

#2

AGREEMENT

BETWEEN

BOARD OF REGENTS FOR HIGHER EDUCATION
ON BEHALF OF
NAUGATUCK VALLEY COMMUNITY COLLEGE

AND

THE CITY OF WATERBURY

This agreement is by and between The City of Waterbury, with an office at 236 Grand Street, Waterbury, CT (hereinafter "City" or "Local Education Agency" or "LEA" or "Contractor"), and the Board of Regents for Higher Education (hereinafter "Board" or "BOR"), on behalf of Naugatuck Valley Community College, with an office at 750 Chase Parkway, Waterbury, CT (hereinafter "NVCC" or "College" or "Client").

SECTION I - PURPOSE

The Board of Regents for Higher Education has been awarded funding for the first year of a seven-year Gaining Early Awareness and Readiness for Undergraduate Programs ("GEAR UP") grant from the United States Department of Education ("USDOE"), entitled "Connecticut State GEAR UP Alliance" under CFDA 84.334S and award number P334S120031. This program shall provide knowledge of postsecondary education options, preparation, and financing to high poverty 8th and 9th graders and their families in select schools. As detailed under separate agreement, the BOR has partnered with Naugatuck Valley Community College to oversee this project in Waterbury, entitled "CT GEAR UP Waterbury Alliance". The goal of the program is to increase the academic performance of this cohort of students through high school graduation in preparation for postsecondary education.

The purpose of this agreement is to formalize the partnership between Naugatuck Valley Community College and the City of Waterbury, the Local Education Agency, as part of the CT GEAR UP Waterbury Alliance to provide, develop, organize, administer and evaluate services to students, families, teachers and schools.

SECTION II - DEFINITIONS

- A. Connecticut State GEAR UP Alliance is the name of the grant that is managed and coordinated by the Board of Regents for Higher Education. The BOR has partnered with three Connecticut Institutions of Higher Education ("IEA") to oversee the program in identified select schools. The three IEAs are Manchester Community College, Naugatuck Valley Community College and Southern Connecticut State University.
- B. CT GEAR UP Waterbury Alliance ("Local Alliance") is managed and coordinated by Naugatuck Valley Community College. The City of Waterbury is a member of the Local Alliance.

- C. Local Education Agency ("LEA") is The City of Waterbury.
- D. Local Project Director is hired by Naugatuck Valley Community College and shall manage the implementation of the Local Alliance and shall serve as the Alliance's primary contact.
- E. Local Cohort is the 8th and 9th graders enrolled at the following schools: Waterbury Career Academy, Crosby, Kennedy, and Wilby High Schools, Wallace Middle School; North End Middle School; West Side Middle School; Duggan Elementary School; Gilmartin Elementary School and Reed Elementary School in the 2014-15 academic school year.
- F. GEAR UP Participants shall mean the Local Cohort of students.
- G. Banner is an enterprise resource planning solution for higher education that is used by the Connecticut Community Colleges and Connecticut State Universities. It includes modules for Human Resources, Finance, Financial Aid and Student Services.

SECTION III – DESCRIPTION OF SERVICES

- A. The CT GEAR UP Waterbury Alliance shall provide services to the Local Cohort intended to help low-income students prepare for success in college. Programming shall be provided both before and after school during the school year, as well as through summer programs. Workshops intended to increase parent knowledge and awareness of higher education options shall also be provided for families of Local Cohort students. Services shall include, but may not be limited to the following:
 - 1. Early college awareness: Provide course teachings to GEAR UP participants to inform them about and serve as motivation to pursue higher education. The teachings include in-school and after-school programming in identified elementary schools; middle schools and later in high school.
 - 2. Parental awareness and engagement: Promotion of knowledge to parents in postsecondary education options, preparation, and finance. Specific areas of emphasis shall include 1) **College awareness**: initiatives shall include publications, workshops and meetings to inform parents/families of the benefits and opportunities available to attain a college education; availability of resources to pay for college; the importance of a rigorous course of study, test scores and top grades; the skills and knowledge required for college success and the supportive role they as parents can provide their child to achieve their potential; 2) **College Planning and Financing**: staff shall conduct Saturday and evening seminars with parents/families to include topics such as "becoming investors instead of consumers," accumulation of debt, federal and state laws regarding student loans and how to calculate interest and applying for financial aid; 3) **Student Academic Progress**: staff shall provide workshops and presentations to parents/families that explain the meaning of students' performance on assessment and diagnostic tests. Parents/families shall be shown how to monitor students' performance and how to advocate for their best interests.
 - 3. Assessment of school achievement / college readiness: The State GEAR UP program has approved a student assessment protocol that will promote rigorous, research based

evaluation of student learning using results for improvement of student learning and curricula. The Local Alliance shall adopt this protocol into its program.

