAC bi-monthly meeting
Miriam Giskin	Walsh Café: Wednesday, April 1, 2015, 5 to 7 p.m., Spring Literacy Night
M. Vagnini	WAMS Recital Hall: January 21, 2015, 5:30 to 7 p.m., TRI M Music Honor Society Induction WAMS Recital Hall: March 5, 2015, 4:30 to 8 p.m., MADD Solos WAMS Apron Stage: April 16, 2015, 6:30 to 8:30 p.m., Earth Day Concert

Approved:

Respectfully submitted,

Felix M. Rodriguez

Dr. Kathleen M. Ouellette
Superintendent of Schools

SCHOOL PERSONNEL USE ONLYDATE: 12/18/2014

TO: SCHOOL BUSINESS OFFICE

FROM: Kazumi Yamashita-Iverson

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

NAME OF SCHOOL REQUESTED: Maloney☐ Auditorium☐ Gymnasium☐ Swimming Pool☒ Café/RoomsDATES REQUESTED: 1/23/2015FROM: 6 am/pm TO: 8 am/pmFOR THE FOLLOWING PURPOSES:

For Annual Japanese New Year's Party
for our fifth grade and their family.

Kazumi Yamashita-Iverson
APPLICANT
Japanese Teacher

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.

SCHOOL PERSONNEL USE ONLY

DATE: December 9, 2014

TO: SCHOOL BUSINESS OFFICE

FROM: Raymond Shocki PhD, LCSW, LMFT

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 ☐ Café/Rooms

DATES REQUESTED: Saturday, May 2, 2015

FROM: 2:00 am/pm TO: 5:30 am/pm

FOR THE FOLLOWING PURPOSES:

Shakespeare Production of interactive workshop for parents
and elementary school children entitled "Fables, Folktales and Myths"
6-8 scenes will be presented with audience participation. Children books
will also be distributed to children for parents to read with them.

Raymond Shocki
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: 12/17/14

TO: SCHOOL BUSINESS OFFICE

FROM: Adriane Guerra - PTSO

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

NAME OF SCHOOL REQUESTED: W.A.M.S.☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Café/Rooms☒ AtriumDATES REQUESTED: March 11FROM: 5 am/pmTO: 9 am/pm

FOR THE FOLLOWING PURPOSES:

PTSO Vendor fair fundraising
eventAdriane Guerra
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.

SCHOOL PERSONNEL USE ONLY

DEC 15 1974

DATE: 12/11/14

TO: SCHOOL BUSINESS OFFICE

FROM: M. Rocco

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

NAME OF SCHOOL REQUESTED: W. Cross

☐ Auditorium ☒ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: 1/16/15 (Sund) 1/23/15

FROM: 5:30 am/pm TO: 9:00 am/pm

FOR THE FOLLOWING PURPOSES:

Family Movie Night.

M. Rocco
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.

Cancel EMAA

Back

SCHOOL PERSONNEL USE ONLY

DEC 11 2014

DATE: 12/11/14

TO: SCHOOL BUSINESS OFFICE

FROM: Gladys Wright, Com. Liaison

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

NAME OF SCHOOL REQUESTED: Reed

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

(1) FRC/Child Care
Activity

DATES REQUESTED: Tues. Feb. 10th and Tues. April 14, 2015

FROM: 5 am/pm TO: 7 am/pm

FOR THE FOLLOWING PURPOSES:

Title I District Parent Advisory Council DEAC B. Monthly Meeting

Gladys Wright
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.

Walsh

SCHOOL PERSONNEL USE ONLY

DEC 10 2014

DATE: 12/9/2014

TO: SCHOOL BUSINESS OFFICE

FROM: Walsh

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

NAME OF SCHOOL REQUESTED: Walsh☐ Auditorium☐ Gymnasium☐ Swimming Pool☒ Café/RoomsDATES REQUESTED: Wednesday April 1, 2015FROM: 5:00 am/pm TO: 7:00 am/pm

FOR THE FOLLOWING PURPOSES:

Spring Literacy NightMiriam GiskinMiriam Giskin
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.

RETURN TO MS. SKRAPITS

SCHOOL PERSONNEL USE ONLYDATE: 12/10/14

TO: SCHOOL BUSINESS OFFICE

FROM: M Vagnini *Marianna Vagnini*

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

NAME OF SCHOOL REQUESTED: WAMS☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Café/Rooms☒ Recital HallDATES REQUESTED: Jan 21 2014FROM: 5:30 am/pm TO: 7 am/pmFOR THE FOLLOWING PURPOSES:TRI M Music Honor Society
InductionM Vagnini
APPLICANTPlease 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.

RETURN TO MS. SKRAPITS

DEC 10 2014

SCHOOL PERSONNEL USE ONLY

DATE:

12/10/14

TO:

SCHOOL BUSINESS OFFICE

FROM:

M Vagnie

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

NAME OF SCHOOL REQUESTED:

WAMS



Auditorium



Gymnasium



Swimming Pool



Café/Rooms

Recital

DATES REQUESTED:

Thursday March 5 2015

FROM:

4:30

am/pm

TO:

8

am/pm

FOR THE FOLLOWING PURPOSES:

MADD Solos

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.

RETURN TO MS. SKRAPITS

DEC 10 2014

SCHOOL PERSONNEL USE ONLYDATE: 12/10/14

TO: SCHOOL BUSINESS OFFICE

FROM: M. Vagner

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

NAME OF SCHOOL REQUESTED: WAMS☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Café/RoomsApron or RectaDATES REQUESTED: April 16 2015FROM: 6³⁰ am/pmTO: 8³⁰ am/pmFOR THE FOLLOWING PURPOSES:Earth Day ConcertM. Vagner
APPLICANTPlease 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.

#156

EDUCATION

Bousaada

Waterbury Public Schools Pre-K Substitute Classroom Assistant Early Childhood Education Program

General Statement of Duties: Assists teachers by performing nonprofessional duties so teachers may devote more of their time to professional tasks. Assistants organize and lead children in educational activities as directed by the teacher. Employees work close with the teachers and children to insure that the programmed activities are carried out and that a close relationship is maintained between the teacher and the children. Assistants will be trained in specific tasks and work under the supervision of the teacher but will not perform professional teaching duties.

Specific Examples of Duties: Supervises children during play, lunch, art, music periods, etc. Gives individual attention to children with personality, emotional, physical, language, toileting and other problems. Encourages children to talk. Reads stories to children and leads small group activities. May plan field trips as appropriate. Assists teacher in meeting with parents and displays children's work. Does clerical tasks such as taking attendance, collecting milk money, issuing transfers, recording and ordering supplies. Sets up and operates audio-visual equipment and other materials for instructional purposes. May be required to take over classes in emergencies because of teacher's absence. Does other related tasks as required by the teacher.

Qualifications: One year experience working with young children in group activities; Ability to deal with children in stressful situations. An Associates Degree or 60 or more college credits; or successful completion of the State Board Adopted Paraprofessional Assessment. Child Development Associates (CDA) preferred.

Salary: \$10.15 Per Hour No Benefits

This is a grant funded position that only exists as long as funds are available

Closing Date: December 5, 2014

Please submit letter of intent, resume, non- certified application for employment, 3 reference letters and transcripts to:

**James A. Murray, PHR
Human Resources - Education
236 Grand Street
Waterbury, CT. 06702
Revised 7/1/14**

**WATERBURY PUBLIC SCHOOL DISTRICT
236 GRAND STREET, WATERBURY, CT 06702**

**APPLICATION FORM
FOR NON-CERTIFIED POSITIONS**

Position Applied For: Pre-K class assistant

Applicant is requested to answer each question completely and accurately. Application may be rejected or receive a lower evaluation because items are incomplete or omitted.

PLEASE TYPE OR PRINT LEGIBLY IN INK

Name: Bousaada, Michelle T.
Last First M. I.

Address: 61 Dorothy Drive Home Phone (203) 598-0379
No. Street

City, State, Zip: Middlebury, CT 06762 Cell Phone: (203) 228-4168

Mailing Address: same as above

DEC - 1 2014

**THE FOLLOWING QUESTIONS MUST BE ANSWERED "YES" OR "NO"
GIVE DETAILS IN SPACE BELOW**

Are you eligible to work in the United States?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have you ever been dismissed from employment for cause?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If so, explain and state which jobs below.		
Have you ever been convicted of an offense against the law (including military offenses), are you now under charges of any offense against the law?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If your answer is "Yes," give details below, Show: date, charge, place, court and disposition.		
NOTE: a conviction per se is not a disqualifying factor. What you were convicted of, and how long ago are important. Give all the facts so that a decision can be made.		

EXPLANATIONS TO QUESTIONS ABOVE (Use additional paper if necessary)

N/A

The Waterbury Public Schools have a vital interest in providing its employees with a safe, healthful and efficient work environment. It is the City's policy to maintain a work place free from drug and/or alcohol misuse and abuse.

Employment will be subject to a satisfactory background check, a post-offer medical examination (if required for the position that is offered) and a drug screening in accordance with state and federal law. Your signature on this form is your consent to the drug test.

EMPLOYMENT HISTORY

Describe your employment history in detail under the headings below, starting with your present or last employer and list in reverse order. Indicate the nature of the work personally performed by you. If two or more positions were held during the same period of time, show the

proportion of time spent at each. If your title and duties changed materially in the course of your service in any one organization indicate such changes clearly and as separate employments.

PRESENT OR LAST EMPLOYER

Haydon Switch Motion Solutions, Inc.

Name of Employer

Phone: 203-756-7441

Address: 1500 Meriden Rd. City: Waterbury State: CT Zip: 06705

Dates of Employment: From (Mo/Yr) 6/10/13	Title of Position Rotor room assistant	Name and Title of Supervisor Mrs. Nawal Haddad
To (Mo/Yr) 8/16/13	Description of Duties, Responsibilities, and <i>Significant Accomplishments</i> : Assembly of rotors, check rotor height, put bearings on rotors	
Salary: Starting	\$8.25	
Ending	\$8.25	
No. of Hours Worked Weekly:	40 hours per week	
	Reason for Leaving: Temporary position; went back to school/college	

PRIOR EMPLOYER

Haydon Switch Motion Solutions, Inc.