4. School improvement: Incorporate the GEAR UP program into the existing LEA vertically aligned teams that align curriculum and college expectations.
5. Transition to college: As motivation to pursue higher education, GEAR UP participants shall visit institutions of higher education multiple times each year with the goals of orientating them academically, physically, socially and culturally to a college setting. The Local Alliance shall integrate course content into each college visit including time management, goal setting, and self-direction towards success in the academic year and summer GEAR UP programs.
6. College savings accounts: Promote college savings accounts as an effective means for providing students with better access to the college of their choice and resources, not only to pursue but also complete a postsecondary credential.
7. Summer Program: The Local Alliance shall provide summer time programming for participating students, with the goal of integrating college preparatory learning and career exploration. Courses such as English, Math and Science will be offered as well as work-based learning projects and leadership activities.
8. Mentoring/tutoring: Mentors and/or tutors shall be made available to GEAR UP participants at each school to advocate for them; assist them and guide them and their parents/families regarding college preparation, college selection and matriculation and college financing. Students who participate in the program shall be required to meet with their mentor minimally one time per week.
9. Student Contracts: GEAR UP Participants shall receive a Student Contract. A template of the contract language shall be provided by the statewide GEAR UP Project Director. The contract is intended to explain what the expectations are for the student while in the program and give them the sense of responsibility and pride in participating in the program. The certificate shall be signed by the student and a copy shall be kept in the Local Alliance's files.

The local cohort student contracts shall be integrated with the development of Connecticut Student Success Plans (SSPs), which are student driven plans to assess needs and interests, through high school.
10. 21st Century Scholarship Certificate: The USDOE requires, as a part of this grant, all GEAR UP students must receive a one-time certificate intended to provide information about available scholarships.
11. Scholarships: GEAR UP students shall have three opportunities for scholarships - Federal GEAR UP Scholarships and two CT-specific Scholarships.

- (a) Federal GEAR UP Scholarships are not to be less than the minimum Pell award. In order to be eligible for a federal GEAR UP scholarship the student must be under 22 at the time of the first scholarship award; receive a high school diploma or equivalent; enroll in any postsecondary institution and participate in the program. The BOR is required by the grant to establish and administer a trust fund to provide portable federal scholarships.
- (b) CT College Readiness Program Scholarship details are still being developed. The BOR is working to obtain a policy shift that gives students that complete a college readiness program priority status when applying for financial aid.
- (c) It is the intent of the statewide GEAR UP program and a requirement of this grant that all GEAR UP students have tuition and fees waived if they attend the colleges or the university that are receiving funding from the grant, which currently include, Manchester Community College, Naugatuck Valley Community College, or Southern Connecticut State University. NVCC shall include institution set aside funding in their budget for this purpose. Details on student eligibility are still being developed.

B. NVCC shall be responsible for the following activities in support of this grant:

- 1. Employment of a Local Project Director with responsibility for the overall implementation of and coordination of grant services, including but not limited to:
 - a. Developing and communicating expectations of the Local Alliance in accordance with the expected outcomes for the grant.
 - b. Managing USDOE required data collection and analysis efforts, and maintaining records on each program participant.
 - c. Developing state and local reports.
 - d. Participating in state and national meetings to promote coordination, continual learning, and dissemination of promising and effective practices.
 - e. Acting as the local contact for the statewide GEAR UP Director.
- 2. Employment and supervision of all local project personnel, with the exception of support positions provided by the LEA, detailed in Sections III.C.2. and IV.B.
- 3. Recruitment of students.
- 4. Registration of students into a non-credit bearing GEAR UP program in Banner, Naugatuck Valley's electronic student registration system, for regular school year and summer program participation.
- 5. Student tracking and monitoring.
- 6. Providing and explaining the student contract to each student, obtaining the student's signature, and retaining a copy of each contract for NVCC's local files.
- 7. Distribution of the 21st Century Scholarship Certificate to each GEAR UP student and retaining copies in NVCC's local files.

8. Coordinate and host an event to distribute the 21st Century Scholarship Certificates to students. The hosting of such an event is an allowable cost under this grant.
9. Provide information to all participants about their eligibility for federal scholarships upon entry into the program. Local staff may provide information on the Connecticut-specific scholarships as they are developed.
10. Distribution and collection of a biannual GEAR UP student and parent survey by the end of February 2015, with the assistance of the LEA. The USDOE requires an 80% response rate from students and minimally a 50% response rate from parents/guardians. The Local GEAR UP Project Director, with support from the LEA, shall make every effort to meet this requirement.
11. Adoption of the assessment protocol approved by the Statewide GEAR UP Alliance.
12. Administration of student assessments.
13. Provide mentors, tutors, and site coordinators in local cohort schools as detailed in Section IV.B.
14. Coordinate GEAR UP student visits to institutions of higher education multiple times each year.
15. Provide bus transportation for summer program field trips for GEAR UP participants.
16. Provide GEAR UP students with supplies, snacks and lunches during after school activities, field trips and other GEAR UP events, with the exception of food provided by the LEA, detailed in Sections III.C.3.b and IV.b.
17. Identify and work with a local financial institution to promote financial planning, literacy, and college savings plans to the local cohort of students and their parents.
18. Develop and implement a process for vertically-aligned school district teams to assess student data and adjust instruction where needed. A process for vertically-aligned school district teams will be established using a combination of standardized test data, common formative assessments in the classroom, GEAR UP assessment data, common planning among GEAR UP staff, content area teachers and support staff.
19. Manage all necessary and approved memorandums of agreement and/or sub-contracts to support the delivery of GEAR UP-related services.
20. Track all federal Local Alliance expenditures and submit fiscal reports to statewide GEAR UP Director as required.
21. Request and track non-federal/matching dollars from The City of Waterbury in accordance with Section III.C and Section IV. and report to the statewide GEAR UP Director as required on behalf of the Local Alliance.
22. Submit all requests for changes to the USDOE approved project plan, to the State GEAR UP Project Director for approval. The State GEAR UP Project Director shall request approval from the United States Department of Education ("USDOE") when applicable.
23. NVCC shall provide a copy of this signed agreement to the BOR.