Name of Employer

Phone: 203-756-7441

Address: 1500 Meriden Rd. City: Waterbury State: CT Zip: 06705

Dates of Employment: From (Mo/Yr) 6/2012	Title of Position Rotor room assistant	Name and Title of Supervisor Mrs. Nawal Haddad
To (Mo/Yr) 8/2012	Description of Duties, Responsibilities, and <i>Significant Accomplishments</i> : Assembly of rotors, check rotor height, put bearings on rotors	
Salary: Starting	\$8.25	
Ending	\$8.25	
No. of Hours Worked Weekly:	40 hours per week	
	Reason for Leaving: Temporary position; went back to school/college	

PRIOR EMPLOYER

Name of Employer _____ () _____
Phone _____

Address	City	State	Zip
Dates of Employment: From (Mo/Yr)	Title of Position	Name and Title of Supervisor	
To (Mo/Yr)	Description of Duties, Responsibilities, and <i>Significant</i> Accomplishments		
Salary: Starting			
Ending			
No. of Hours Worked Weekly:			
	Reason for Leaving		

EDUCATION

Indicate Last Grade Completed	Name and Address of High School Last Attended	Date of Graduation or G.E.D. Awarded
12	Pomperaug High School 234 Judd Road, Southbury, CT	2010 graduated and awarded a diploma

Name of College Business or Technical Schools Attended	Address	Dates of Attendance	Number of Credits Completed	Type of Degree	List Major Subjects
Mitchell College	437 Pequot Avenue New London, CT 06320	8/2011 to 12/2012	90	AA	ECE/Human Development: Liberal Studies, Associate in Arts

If you have any additional education or experience, or have taken SPECIAL COURSES, list these below. Please include: Where acquired and the total number of hours involved.

I have taken courses in Human Development and Early Childhood Education. I have also consistently been a volunteer working with preschool and kindergarten age children during my senior year of high school-both as a part of school (Region 15-Longmeadow Elementary School) and outside of school (at the Generali Preschool of Literature & the Arts in Middlebury, CT). I also continued to volunteer my time working with children as a part of a

college scholarship program at Mitchell College in New London (MVP-Mitchell Valued Potential program). As a part of this program, I was able to volunteer many hours at Wendell Cross School in Waterbury, CT working with Mrs. Elizabeth Marshall in her kindergarten classroom. In addition to this I have volunteered in kindergarten classes at Gilmartin School with Mrs. Jennifer Dorlini during the 2012-13 school year, and during the 2013-14 school year, I volunteered for Mrs. Gina Antonios in kindergarten at Wendell Cross School. I am still currently volunteering in Mrs. Antonios' classroom.

How did you learn of the employment opportunity for which you are applying?

Newspaper ☐ Radio ☐ Job Service ☐ Current Employer ☐ Job Posting ☐ Professional Journal ☐ Other X: website

For equal opportunity purposes, we are requesting the following information. This information is optional and will only be used to comply with Federal Equal Employment reporting requirements and for test validation purposes. Please check the appropriate groups below:

Female x White x Black ☐ Asian (Pacific Islander) ☐ Hispanic ☐ Native American ☐

Male ☐ Other (specify) _____

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law or Civil Service Rules and Regulations.

I voluntarily give the Civil Service Commission of the City of Waterbury, CT, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

Date: 11/25/14

Signature: Michelle Bousard

Michelle Bousaada

Objective

To get a job as a classroom assistant for preschool children in the Waterbury Public School system.

Experience

*May, 2011 through
August, 2011*

Haydon Kerk

Waterbury, CT

*June, 2012 through
August, 2012*

Haydon Kerk

Waterbury, CT

*June, 2013 through
August, 2013*

Haydon Kerk

Waterbury, CT

Rotor room assistant

- *Performed assembly of rotors and then placed them in a machine to be pressed together.*
- *Cleaned magnets from shipping particles.*
- *Cleaned blanks from oil and prepared them to be assembled.*

Education

2013-present

- *Charter Oak State College, Individualized Studies with a concentration in Early Childhood Education and Writing.*

2011-Fall 2013

- *Associates degree, Liberal Arts, Mitchell College, New London, CT*
- *Classes included Early Childhood Education and Human Development courses.*

June-2010

- *High School diploma, Pomperaug High School, Southbury, CT.*

Volunteer Work

- *2006-2010 - Pomperaug Woods Southbury, CT,*
- *2009-2010 - The Generali Preschool of the Arts Middlebury, CT*
- *Spring 2010- Long Meadow Elementary School, Southbury, CT*
- *2010-2013-Most Valued Potential scholarship volunteer work, Mitchell College, New London, CT*

[Phone number]•[E-mail address]

[Your Name]

- *Spring 2013- Gilmartin Elementary School, Waterbury, CT*
- *Fall 2013-2014 – Wendell Cross Elementary School, Waterbury, CT*

References

- Jenifer Dorlini, Gilmartin Elementary School, Waterbury, CT 06706, 203-574-8175
- Chris Generali, 1625 Straits Turnpike, Middlebury, CT 06762, 203-577-6900
- Nawal Haddad, 335 Hitchcock Road Southington, CT, 06489, 860-276-8707
- Robert Coghlan, Pomperaug High School, 234 Judd Road, Southbury, CT, 06488, 203-262-3200
- Anna Jedd, 12 Sand Bank Road, Watertown, CT, 06795, 860-274-1676
- Kathy Noonan, 585 Park Road Waterbury, CT, 06708, 203-206-1000

Waterbury Public Schools
Early Childhood Education Program
Pre-K Classroom Assistant

D'Angelo

General Statement of Duties: Assists teachers by performing nonprofessional duties so teachers may devote more of their time to professional tasks. Such duties will include, but are not limited to bus duty, hygiene and toileting, lesson planning and parent communications. Assistants organize and lead children in educational activities as directed by the teacher. Employees work close with the teacher and children to insure that the programmed activities are carried out and that a close relationship is maintained between the teacher and the children. Assistants will be trained in specific tasks and work under the supervision of the teacher but will not perform professional teaching duties.

(Not limited to duties listed below)

Specific Examples of Duties: Supervises children during play, lunch, art, music periods, etc. Gives individual attention to children with personality, emotional, physical, language, toileting and other problems. Encourages children to talk. Reads stories to children and leads small group activities. May plan field trips as appropriate. Assists teacher in meeting with parents and displays children's work. Does clerical tasks such as taking attendance, collecting milk money, issuing transfers, recording and ordering supplies. Sets up and operates audio-visual equipment and other materials for instructional purposes. May be required to take over classes in emergencies because of teacher's absence. Does other related tasks as required by the teacher.

Qualifications: Applicants are required to have one year experience working with young children in group activities; along with the ability to deal with children in stressful situations.

Applicant must also hold one of the following:

- Associate's Degree that consists of 12 plus credits that pertain to ECE
- CDA and 12 plus credits that pertain to ECE

Work Year/Hours of Work: 10 months, 35 hours per week

Salary: \$10.25 per Hour

\$11.26 after 6 Months

\$14.94 after 1 Year (\$17.09 with BA/BS Degree)

Benefits are governed by SEIU Collective Bargaining Agreement.

This is a grant funded; union position that only exists as long as funds are available.

Please submit letter of intent, resume, and non-certified application for employment, 3 reference letters and transcripts to:

James A. Murray, PHR
Personnel-Education
236 Grand Street
Waterbury, CT. 06702
Closing Date: December 5, 2014

**WATERBURY PUBLIC SCHOOL DISTRICT
236 GRAND STREET, WATERBURY, CT 06702
APPLICATION FORM
FOR NON-CERTIFIED POSITIONS**

Position Applied For:

Pre-K Classroom Aide

Applicant is requested to answer each question completely and accurately. Application may be rejected or receive a lower evaluation because items are incomplete or omitted.

PLEASE TYPE OR PRINT LEGIBLY IN INK

Name D'Angelo Rachel M
Last First M.I.

Address 36 Watchtower Rd Home Phone (860) 283-6378
No. Street

City, State, Zip Plymouth, CT 06782 Cell Work Phone (860) 810-1788

Mailing Address

(If different from above)

**THE FOLLOWING QUESTIONS MUST BE ANSWERED "YES" OR "NO"
GIVE DETAILS IN SPACE BELOW**

Are you eligible to work in the United States? Yes ☒ No ☐

Have you ever been dismissed from employment for cause? Yes ☐ No ☒

If so, explain and state which jobs below.

Have you ever been convicted of an offense against the law (including military offenses), are you now under charges of any offense against the law? Yes ☐ No ☒

If your answer is "Yes," give details below, Show: date, charge, place, court and disposition.

NOTE: a conviction per se is not a disqualifying factor. What you were convicted of, and how long ago are important. Give all the facts so that a decision can be made.

EXPLANATIONS TO QUESTIONS ABOVE (Use additional paper if necessary)

The Waterbury Public Schools have a vital interest in providing its employees with a safe, healthful and efficient work environment. It is the City's policy to maintain a work place free from drug and/or alcohol misuse and abuse.

Employment will be subject to a satisfactory background check, a post-offer medical examination (if required for the position that is offered) and a drug screening in accordance with state and federal law. Your signature on this form is your consent to the drug test.

EMPLOYMENT HISTORY

Describe your employment history in detail under the headings below, starting with your present or last employer and list in reverse order. Indicate the nature of the work personally performed by you. If two or more positions were held during the same period of time, show the proportion of time spent at each. If your title and duties changed materially in the course of your service in any one organization indicate such changes clearly and as separate employments.

PRESENT OR LAST EMPLOYER

Play and Learn Child Development Center (860) 283-0791
 Name of Employer Phone

30 North Main Street Thomaston CT 06787
 Address City State Zip

Dates of Employment: From (Mo/Yr) 8/2011		Title of Position Child Care Aide	Name and Title of Supervisor Katie Pike (director)
To (Mo/Yr) Current		Description of Duties, Responsibilities, and Significant Accomplishments Assist head teacher of day cares before school program seven days a week. Responsible for supervision of children six to 12 yrs of age, engaging them in activities as they move through center areas also help with class work when needed. Assist with after school care three afternoons weekly.	
Salary: Starting \$10/hr			
Ending \$10/hr			
No. of Hours Worked Weekly: 7		Reason for Leaving Still employed	

PRIOR EMPLOYER

City of Waterbury (Early Childhood Ed. Dept) (203) 574-8005
 Name of Employer Phone

236 Grand Street Waterbury CT 06702
 Address City State Zip

Dates of Employment: From (Mo/Yr) 9/2011		Title of Position pre-K Aide substitute	Name and Title of Supervisor Pat Moran
To (Mo/Yr) Current		Description of Duties, Responsibilities, and Significant Accomplishments Assist pre-K teachers with Classroom activities which include group projects such as crafts, circle time, and games. Supervise children when teacher is busy with individual instruction. Also perform classroom chores and preparatory tasks as needed.	
Salary: Starting			
Ending			
No. of Hours Worked Weekly: 7		Reason for Leaving Still employed	

PRIOR EMPLOYER

Unpaid internship)

Name of Employer Bunker Hill Elementary School Phone (203) 574-8183
 Address 170 Bunker Hill Ave City Waterbury State CT Zip 06782

Dates of Employment: From (Mo/Yr) <u>10/09</u>	Title of Position <u>Social Work Intern</u>	Name and Title of Supervisor <u>Cathy Newmark (Social Worker)</u>
To (Mo/Yr) <u>12/09</u>	Description of Duties, Responsibilities, and Significant Accomplishments <u>Assisted Social Worker in developing activities to help students improve study skills, manage anger, build self-esteem and learn about consequences of bullying. Also aided Social Worker with preparations for the schools behavior modification program</u>	
Salary: Starting <u>N/A</u>		
Ending <u>N/A</u>		
No. of Hours Worked Weekly: <u>7</u>	Reason for Leaving <u>Completed Practicum requirements</u>	

EDUCATION

Indicate Last Grade Completed <u>12</u>	Name and Address of High School Last Attended <u>Terryville High School</u>	Date of Graduation or G.E.D. Awarded <u>6/2007</u>
--	--	---

Name of College Business or Technical Schools Attended	Address	Dates of Attendance	Number of Credits Completed	Type of Degree	List Major Subjects
<u>Brianwood Coll.</u>	<u>227 Mt Vernon Rd. Southington, CT</u>	<u>9/07-5/09</u>	<u>64</u>	<u>Assoc</u>	<u>Child Development</u>

If you have any additional education or experience, or have taken SPECIAL COURSES, list these below. Please include: Where acquired and the total number of hours involved.

Recertified in CPR and Basic First Aid for Adults & Children
10/19/13 - 10/20/16 & 10/19/13 - 10/19/15
Workshop: "Autism Spectrum in children", The Learning Center 2 hrs
Workshop: "Bringing Science in Classroom Centers Any & Learn 2 hrs

How did you learn of the employment opportunity for which you are applying?

Newspaper ☐ Radio ☐ Job Service ☐ Current Employer ☐ Job Posting ☒ Professional Journal ☐ Other ☐

For equal opportunity purposes, we are requesting the following information. This information is optional and will only be used to comply with Federal Equal Employment reporting requirements and for test validation purposes. Please check the appropriate groups below:

Female ☐ White ☒ Black ☐ Asian (Pacific Islander) ☐ Hispanic ☐ Native American ☐

Male ☐ Other (specify) ☐

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law or Civil Service Rules and Regulations.

I voluntarily give the Civil Service Commission of the City of Waterbury, CT, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

Date 12/1/14

Signature Rachel M. O'Connell

Rachel D'Angelo

36 Watch Tower Rd Plymouth, CT 06782,

HOME PHONE (860)283-6378 • CELL PHONE (860)810-7788

rdangelo@students.post.edu

SUMMARY OF QUALIFICATIONS

- Recognized as Who's Who Among College Students
- Possess a positive attitude and able to communicate well with diverse populations.
- Works well in both an independent and team environment
- Certified in First Aide and CPR for children, infants, and adults through October 2015
- Maintained 3.95 G.P.A. during educational career

EDUCATION AND TRAINING**Bachelor of Human Services Degree. Major: Human Services Post University, Waterbury CT G. P. A. 3.95****Human Service Course Highlights:**

- | | |
|--|--|
| ▪ Introduction to Counseling | ▪ Social Welfare |
| ▪ Group Counseling | ▪ Action Research in Human Services |
| ▪ Interviewing Methods | ▪ Ethical /Legal Issues in Human Service |
| ▪ Human Behavior in Social Environment | ▪ Theories of Counseling and Psychotherapy |
| ▪ Crisis Intervention | |
| ▪ Human Services Practicum 2 | |

HUMAN SERVICES PRACTICUM**Human Service Intern, New Opportunities, Thomaston Ct. Sept. 2010- May 2011**

- Logged office phone calls when supervisor was occupied
- Compiled agency application packets
- Filed and maintained client documents
- Represented Supervisor at community events as needed

Social Worker Intern, Bunker Hill School, Waterbury CT Oct 2009-Dec 2009

- Designed activities to help students improve school study skills, manage anger, build self esteem, and learn about the consequences of bullying
- Also aided social worker with preparations for the school's behavior modification program events

WORK HISTORY**Play and Learn Child Development Center Thomaston Ct**

Sept 2011- Current

Child Care Aide

- Oversee supervision of children ages 4-12 years old when teacher is occupied.
- Direct various projects and activities as children move through designated play areas
- Responsible for condition designated classroom and preparatory tasks such as setting up materials, supervising children while activity is in progress, as well as explaining the project in detail to ensure children's understanding of activity for classroom projects as needed by teacher.

Rachel D'Angelo

36 Watch Tower Road

Plymouth, CT 06782

(860) 810-7788

December 1, 2014

Pre- Kindergarten Classroom Assistant:

To Whom It May Concern:

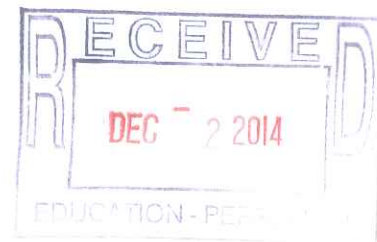
I am pleased to present my resume for Waterbury Public Schools. My Bachelor's degree in Human Services, along with my volunteer and internship work in this field, allow me to be a viable asset to this school setting.

Since 2011, I have been employed as a Pre- kindergarten Classroom Assistant substitute for Waterbury's Early Childhood Education Program, periodically being assigned to a number of schools and working under the direction of various teachers. My role in the classroom has allowed me to gain experience to assisting the teachers with the implementation of the program curriculum through a variety of activities such as literacy initiatives and the use of sensory manipulatives. I have also acquired a solid knowledge of typical classroom assistant's responsibilities involving the pre- kindergarten student's, from the morning bus ride in , to the usual dismissal routing at the end of the day.

I am confident that I am an outstanding candidate for this position and I look forward to the opportunity for an interview to discuss the many ways I can make a positive contribution to the Waterbury Early Childhood Education Program. Thank you for your time and consideration.

Sincerely,

Rachel M. D'Angelo
Rachel D'Angelo



EDUCATION

Waterbury Public Schools Pre-K Substitute Classroom Assistant Early Childhood Education Program

LaCapra

General Statement of Duties: Assists teachers by performing nonprofessional duties so teachers may devote more of their time to professional tasks. Assistants organize and lead children in educational activities as directed by the teacher. Employees work close with the teachers and children to insure that the programmed activities are carried out and that a close relationship is maintained between the teacher and the children. Assistants will be trained in specific tasks and work under the supervision of the teacher but will not perform professional teaching duties.

Specific Examples of Duties: Supervises children during play, lunch, art, music periods, etc. Gives individual attention to children with personality, emotional, physical, language, toileting and other problems. Encourages children to talk. Reads stories to children and leads small group activities. May plan field trips as appropriate. Assists teacher in meeting with parents and displays children's work. Does clerical tasks such as taking attendance, collecting milk money, issuing transfers, recording and ordering supplies. Sets up and operates audio-visual equipment and other materials for instructional purposes. May be required to take over classes in emergencies because of teacher's absence. Does other related tasks as required by the teacher.

Qualifications: One year experience working with young children in group activities; Ability to deal with children in stressful situations. An Associates Degree or 60 or more college credits; or successful completion of the State Board Adopted Paraprofessional Assessment. Child Development Associates (CDA) preferred.

Salary: \$10.15 Per Hour No Benefits

This is a grant funded position that only exists as long as funds are available

Closing Date: December 5, 2014

Please submit letter of intent, resume, non- certified application for employment, 3 reference letters and transcripts to:

**James A. Murray, PHR
Human Resources - Education
236 Grand Street
Waterbury, CT. 06702
Revised 7/1/14**

WATERBURY PUBLIC SCHOOL DISTRICT
236 GRAND STREET, WATERBURY, CT 06702

APPLICATION FORM
FOR NON-CERTIFIED POSITIONS

Position Applied For: Pre-K Classroom Assistant

Applicant is requested to answer each question completely and accurately. Application may be rejected or receive a lower evaluation because items are incomplete or omitted.

PLEASE TYPE OR PRINT LEGIBLY IN INK

Name LaCapra Krista J
Last First M.I.

Address 79 Lyons Road
No. Street

Home Phone (860) 305-3157

City, State, Zip Bristol, Ct 06010

Work Phone (860) 583-1843

Mailing Address

(If different from above)

THE FOLLOWING QUESTIONS MUST BE ANSWERED "YES" OR "NO"
GIVE DETAILS IN SPACE BELOW

Are you eligible to work in the United States? Yes ☒ No ☐

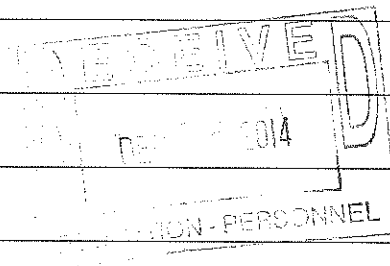
Have you ever been dismissed from employment for cause? Yes ☐ No ☒
If so, explain and state which jobs below.

Have you ever been convicted of an offense against the law
(including military offenses), are you now under charges of any offense against the law? Yes ☐ No ☒

If your answer is "Yes," give details below, Show: date, charge, place, court and disposition.

NOTE: a conviction per se is not a disqualifying factor. What you were convicted of, and how long ago are important. Give all the facts so that a decision can be made.

EXPLANATIONS TO QUESTIONS ABOVE (Use additional paper if necessary)



The Waterbury Public Schools have a vital interest in providing its employees with a safe, healthful and efficient work environment. It is the City's policy to maintain a work place free from drug and/or alcohol misuse and abuse.

Employment will be subject to a satisfactory background check, a post-offer medical examination (if required for the position that is offered) and a drug screening in accordance with state and federal law. Your signature on this form is your consent to the drug test.

EMPLOYMENT HISTORY

Describe your employment history in detail under the headings below, starting with your present or last employer and list in reverse order. Indicate the nature of the work personally performed by you. If two or more positions were held during the same period of time, show the proportion of time spent at each. If your title and duties changed materially in the course of your service in any one organization indicate such changes clearly and as separate employments.

PRESENT OR LAST EMPLOYER

Name of Employer Healthtrax Inc		Phone (860) 583-1843	
Address 842 Clark Ave		City Bristol	State Ct
Zip 06010			
Dates of Employment: From (Mo/Yr) 9/2007	Title of Position Youth Activity Teacher/Group Instructor	Name and Title of Supervisor Tim Lavasser	
To (Mo/Yr) Present	Description of Duties, Responsibilities, and Significant Accomplishments Hand on involvement with Parents and children during Kintzone hours worked.		
Salary: Starting \$9.00	Provides full child care coverage to children 8 weeks to 13 years old. Structure and implement child care activities. Assists school Aged children with homework and reading.		
Ending			
No. of Hours Worked Weekly:			
	Reason for Leaving and reading.		

PRIOR EMPLOYER

Name of Employer O & Associates, Inc.		Phone (860) 757-3670	
Address 2049 Silas Deane Hwy		City Rocky Hill, Ct	State Ct
Zip 06067			
Dates of Employment: From (Mo/Yr) 7/2012	Title of Position Office Manager	Name and Title of Supervisor	
To (Mo/Yr) 1/2013	Description of Duties, Responsibilities, and Significant Accomplishments recruiting, payroll, maintaining mail.		
Salary: Starting \$18.00 hr	Processed New Hires		
Ending \$18.00 hr	Updated websites		
	responsible for minutes in executive meetings		
No. of Hours Worked Weekly:	40 hrs Various other administrative duties		
	Reason for Leaving Went back to school for degree in social work		

PRIOR EMPLOYER

Quality Rolling & Deburring Inc. 860.203-0271
 Name of Employer Phone
 135 S. Main Street Thomaston Ct 06787
 Address City State Zip

Dates of Employment: From (Mo/Yr) 1/2010	Title of Position Hr. Assistant/Front Desk	Name and Title of Supervisor Dora
To (Mo/Yr) 3/2011	Description of Duties, Responsibilities, and Significant Accomplishments Payroll, Maintaining Hr employee files, Implemented company safety procedures (OSHA) Track logistics. Maintenance department liaison.	
Salary: \$17.00/hr Starting		
Ending \$17.25/hr		
No. of Hours Worked Weekly: 40	Plus Various duties but not limited to faxing, filing & Answer phones	
Reason for Leaving New Position at new Company		

EDUCATION

Indicate Last Grade Completed 12	Name and Address of High School Last Attended St. Paul's Catholic High School Main Street Ave. District	Date of Graduation or G.E.D. Awarded June of 1987
-------------------------------------	---	--

Name of College Business or Technical Schools Attended	Address	Dates of Attendance	Number of Credits Completed	Type of Degree	List Major Subjects
Fisher College	118 Beacon Street Boston MA	1987-1989	60	AS	Business Administration
Quinnipiac University	275 Mt. Carmel Ave	1989	12		
Tunxis Comm	271 Scott Swamp Rd	2013	12		

If you have any additional education or experience, or have taken SPECIAL COURSES, list these below. Please include: Where acquired and the total number of hours involved.

Certified Spring Teacher (2007)
 Certified Esthetician N.E.S.H (1999)
 10-hour OSHA Certification (2010)
 CPR Adult & children (2013-2015)

How did you learn of the employment opportunity for which you are applying?

Newspaper ☐ Radio ☐ Job Service ☐ Current Employer ☒ Job Posting ☐ Professional Journal ☐ Other ☐

For equal opportunity purposes, we are requesting the following information. This information is optional and will only be used to comply with Federal Equal Employment reporting requirements and for test validation purposes. Please check the appropriate groups below:

Female ☒ White ☒ Black ☐ Asian (Pacific Islander) ☐ Hispanic ☐ Native American ☐
 Male ☐ Other (specify) _____

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law or Civil Service Rules and Regulations.

I voluntarily give the Civil Service Commission of the City of Waterbury, CT, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

Date 12/3/2014 Signature Krista Salapia

Ms. Krista LaCapra
79 Lyons Road
Bristol, CT 06010
860-305-3151
klacaps@gmail.com

OBJECTIVE:

To pursue a challenging position that will compliment my ability, knowledge and work experience. I'm a compassionate, caring and honest individual who takes pride in providing quality care for others.

OG & Associates, Inc.
Office Manager

Rocky Hill, CT
July 2012-Jan 2013

- Administrative duties
- Recruiting
- Interviewed and processed New Hires Paperwork, Orientation packets as well as all tax forms
- Updating Facebook and company website on a weekly basis
- Worked with Owensville Software reporting system (prospect tracking system)
- Constructed meetings with Administrative Assistant to go over new strategies
- Revise our job functions of the company for hire.
- Took minutes for Executive Monthly Meeting
- Post hiring ads on Craigslist on a daily basis

Healthtrax Fitness & Wellness
Kid Zone Assistant /Group Fitness Instructor

Bristol, CT
*Sept 2007 –
present*

- Coached clients with individual fitness needs, goals and injury management
- Taught spinning, group power and elder exercise classes (Sliver Sneakers)
- Hands on involvement with parents and children during kid zone hours
- Provides coverage to front desk, kid zones in other areas in the facility upon request.
- Provides full child care coverage to children 8 weeks to 13 years old.
- Implements and structures childcare activities.
- Assists school aged children with in home work reading

Quality Rolling & Deburring Inc. Co.
Hr. Assistant/Front Desk

Thomaston, CT
Jan 2010 – Mar 2011

- Processing invoices and work orders for maintenance department
- Hr. duties to include new hire preparation, investment opportunities and insurance enrollment
- Payroll
- Maintained company Safety procedure's (OSHA)
- Various administrative duties not limited to faxing, company reports, answering phones and engagement in customer service with clients and customers

Concentra Medical Centers
Account Manager

Sept 2005 – Aug 2007

- Maintained book of business for 800-1,000 clients located in the East Hartford, CT and Windsor, CT clinics
- Identified needs of clients and developed service plans with specific goals tailored to each individual
- Participated in Center Leadership Team Meetings (included MD, Center Administrator, and PT) and Sales Meetings on a weekly basis
- Developed revenue retention plans to improve attrition at both facilities
- Consulted clients on Workers Compensation, OSHA & DOT Regulations, ADA, HAZMAT, and pre-employment services
- Organized Health fairs with included blood pressure checks, cholesterol screenings and many other pertinent health screenings suitable to the needs of the individuals employer

EDUCATION:

Fisher Junior College
Associates Degree in Business Administration

Boston, MA

Quinnipiac University
(12 Credits in Marketing)

Hamden, CT

Tunxis Community College
(Social work degree)

Farmington, CT
(Present)

CERTIFICATIONS:

Certified Spinning Teacher (2007)
Bristol, CT
Certified Esthetician N.E.S.H (1999)
Newington, CT
10-hour OSHA Certification (2010)
Hartford, CT
CPR Adult and Children (2013-2015)
Bristol, CT

REFERENCES:

Associate-, Deana Bouley, Executive Assistant, 860-329-6629
Co-Worker, Anna Simulac, Office Manager/Payroll Administrator, 860-582-8341
Associate - Karen Renna, Vice Principle, 203-592-4383

EDUCATION

Waterbury Public Schools Pre-K Substitute Classroom Assistant Early Childhood Education Program

McCasland

General Statement of Duties: Assists teachers by performing nonprofessional duties so teachers may devote more of their time to professional tasks. Assistants organize and lead children in educational activities as directed by the teacher. Employees work close with the teachers and children to insure that the programmed activities are carried out and that a close relationship is maintained between the teacher and the children. Assistants will be trained in specific tasks and work under the supervision of the teacher but will not perform professional teaching duties.

Specific Examples of Duties: Supervises children during play, lunch, art, music periods, etc. Gives individual attention to children with personality, emotional, physical, language, toileting and other problems. Encourages children to talk. Reads stories to children and leads small group activities. May plan field trips as appropriate. Assists teacher in meeting with parents and displays children's work. Does clerical tasks such as taking attendance, collecting milk money, issuing transfers, recording and ordering supplies. Sets up and operates audio-visual equipment and other materials for instructional purposes. May be required to take over classes in emergencies because of teacher's absence. Does other related tasks as required by the teacher.

Qualifications: One year experience working with young children in group activities; Ability to deal with children in stressful situations. An Associates Degree or 60 or more college credits; or successful completion of the State Board Adopted Paraprofessional Assessment. Child Development Associates (CDA) preferred.

Salary: \$10.15 Per Hour No Benefits

This is a grant funded position that only exists as long as funds are available

Closing Date: December 5, 2014

Please submit letter of intent, resume, non- certified application for employment, 3 reference letters and transcripts to:

**James A. Murray, PHR
Human Resources - Education
236 Grand Street
Waterbury, CT. 06702
Revised 7/1/14**

Colleen S. McCasland
140 Joseph Street
Waterbury, CT 06705
(203) 755-3026
(email) McCaslandcos@gmail.com

December 4, 2014

James A. Murray, PHR
Education-Human Resources
236 Grand Street
Waterbury, CT 06702

Dear Mr. Murray:

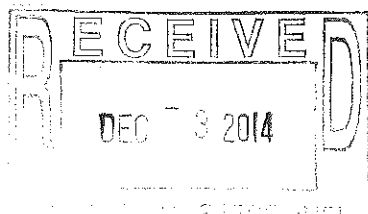
Please accept and review my application for the position of Pre-K Substitute Classroom Assistant.

I feel that my education from Central Connecticut State University along with my experiences working at the YMCA's after school program and my summers working for the Waterbury Park Department as a Recreation Specialist will enable me to relate to the students and assist in any tasks assigned.

I have requested a copy of my transcript from CCSU and will make it available to you as soon as it is received.

Hoping to hear from you at your earliest convenience, I would like to elaborate on my qualifications pertaining to this position.

Respectfully yours,
Colleen S. McCasland



WATERBURY PUBLIC SCHOOL DISTRICT
236 GRAND STREET, WATERBURY, CT 06702

APPLICATION FORM
FOR NON-CERTIFIED POSITIONS

Position Applied For:

Pre-K Substitute Classroom Assistant

Applicant is requested to answer each question completely and accurately. Application may be rejected or receive a lower evaluation because items are incomplete or omitted.

PLEASE TYPE OR PRINT LEGIBLY IN INK

Name McCasland Colleen S
Last First M. I.

Address 140 Joseph St Home Phone 203 841-6574
No. Street

City, State, Zip Wtby CT 06705 Work Phone ()

Mailing Address

(If different from above)

THE FOLLOWING QUESTIONS MUST BE ANSWERED "YES" OR "NO"
GIVE DETAILS IN SPACE BELOW

Are you eligible to work in the United States? Yes ☒ No ☐

Have you ever been dismissed from employment for cause? Yes ☐ No ☒
If so, explain and state which jobs below.

Have you ever been convicted of an offense against the law
(including military offenses), are you now under charges of any offense against the law? Yes ☐ No ☒

If your answer is "Yes," give details below, Show: date, charge, place, court and disposition.

NOTE: a conviction per se is not a disqualifying factor. What you were convicted of, and how long ago are important. Give all the facts so that a decision can be made.

EXPLANATIONS TO QUESTIONS ABOVE (Use additional paper if necessary)

The Waterbury Public Schools have a vital interest in providing its employees with a safe, healthful and efficient work environment. It is the City's policy to maintain a work place free from drug and/or alcohol misuse and abuse.

Employment will be subject to a satisfactory background check, a post-offer medical examination (if required for the position that is offered) and a drug screening in accordance with state and federal law. Your signature on this form is your consent to the drug test.

EMPLOYMENT HISTORY

Describe your employment history in detail under the headings below, starting with your present or last employer and list in reverse order. Indicate the nature of the work personally performed by you. If two or more positions were held during the same period of time, show the proportion of time spent at each. If your title and duties changed materially in the course of your service in any one organization indicate such changes clearly and as separate employments.

PRESENT OR LAST EMPLOYER

City of Wtrby Park Dept.		(203) 574-16793	
Name of Employer		Phone	
1443 Thomaston Ave Wtrby		CT 06704	
Address		City State Zip	
Dates of Employment: From (Mo/Yr)	Title of Position	Name and Title of Supervisor	
6/09	Rec Specialist	Dave Clay	
To (Mo/Yr)	Description of Duties, Responsibilities, and Significant Accomplishments		
7/14	- CARE for kids age 5-13 organize daily activities, chaperone field trips, work daily with special ed & special needs children.		
Salary: Starting	8.00		
Ending	9.25		
No. of Hours Worked Weekly:	30		
Reason for Leaving			
Seasonal			

PRIOR EMPLOYER

Waterbury YMCA		(203) 754-2181	
Name of Employer		Phone	
136 West Main St Wtrby		CT 06702	
Address		City State Zip	
Dates of Employment: From (Mo/Yr)	Title of Position	Name and Title of Supervisor	
10/10	childcare associate	Christine Mangwili	
To (Mo/Yr)	Description of Duties, Responsibilities, and Significant Accomplishments		
09/11	- CARE for children newborn to age 13, organize activities, help with homework, encourage & organize group interactions.		
Salary: Starting	8.00		
Ending	8.00		
No. of Hours Worked Weekly:	15		
Reason for Leaving			
School schedule interference			

PRIOR EMPLOYER

Name of Employer Vincenzo's Pizzeria Phone 574-5300
752 Highland Ave City Waterbury State CT Zip 06708
 Address

Dates of Employment: From (Mo/Yr) <u>08/13</u>	Title of Position <u>waitress</u>	Name and Title of Supervisor <u>Mike DiGiovanni</u>
To (Mo/Yr) <u>PRESENT</u>	Description of Duties, Responsibilities, and Significant Accomplishments <u>- wait tables</u>	
Salary: Starting <u>5.69</u>		
Ending <u>5.69</u>		
No. of Hours Worked Weekly:		
<u>18</u>	Reason for Leaving <u>Currently employed</u>	

EDUCATION

Indicate Last Grade Completed <u>12</u>	Name and Address of High School Last Attended <u>Waterbury High Magnet</u> <u>16 S. Elm St Waterbury CT 06706</u>	Date of Graduation or G.E.D. Awarded <u>2008</u>
--	---	---

Name of College Business or Technical Schools Attended	Address	Dates of Attendance	Number of Credits Completed	Type of Degree	List Major Subjects
<u>C.C.S.V.</u>	<u>1615 Stanley St</u> <u>New Britain CT</u>	<u>08-13</u>	<u>12.3</u>	<u>Art</u>	<u>Art</u>

If you have any additional education or experience, or have taken SPECIAL COURSES, list these below. Please include: Where acquired and the total number of hours involved.

How did you learn of the employment opportunity for which you are applying?

Newspaper ☐ Radio ☐ Job Service ☐ Current Employer ☐ Job Posting ☒ Professional Journal ☐ Other ☐

For equal opportunity purposes, we are requesting the following information. This information is optional and will only be used to comply with Federal Equal Employment reporting requirements and for test validation purposes. Please check the appropriate groups below:

Female ☒ White ☒ Black ☐ Asian (Pacific Islander) ☐ Hispanic ☐ Native American ☐
 Male ☐ Other (specify) ☐

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law or Civil Service Rules and Regulations.

I voluntarily give the Civil Service Commission of the City of Waterbury, CT, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

Date 12/4/2014 Signature Caleb McLeod

Colleen S. McCasland

1000 North Main Street, Suite 200
Waterbury, CT 06705
Phone: 203.349.1234
Email: colleen.mccasland@gmail.com

Objectives

Seeking a position within the Early Childhood Department.

Education

Waterbury Arts Magnet School (2008)

- ▶ Organized and supervised students in middle school and high school during the production of "The King and I"
- ▶ Focused mainly in the visual arts department collaborating with students and staff

Central Connecticut State University (2013)

- ▶ Bachelors Degree in Art

Experience

Recreation Specialist (2009 – June 2014)

City of Waterbury Park Department (Chase Park House-Sunnyside Ave.)

- Supervise children ages five to thirteen during camp activities
- Responsible for grouping of children based on age, needs, and behaviors as well as communicating with parents regarding their individual matters

Childcare Associate (2009 – 2010)

Greater Waterbury YMCA (136 West Main St.)

- Responsible for care of children from newborn through age thirteen
- Interact with all children during short term activities

Skills

- ▶ Communicates well with a diverse group of people
 - ▶ Executes any task given properly as well as in a timely manner
 - ▶ Maintain information based upon children's particular health needs and family situations
-

Waterbury Public Schools
Early Childhood Education Program
Pre-K Classroom Assistant

Sahbani

General Statement of Duties: Assists teachers by performing nonprofessional duties so teachers may devote more of their time to professional tasks. Such duties will include, but are not limited to bus duty, hygiene and toileting, lesson planning and parent communications. Assistants organize and lead children in educational activities as directed by the teacher. Employees work close with the teacher and children to insure that the programmed activities are carried out and that a close relationship is maintained between the teacher and the children. Assistants will be trained in specific tasks and work under the supervision of the teacher but will not perform professional teaching duties.

(Not limited to duties listed below)

Specific Examples of Duties: Supervises children during play, lunch, art, music periods, etc. Gives individual attention to children with personality, emotional, physical, language, toileting and other problems. Encourages children to talk. Reads stories to children and leads small group activities. May plan field trips as appropriate. Assists teacher in meeting with parents and displays children's work. Does clerical tasks such as taking attendance, collecting milk money, issuing transfers, recording and ordering supplies. Sets up and operates audio-visual equipment and other materials for instructional purposes. May be required to take over classes in emergencies because of teacher's absence. Does other related tasks as required by the teacher.

Qualifications: Applicants are required to have one year experience working with young children in group activities; along with the ability to deal with children in stressful situations.

Applicant must also hold one of the following:

- Associate's Degree that consists of 12 plus credits that pertain to ECE
- CDA and 12 plus credits that pertain to ECE

Work Year/Hours of Work: 10 months, 35 hours per week

Salary: \$10.25 per Hour

\$11.26 after 6 Months

\$14.94 after 1 Year (\$17.09 with BA/BS Degree)

Benefits are governed by SEIU Collective Bargaining Agreement.

This is a grant funded; union position that only exists as long as funds are available.

Please submit letter of intent, resume, and non-certified application for employment, 3 reference letters and transcripts to:

James A. Murray, PHR
Personnel-Education
236 Grand Street
Waterbury, CT. 06702
Closing Date: December 5, 2014

WATERBURY PUBLIC SCHOOL DISTRICT
236 GRAND STREET, WATERBURY, CT 06702

APPLICATION FORM
FOR NON-CERTIFIED POSITIONS

Position Applied For:

Pre-K Classroom Assistant Teacher

Applicant is requested to answer each question completely and accurately. Application may be rejected or receive a lower evaluation because items are incomplete or omitted.

PLEASE TYPE OR PRINT LEGIBLY IN INK

Name SAHBANI FATEN
Last First M. I.

Address 118 South Colman Rd Home Phone (203) 768-2684
No. Street

City, State, Zip Wolcott, CT 06716 Work Phone (203) 574-

Mailing Address

(If different from above)

THE FOLLOWING QUESTIONS MUST BE ANSWERED "YES" OR "NO"
GIVE DETAILS IN SPACE BELOW

Are you eligible to work in the United States? Yes ☒ No ☐

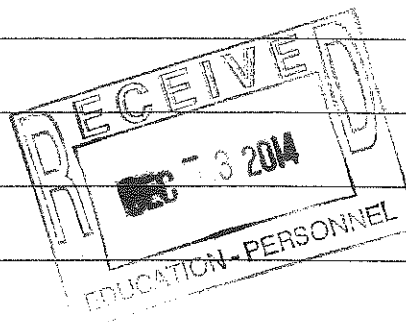
Have you ever been dismissed from employment for cause? Yes ☐ No ☒
If so, explain and state which jobs below.

Have you ever been convicted of an offense against the law
(including military offenses), are you now under charges of any offense against the law? Yes ☐ No ☒

If your answer is "Yes," give details below, Show: date, charge, place, court and disposition.

NOTE: a conviction per se is not a disqualifying factor. What you were convicted of, and how long ago are important. Give all the facts so that a decision can be made.

EXPLANATIONS TO QUESTIONS ABOVE (Use additional paper if necessary)



The Waterbury Public Schools have a vital interest in providing its employees with a safe, healthful and efficient work environment. It is the City's policy to maintain a work place free from drug and/or alcohol misuse and abuse.

Employment will be subject to a satisfactory background check, a post-offer medical examination (if required for the position that is offered) and a drug screening in accordance with state and federal law. Your signature on this form is your consent to the drug test.

EMPLOYMENT HISTORY

Describe your employment history in detail under the headings below, starting with your present or last employer and list in reverse order. Indicate the nature of the work personally performed by you. If two or more positions were held during the same period of time, show the proportion of time spent at each. If your title and duties changed materially in the course of your service in any one organization indicate such changes clearly and as separate employments.

PRESENT OR LAST EMPLOYER

Name of Employer <u>Waterbury Public Schools</u>		Phone <u>(203) 574-8024</u> <u>(203) 574-8002</u>	
Address <u>1443 Thomaston Ave Waterbury Ct</u>			
City <u>06702</u>		State <u>CT</u> Zip <u>06702</u>	
Dates of Employment: From (Mo/Yr)	Title of Position	Name and Title of Supervisor	
<u>11/09/To present</u>	<u>Substitute teacher and Substitute Assistant teacher</u>		
To (Mo/Yr)	Description of Duties, Responsibilities, and Significant Accomplishments		
<u>11/09 to present</u>	<u>Supervise children during lunch, gym, play etc.</u>		
Salary: Starting	<u>Give individual attention to children, with personality</u>		
Ending	<u>emotional, physical, language and other.</u>		
	<u>Help organize field trips</u>		
No. of Hours Worked Weekly:	<u>Read stories to children and small group leader.</u>		
	Reason for Leaving <u>still working.</u>		

PRIOR EMPLOYER

Name of Employer <u>AL Ya Areen Academy</u>		Phone <u>()</u>	
Address <u>132 Prospect St Waterbury</u>			
City <u>CT</u>		State <u>06710</u> Zip <u>06710</u>	
Dates of Employment: From (Mo/Yr)	Title of Position	Name and Title of Supervisor	
	<u>Pre-K Assistant teacher</u>	<u>Mohamed Ben Haj Frej</u>	
To (Mo/Yr)	Description of Duties, Responsibilities, and Significant Accomplishments		
<u>08/2007</u>	<u>Plan and implement lessons for Pre-K</u>		
Salary: Starting	<u>students.</u>		
Ending <u>\$8.00</u>	<u>Prepare materials that will used by</u>		
<u>\$10.00</u>	<u>children in learning.</u>		
No. of Hours Worked Weekly:			
<u>35</u>	Reason for Leaving <u>Looking for new opportunity.</u>		

PRIOR EMPLOYER

Name of Employer New Opportunities INC () Phone _____
232 North ELM St Waterbury CT 06702
 Address City State Zip

Dates of Employment: From (Mo/Yr)	Title of Position <u>Pre-K Assistant teacher</u>	Name and Title of Supervisor <u>Dona Dutrio</u>
To (Mo/Yr)	Description of Duties, Responsibilities, and Significant Accomplishments <u>Responsible for the safety and welfare of all students.</u> <u>Interacting with parents, worked with physically impaired and emotionally and educationally handicapped students.</u>	
Salary: Starting		
Ending		
No. of Hours Worked Weekly:		
	Reason for Leaving <u>Take care of my new born.</u>	

EDUCATION

Indicate Last Grade Completed	Name and Address of High School Last Attended	Date of Graduation or G.E.D. Awarded
<u>Fully completed</u>	<u>High school of Mateur, Tunisia</u>	<u>1988</u>

Name of College Business or Technical Schools Attended	Address	Dates of Attendance	Number of Credits Completed	Type of Degree	List Major Subjects
	<u>High school of Mateur</u>	<u>1985-1988</u>		<u>High School Diploma</u>	<u>Management</u>
	<u>Technical and Professional Education college Tunisia</u>	<u>1992</u>	<u>65 Credit</u>	<u>Associate Degree</u>	<u>Information system</u>
	<u>Naugatuck valley Community College</u>	<u>2003-2005</u>	<u>6 Credit</u>		

If you have any additional education or experience, or have taken SPECIAL COURSES, list these below. Please include: Where acquired and the total number of hours involved.

How did you learn of the employment opportunity for which you are applying?

Newspaper ☐ Radio ☐ Job Service ☐ Current Employer ☐ Job Posting ☒ Professional Journal ☐ Other _____

For equal opportunity purposes, we are requesting the following information. This information is optional and will only be used to comply with Federal Equal Employment reporting requirements and for test validation purposes. Please check the appropriate groups below:

Female ☒ White ☒ Black ☐ Asian (Pacific Islander) ☐ Hispanic ☐ Native American ☐
 Male ☐ Other (specify) _____

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law or Civil Service Rules and Regulations.

I voluntarily give the Civil Service Commission of the City of Waterbury, CT, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

Date _____

Signature _____

Faten Sahimi

FATEN SAHBANI
1652-34 Meriden Road, Waterbury, CT 06705
Home: 203-681-1522
Cell: 203-768-2684
fatenhabiba@yahoo.com

CAREER SUMMARY

Accomplished assistant teacher with demonstrated ability to teach, motivate, and direct students while maintaining high interest and achievement. Able to effectively interact with diverse populations of students. Consistently maintain excellent relations with students, parents, faculty, and administrators. Self-motivated with strong planning, organizational and leadership skills.

SPECIAL ACHIEVEMENTS

- 1 Currently certified in FIRST AID and CPR.
- 2 Trained in the DCF Mandated Reporter Responsibilities.
- 3 Received training in the Music and Movement, Creative Curriculum-Theory and Research and How Children Learn.
- 4 Completed the requirements for INFANT AND CHILD CPR.
- 5 Completed the requirement for CONNECTICUT CHILD CARE.
- 6 Completed the training requirements for child abuse and neglect issues.
- 7 Received Teacher Partnership grant to study Child Development Associate (CDA).
- 8 Served on a committee responsible to assess revitalization needs and develop ideas for funding for downtown Lakeland.

EXPERIENCE

Pre-K Full Time Assistant Teacher from August 2007 to present
Al Yaqeen Academy – Waterbury, Connecticut 06710

- 1 Support the teacher in implementing true-quality Developmentally Appropriate Program (DAP) for 3 and 4 year old children in the PK Program.
- 2 Follow all health and safety procedures as outlined in handbook and in licensing and health regulations.
- 2 Before children start the program, set up the environment based on the curriculum selected.
- 3 On a daily basis prepare materials that will be used by children in learning centers in small group activity.
- 4 Build relationships with each child by welcoming children each day, engaging in conversations and responding to their needs
- 5 Guide children's learning by talking about their work, providing additional information to extend their learning, and asking open-ended questions.
- 6 Observe and document observations of children on a weekly basis.
- 7 Obtain input from parents on their child's interests, characteristics, and development

Pre-K Full Time Assistant Teacher from 2002 to 2006
New Opportunities, Inc. – Waterbury, Connecticut

- 8 Planned and implemented lessons to pre-kindergarten students.
- 9 Coordinate assessment, registration, and testing activities for all incoming students.
- 10 Provide individual and group counseling with primary focus on self-esteem enhancement, anger management.
- 11 In head teacher's absence, held responsibility for handling student disciplinary problems.
- 12 Worked with physically impaired and emotionally and educationally handicapped students.
- 13 Established and maintained a safe healthy learning environment.
- 14 Advanced physical and intellectual competence.
- 15 Supported social and emotional development and provided positive guidance.
- 16 Established positive and productive relationships with families.
- 17 Develop a relationship with the family members who come into the program by greeting each person, learning their names, and listening to the things they would like to share.

1999-2000

Muriel H Moore Center for Pre-K Students

- 1 Volunteer work to take care of children aging between 3 and 5 years.
- 2 Planned and implemented recreational activities.

EDUCATION

Technical and Professional Education College—BIZERTE, TUNISIA
ASSOCIATE DEGREE—Management Information System 1992

Naugatuck Valley Community College

Successfully completed the following CECED training 2003

- 1 CDA Functional Area #1 to # 13 (please see attached certificate for details)
- 2 Introduction to Human Services
- 3 New ideas in Education Practice

EDUCATION

Wali

Waterbury Public Schools Pre-K Substitute Classroom Assistant Early Childhood Education Program

General Statement of Duties: Assists teachers by performing nonprofessional duties so teachers may devote more of their time to professional tasks. Assistants organize and lead children in educational activities as directed by the teacher. Employees work close with the teachers and children to insure that the programmed activities are carried out and that a close relationship is maintained between the teacher and the children. Assistants will be trained in specific tasks and work under the supervision of the teacher but will not perform professional teaching duties.

Specific Examples of Duties: Supervises children during play, lunch, art, music periods, etc. Gives individual attention to children with personality, emotional, physical, language, toileting and other problems. Encourages children to talk. Reads stories to children and leads small group activities. May plan field trips as appropriate. Assists teacher in meeting with parents and displays children's work. Does clerical tasks such as taking attendance, collecting milk money, issuing transfers, recording and ordering supplies. Sets up and operates audio-visual equipment and other materials for instructional purposes. May be required to take over classes in emergencies because of teacher's absence. Does other related tasks as required by the teacher.

Qualifications: One year experience working with young children in group activities; Ability to deal with children in stressful situations. An Associates Degree or 60 or more college credits; or successful completion of the State Board Adopted Paraprofessional Assessment. Child Development Associates (CDA) preferred.

Salary: \$10.15 Per Hour No Benefits

This is a grant funded position that only exists as long as funds are available

Closing Date: December 5, 2014

Please submit letter of intent, resume, non- certified application for employment, 3 reference letters and transcripts to:

**James A. Murray, PHR
Human Resources - Education
236 Grand Street
Waterbury, CT. 06702
Revised 7/1/14**

WATERBURY PUBLIC SCHOOL DISTRICT
236 GRAND STREET, WATERBURY, CT 06702

APPLICATION FORM
FOR NON-CERTIFIED POSITIONS

Position Applied For: _____

Applicant is requested to answer each question completely and accurately. Application may be rejected or receive a lower evaluation because items are incomplete or omitted.

PLEASE TYPE OR PRINT LEGIBLY IN INK

Name Wali Waczma
Last First M. I.

Address 71 Bentwood drive Apt 8 Home Phone (646) 229-7248
No. Street

City, State, Zip Waterbury CT 06705 Work Phone () _____

Mailing Address _____

(If different from above _____)

THE FOLLOWING QUESTIONS MUST BE ANSWERED "YES" OR "NO"

GIVE DETAILS IN SPACE BELOW

Are you eligible to work in the United States? Yes ☒ No ☐

Have you ever been dismissed from employment for cause? Yes ☐ No ☒

If so, explain and state which jobs below.

Have you ever been convicted of an offense against the law
(including military offenses), are you now under charges of any offense against the law? Yes ☐ No ☒

If your answer is "Yes," give details below. Show: date, charge, place, court and disposition.

NOTE: a conviction per se is not a disqualifying factor. What you were convicted of, and how long ago are important. Give all the facts so that a decision can be made.

EXPLANATIONS TO QUESTIONS ABOVE (Use additional paper if necessary)

The Waterbury Public Schools have a vital interest in providing its employees with a safe, healthful and efficient work environment. It is the City's policy to maintain a work place free from drug and/or alcohol misuse and abuse.

Employment will be subject to a satisfactory background check, a post-offer medical examination (if required for the position that is offered) and a drug screening in accordance with state and federal law. Your signature on this form is your consent to the drug test.

EMPLOYMENT HISTORY

Describe your employment history in detail under the headings below, starting with your present or last employer and list in reverse order. Indicate the nature of the work personally performed by you. If two or more positions were held during the same period of time, show the proportion of time spent at each. If your title and duties changed materially in the course of your service in any one organization indicate such changes clearly and as separate employments.

PRESENT OR LAST EMPLOYER

Name of Employer <u>Dr. Orlando Edreira</u>		Phone <u>(908) 436-5970</u>	
Address <u>631 Westminster ave. Elizabeth N.J.</u>		Zip <u>07208</u>	
Dates of Employment: From (Mo/Yr) <u>1/12</u>	Title of Position <u>Office Coordinator</u>	Name and Title of Supervisor	
To (Mo/Yr) <u>02/13</u>	Description of Duties, Responsibilities, and Significant Accomplishments <u>Switchboard, received and directed phone calls from parents. Sent out mail to the parents. Greeted parents.</u>		
Salary: Starting	Ending		
Ending			
No. of Hours Worked Weekly: <u>40</u>	Reason for Leaving <u>Moved to connecticut.</u>		

PRIOR EMPLOYER

Name of Employer <u>New York Family Center</u>		Phone	
Address <u>1016 Louisa st Elizabeth N.J.</u>		Zip <u>07201</u>	
Dates of Employment: From (Mo/Yr) <u>1/2011</u>	Title of Position <u>Administrative Assistant</u>	Name and Title of Supervisor	
To (Mo/Yr) <u>1/2012</u>	Description of Duties, Responsibilities, and Significant Accomplishments <u>Managed staff, Scheduling, Maintaining inventory, Managing files, receiving and sending out mail. performing general office support. Reached sales targets and increased profits.</u>		
Salary: Starting	Ending		
Ending			
No. of Hours Worked Weekly: <u>35</u>	Reason for Leaving <u>The office relocated</u>		

PRIOR EMPLOYER

Name of Employer Queens Borough Phone (718) 631-6262
 Address 222-05 56th ave City New York State N.Y Zip 11364

Dates of Employment: From (Mo/Yr) <u>1/2009</u>	Title of Position <u>Administrative Assistant</u>	Name and Title of Supervisor
To (Mo/Yr) <u>1/2011</u>	Description of Duties, Responsibilities, and Significant Accomplishments <u>scheduling meetings, interviews, answering calls recieved from parents or students. Greeted parents and students.</u>	
Salary: Starting <u>\$10.00</u>		
Ending <u>\$11.00</u>		
No. of Hours Worked Weekly: <u>45</u>	Reason for Leaving <u>It was a temporary position</u>	

EDUCATION

Indicate Last Grade Completed <u>12</u>	Name and Address of High School Last Attended <u>John Bowne High School</u>	Date of Graduation or G.E.D. Awarded <u>2005</u>
--	--	---

Name of College Business or Technical Schools Attended	Address	Dates of Attendance	Number of Credits Completed	Type of Degree	List Major Subjects
<u>York</u>	<u>94-20 Guy R. Brewer N.Y</u>	<u>2009-2012</u>	<u>120</u>	<u>B.A</u>	<u>English</u>
<u>QCC</u>	<u>222-05 56th ave N.Y</u>	<u>2006-2009</u>	<u>60</u>	<u>AAS</u>	<u>Liberal Arts</u>

If you have any additional education or experience, or have taken SPECIAL COURSES, list these below. Please include: Where acquired and the total number of hours involved.

How did you learn of the employment opportunity for which you are applying?

Newspaper ☐ Radio ☐ Job Service ☐ Current Employer ☐ Job Posting ☒ Professional Journal ☐ Other ☐

For equal opportunity purposes, we are requesting the following information. This information is optional and will only be used to comply with Federal Equal Employment reporting requirements and for test validation purposes. Please check the appropriate groups below:

Female ☒ White ☐ Black ☐ Asian (Pacific Islander) ☒ Hispanic ☐ Native American ☐
 Male ☐ Other (specify) _____

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law or Civil Service Rules and Regulations.

I voluntarily give the Civil Service Commission of the City of Waterbury, CT, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

Date 10/25/14 Signature [Signature]

Waczma Wali

71 Bentwood Drive Waterbury, CT 06705. Cell # (646) 229-7248 waczmaswali@yahoo.com

EDUCATION

York College Undergraduate degree Jamaica, NY (2009-2012)

- Bachelor's Degree in English

Queensborough Community College (QCC) Bayside, NY (2006-2009)

- Associate in Applied Arts (A.A)

EXPERIENCE

Dr. Orlando Edreira Academy Elizabeth, NJ (2012-2013)

Office Coordinator

- Switchboard, receiving and directing calls to the appropriate office
- Collating, faxing, and sending out mail
- Greet parents and visitors. Provide assistance to them as required.

New York Family Center-(NYFC) Elizabeth, NJ (2011-2012)

Manager/ Administrative Assistant

- Managing staff, hiring, scheduling and training employees
- Managing inventory, ordering and receiving supplies
- Ensuring a safe work environment by complying with health and safety legislation
- Budget managing, reaching sales target and increasing profits

Queensborough Community College Bayside, NY (2009-2011)

Administrative Assistant

- Scheduling meetings, interviews, and events
- Directing students, answering calls on switchboard
- Managing inventory of assets and supplies, monitoring critical level of stock
- Managing office staff and organizing office work

John Bowne High School Flushing NY (2007-2009)

Administrative Assistant

- Managed directory maintenance, equipment inventories and storage
- Managing files
- Receiving and sending out mail and packages
- Scheduling and coordinating meetings, interviews, events, and other activities
- Performing multifaceted general office support
- Coordinating between departments
- Receiving and sending faxes to appropriate department/individuals

Queens Library Flushing, NY(2006-2007)

Library Coordinator

- Organize books, videos, and magazines
- Stamp returned materials
- Check online, and process new materials
- Multitask in different parts of the library

Queensborough Community College- English Department Bayside, NY (2005-2006)

Tutor

- Provide academic assistance to assigned students in English.
- Assist students in developing study skills necessary for academic success.
- Helping students to develop a positive attitude towards learning and studying.
- Provide follow-up and periodic assessment of each student.

SKILLS

- Fluency in Pashto, Urdu, Hindi, Farsi, Punjabi
- Proficient in Microsoft Word, Excel, PowerPoint, and Access.
- Excellent communication and interpersonal skills, organized, efficient, punctual, flexible.
- Ability to work in a fast pace environment.

71 Bentwood Drive
Waterbury, CT 06705
(646)229-7248
waczmawali@yahoo.com

November 25, 2014

Mr. Murray
Board Of Education

Dear Mr. Murray:

I am writing to apply for the position of a Teaching Assistant with Early Childhood Education, as listed on the Board of Education website. With my knowledge of early childhood development and exceptional clerical skills, I am eager to leverage my transferable skills and capabilities to contribute to your bottom line.

During my work as a teacher assistant intern in summer 2012, I developed strong skills to perform the necessary tasks of this position efficiently. Some highlights of my strengths include:

- Highly skilled in assisting teachers with all facets of the academic program
- Demonstrated ability to instruct and give advice to students
- Hands-on experience in planning, preparing, and implementing lessons in coordination with the classroom instructor
- Able to evaluate and document students' progress
- Proven record of performing all kinds of clerical work

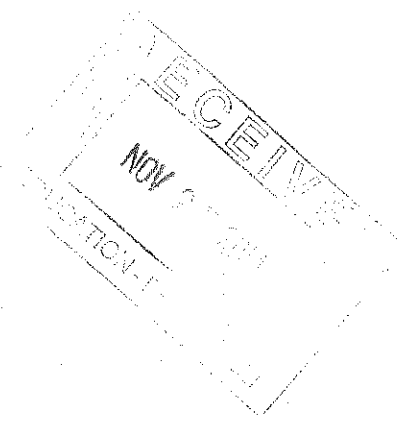
Possessing strong verbal communications and the confidence to talk formally with a group of people, I am confident in my ability to become a key member of your staff.

Thank you for your time and consideration. Please feel free to contact me at (646)229-7248

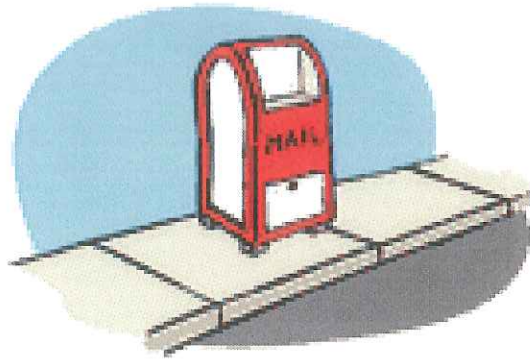
Sincerely,



Waczmawali



Communications



Packet week ending 1/6/15



Joyce S. DeCesare, M.S., 6th Yr., LPC, BCPC, DAPA
Licensed Professional Counselor, Board Certified Professional Counselor

390 Middlebury Road • Middlebury, CT 06762 • Phone: (203) 758-9505 • E-Mail: JJDC@SNET.NET

Ms. Carrie Swaine
Clerk, Board of Education
236 Grand Street
Waterbury, Connecticut 06702

December 15, 2014

Dear Mr. Stango, Chairman and Members of the Board of Education,

It is with great enthusiasm that I write this letter endorsing the renaming of the Crosby High School Gymnasium and Basketball Court in honor of Coach Nicholas Augelli.

I have been well acquainted with Mr. Augelli both on a professional and personal level since 1976. At that time, I held the position as Guidance Counselor and Mr. Augelli was a Mathematics Teacher. He was well respected by administrators, teachers, students and parents not only because of his innate ability and superb classroom management but because of his genuine interest in every student resulting in focusing on maximizing student potential, development of a love for learning and respect.

After several years, he began his career as a coach. We worked very closely due to the fact that many of my counselees were tennis and basketball players. Therefore, I became well aware of the interest he took in his players. His coaching record speaks for itself however throughout his coaching tenure, he followed the same set of principals as in the classroom, encouraging self- respect and respect for others and excellent sportsmanship. As demanding as practice was, academic success was of primary importance.

Nick Augelli was a positive role model to all players. He took an interest in his player's activities both in and out of school. Often my students would inform me of his many acts of kindness including welcoming players to dinner at his home. He and his wife so often extended such invitations.

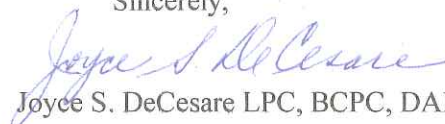
This gentleman possesses fine moral character and exhibits compassion and fairness to all whom he has been associated with.

Crosby High School and the City of Waterbury are fortunate to have a coach who is dedicated to righteousness, morality, team work and academic success.

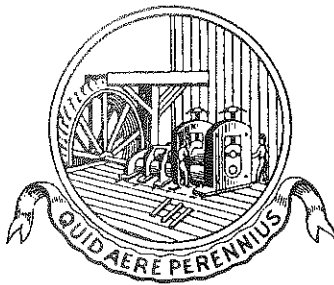
It is my opinion that the renaming of the Crosby Gymnasium in his honor is most appropriate in view of his many accomplishments and his personal and professional qualities.

Thank you for your kind consideration regarding this matter.

Sincerely,


Joyce S. DeCesare LPC, BCPC, DAPA





236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

December 15, 2014

Leugim Pizarro
276 Waterville St.
Waterbury, CT 06710

Dear Ms. Pizarro:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Paraprofessional, Req. #15-20 at \$15.56 per hour. Please contact Wendy Owen, Acting Director of Special Education at (203) 574-8017 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, January 6, 2015 at 9:30 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be January 7, 2015 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. You will also be required to provide documentation, mandated by the federal government, to establish your right to work in this country. We have included a sheet that outlines the documents that are acceptable to meet this requirement. You cannot start work without providing us these documents. 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 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,


Scott Morgan

Senior Human Resources Generalist

SM/sd

cc Board of Education
Wendy Owen, Acting Director of Special Education
Dr. Ouellette, Supt. of Schools

SENATOR ROBERT J. KANE
DEPUTY MINORITY LEADER
THIRTY-SECOND DISTRICT

LEGISLATIVE OFFICE BUILDING
SUITE 3400
HARTFORD, CONNECTICUT 06106-1591



State of Connecticut

SENATE

STATE CAPITOL
HARTFORD, CONNECTICUT 06106-1591

CAPITOL: (860) 240-0381
TOLL FREE: 1-800-842-1421
FAX: (860) 240-8306
E-MAIL: Rob.Kane@cga.ct.gov
www.SenatorKane.cga.ct.gov

Carrie Swain
Clerk to the Board of Education
236 Grand St.
Waterbury, CT 06702

December 15, 2014

Dear Waterbury Board of Education members,

I write to commend you for overwhelmingly voicing support on Dec. 11 for a proposal to honor longtime coach Nicholas Augelli by renaming a piece of Crosby High School for him.

Coach Augelli has broken many records while coaching basketball at Crosby for nearly five decades, but his civic contributions to Greater Waterbury are often overlooked.

I have been a small business owner in Waterbury for many years, and I attended high school in Waterbury. I know that Coach Augelli has given so much to our community. He has been a personal friend for many years and has served our community not only as a wonderful coach and mentor but also as a well-respected and giving individual.

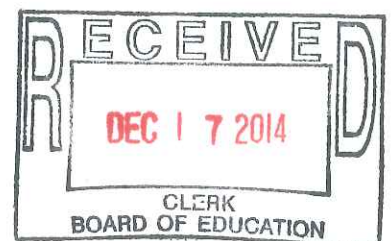
I strongly support the proposal to honor him.

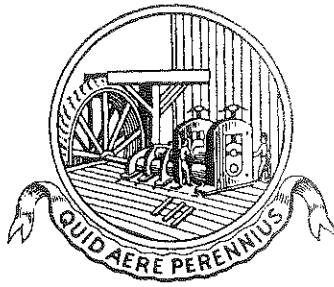
Please feel free to reach out to me with any questions that you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Kane".

Rob Kane
State Senator, 32nd District





236 Grand Street
574-6761
Waterbury, CT 06702

(203)

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission
December 19, 2014

Stephanie Sills
730 Bunker Hill Ave.
Waterbury, CT 06708

Dear Ms. Sills:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Paraprofessional, Req. #15-21 at \$15.56 per hour. Please contact Wendy Owen, Director of Special Education at (203) 574-8017 with any questions you may have in regards to this position.

We have scheduled your orientation for Tuesday, January 6, 2015 at 9:30 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be January 7, 2015 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. You will also be required to provide documentation, mandated by the federal government, to establish your right to work in this country. We have included a sheet that outlines the documents that are acceptable to meet this requirement. You cannot start work without providing us these documents. 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 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

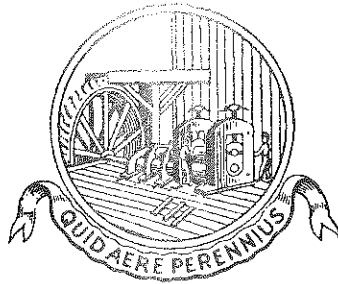
Again, welcome to the City of Waterbury.

Sincerely,


Scott Morgan

Senior Human Resources Generalist
SM/sd

cc Board of Education
Dr. Ouellette, Supt. of Schools
Wendy Owen, Director of Spec. Ed.



236 Grand Street
574-6761
Waterbury, CT 06702

(203)

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission
December 19, 2014

Patricia McKenna
28 Oakland Ave.
Waterbury, CT 06710

Dear Ms. McKenna:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Paraprofessional, Req. #15-13 at \$15.56 per hour. Please contact Wendy Owen, Director of Special Education at (203) 574-8017 with any questions you may have in regards to this position.

We have scheduled your orientation for Tuesday, January 6, 2015 at 9:30 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be January 7, 2015 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. You will also be required to provide documentation, mandated by the federal government, to establish your right to work in this country. We have included a sheet that outlines the documents that are acceptable to meet this requirement. You cannot start work without providing us these documents. 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 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,


Scott Morgan

Senior Human Resources Generalist
SM/sd

cc Board of Education
Dr. Ouellette, Supt. of Schools
Wendy Owen, Director of Spec. Ed.



Founded in 1885

NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES, INC.
COMMISSION ON PUBLIC SCHOOLS
COMMITTEE ON PUBLIC SECONDARY SCHOOLS

Director

JANET D. ALLISON
direct line (781) 425-7718
jallison@neasc.org

Executive Assistant to the Director

DONNA M. SPENCER-WILSON
direct line (781) 425-7719
dspencerwilson@neasc.org

Deputy Director

GEORGE H. EDWARDS
direct line (781) 425-7735
gedwards@neasc.org

Associate Director

EDWARD J. GALLAGHER, III
direct line (781) 425-7722
egallagher@neasc.org

Associate Director

ALYSON M. GEARY
direct line (781) 425-7736
ageary@neasc.org

December 29, 2014

Michelle Buerkle
Principal
Wilby High School
568 Bucks Hill Road
Waterbury, CT 06704

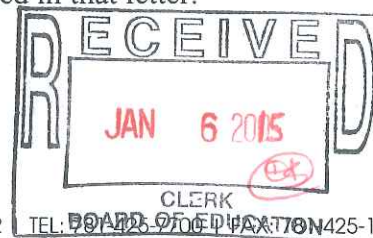
Dear Mrs. Buerkle:

The Committee on Public Secondary Schools, at its October 19-20, 2014 meeting, reviewed the Special Progress Report of Wilby High School and continued the school's accreditation.

The Committee was pleased to commend the following:

- the piloting of an assessment program in the ninth grade academy to determine individual student progress in achieving the school's 21st century learning expectations using the seven school-wide rubrics
- the purchase of a network storage device that will allow students to store materials in a secure space on the server
- the initiatives to improve parent access to school events and additional language accommodations
- the goal of revising and integrating the 21st century skills rubrics with all stakeholders and the current practice of utilizing the matrix of responsibility as an integral part of the school's culture
- the securing of a grant to help improve parent engagement that includes transportation for parents in three important school events

School officials are reminded the Five-Year Progress Report is due March 1, 2016 as indicated in the Committee's notification letter dated April 11, 2014. The report should include, in Section 1, detailed responses to the seven (7) highlighted recommendations identified in that letter.



Michelle Buerkle
December 29, 2014
Page Two

Directions for preparing the Five-Year Progress Report are available at <http://cpss.neasc.org> under the "Ongoing Accreditation" tab. One of the required components of the Five-Year Progress Report is the submission of the school's current core values, beliefs, and learning expectations to reflect the 2011 Standard. Information related to the revision of the school's document is available at <http://cpss.neasc.org> under the "Getting Started" tab.

The Committee will review the school's accreditation status when it considers the Five-Year Progress Report. Consistent with the Committee's follow-up procedures, the Five-Year Progress Report should include an electronic signature of the principal and chair of the school's Follow-Up Committee and be sent electronically to the Committee office at the following address: cpssreports@neasc.org. The Committee requests that it be kept apprised of any substantive changes in the school no later than sixty (60) days following their occurrence. For your convenience, we have enclosed a copy of the Substantive Change Policy.

Sincerely,



Edward J. Gallagher, III

EJG/mv
Enclosure

cc: Kathleen M. Ouellette, Superintendent, Waterbury Public Schools
Charles Stango, President, Waterbury Board of Education
Robert E. Littlefield, Chair, Committee on Public Secondary Schools



Founded in 1885

NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES, INC.
COMMISSION ON PUBLIC SCHOOLS

SUBSTANTIVE CHANGE POLICY

Principals of member schools must report to the Commission within sixty (60) days of occurrence any substantive change in the school which has a *negative impact* on the school's ability to meet any of the Commission's Standards for Accreditation. The report of a substantive change must describe the change itself as well as detail the impact on the school's ability to meet the Standards. The following are potential areas where there might be negative substantive changes which must be reported:

- elimination of fine arts, practical arts and student activities
- diminished upkeep and maintenance of facilities
- significantly decreased funding
- cuts in the level of administrative and supervisory staffing
- cuts in the number of teachers and/or guidance counselors
- grade level responsibilities of the principal
- cuts in the number of support staff
- decreases in student services
- cuts in the educational media staffing
- increases in student enrollment that cannot be accommodated
- takeover by the state
- inordinate user fees
- changes in the student population that warrant program or staffing modification(s) that cannot be accommodated, e.g., the number of special needs students or vocational students or students with limited English proficiency

(9/08)

F. Joseph Boyle
Educational Surrogate Parent
182 Governors Hill Road
Oxford, Connecticut 06478

1/5/15

Carrie Swain
Clerk to the Board of Education
236 Grand Street
Waterbury, CT 06702

Dear Ms. Swain,

I read in today's Waterbury Republican that the Board of Education is considering a policy concerning background checks for school volunteers and visitors. Please share this letter and my concerns with the Board of Education members.

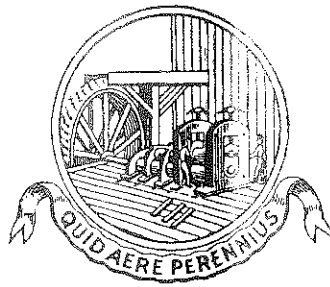
As a surrogate parent, I am appointed by the Connecticut Department of Education to act as a parent with regard to students in foster care who require, or may require, special education services. I am currently appointed to represent a student at Wilby High School and I have represented other students in four different schools in Waterbury over the last three years. My contract with the State of Connecticut requires me to make a minimum of four school visits, each year, to the students I represent.

Surrogate parents are contractors, not employees, of the Connecticut Department of Education. We do not have identification cards but we identify ourselves to the school district central office when we are appointed by presenting a copy of our appointment letter. All surrogate parents are fingerprinted and undergo a criminal background check by the Connecticut State Police.

It is my hope that security measures taken by the Waterbury Public Schools do not create an unnecessary barrier or burden for surrogate parents. As the Board of Education works to find the balance between safety and accessibility please keep in mind that parents, and surrogate parents, will need to visit schools and to feel welcome when they do.

Sincerely,


F. Joseph Boyle



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

January 5, 2015

Paul Williams
136 Jersey St., Apt. 4
Waterbury, CT 06704

Dear Mr. Williams:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Paraprofessional, Req. #15-23 at \$15.56 per hour. Please contact Wendy Owen, Director of Special Education at (203) 574-8017 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, January 6, 2015 at 9:30 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be January 7, 2015 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. You will also be required to provide documentation, mandated by the federal government, to establish your right to work in this country. We have included a sheet that outlines the documents that are acceptable to meet this requirement. You cannot start work without providing us these documents. 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.

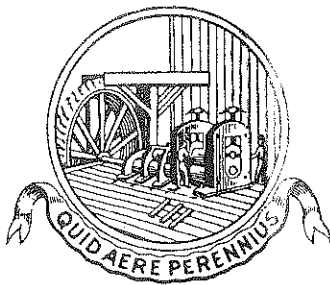
Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,


Scott Morgan
Senior Human Resources Generalist

SM/sd
cc Wendy Owen, Director of Special Education
Dr. Ouellette, Supt. of Schools
Board of Education
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

January 5, 2015

Michael Campanella
76 Gertrude Ave.
Waterbury, CT 06708

Dear Mr. Campanella:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I, Req. #15-18 at \$13.81 per hour. Please contact John Cross, School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, January 8, 2015 at 10:00 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be January 9, 2015 at your regular scheduled time.


At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. You will also be required to provide documentation, mandated by the federal government, to establish your right to work in this country. We have included a sheet that outlines the documents that are acceptable to meet this requirement. You cannot start work without providing us these documents. 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,


Scott Morgan
Human Resources Generalist
SM/sd

cc Board of Education
John Cross, School Inspector
Dr. Ouellette, Supt. of Schools
file