C. The LEA (City of Waterbury) shall assist NVCC by providing the following services in support of this grant. The district shall not be financially compensated for their services and agree that applicable and allowable services paid for using non-federal funding shall be tracked as match in support of the GEAR UP Program.

1. The LEA shall make space available, as needed, at the following locations for GEAR UP related activities. Changes to the specific requirements listed below shall be made by mutual agreement of the parties:

a. North End Middle School:

- i. Through the duration of the school year, during school hours the following shared spaces will be utilized at various times of the day: Office M201C, Group Room 332, Library/Media Center/ Cafeteria/ Computer Lab
- ii. After school hours: six classroom spaces, Cafeteria, and office space M201C.
- iii. Space to be utilized for summer programming includes: office space M201C, Cafeteria, Gym, Library/Media Center, Computer labs, and a minimum of ten classroom spaces.

b. Michael Wallace Middle School:

- i. Through the duration of the school year, during school hours the following spaces will be utilized: Office A239, Library/Media Center/ Cafeteria/ Computer Lab, Room 115, 223, 360, 361, A336.
- ii. After school hours: six classroom spaces, Cafeteria, and office space A239.
- iii. Space to be utilized for summer programming includes: office space A239, Cafeteria, Gym, Library/Media Center, Computer labs, and a minimum of ten classroom spaces.

c. West Side Middle School

- i. Through the duration of the school year, during school hours the following spaces will be utilized: Office A107, Library/Media Center/ Cafeteria/ Computer Lab, 5 free classroom spaces as necessary.
- ii. After school hours: six classroom spaces, Cafeteria, and office space A107.
- iii. Space to be utilized for summer programming includes: office space A107, Cafeteria, Gym, Library/Media Center, Computer labs, and a minimum of ten classroom spaces.

d. Career Academy High School

- i. Through the duration of the school year, during school hours the following spaces will be utilized: Office, Library/Media Center/ Cafeteria/ Computer Lab, 5 free classroom spaces as necessary.
- ii. After school hours: six classroom spaces, Cafeteria, and office space.
- iii. Space to be utilized for summer programming includes: office space, Cafeteria, Gym, Library/Media Center, Computer labs, and a minimum of ten classroom spaces.

e. Crosby High School

- i. Through the duration of the school year, during school hours the following spaces will be utilized: Office, Library/Media Center/ Cafeteria/ Computer Lab, 5 free classroom spaces as necessary.
- ii. After school hours: six classroom spaces, Cafeteria, and office space.
- iii. Space to be utilized for summer programming includes: office space, Cafeteria, Gym, Library/Media Center, Computer labs, and a minimum of ten classroom spaces.

f. Kennedy High School

- i. Through the duration of the school year, during school hours the following spaces will be utilized: Office, Library/Media Center/ Cafeteria/ Computer Lab, 5 free classroom spaces as necessary.
- ii. After school hours: six classroom spaces, Cafeteria, and office space.
- iii. Space to be utilized for summer programming includes: office space, Cafeteria, Gym, Library/Media Center, Computer labs, and a minimum of ten classroom spaces.

g. Wilby High School

- i. Through the duration of the school year, during school hours the following spaces will be utilized: Office, Library/Media Center/ Cafeteria/ Computer Lab, 5 free classroom spaces as necessary.
- ii. After school hours: six classroom spaces, Cafeteria, and office space.
- iii. Space to be utilized for summer programming includes: office space, Cafeteria, Gym, Library/Media Center, Computer labs, and a minimum of ten classroom spaces.

h. Duggan Elementary, Gilmartin Elementary and Reed Elementary:

- i. Through the duration of the school year, during school hours, the following space will be utilized at each school: 1 office space and 1 small group mentoring space.

2. Provide personnel as follows:
 - a. A liaison from the City's Department of Education central office administration to act as the main point of contact for the Local Project Director on the GEAR UP Program.
 - b. A stipend position at each school: Duggan, Gilmartin and Reed Elementary to act as the school's liaison between the Local Project Directors, Site Coordinators and school's administration
 - c. A mentor at each school: Duggan, Gilmartin and Reed Elementary, through June, 2015. NVCC agrees to fund these three mentor positions beginning September, 2014;
 - d. A tutor at each school: Duggan, Gilmartin and Reed Elementary beginning September, 2014.
3. Provide the following services to the Local Cohort of students:
 - a. Provide bussing, beginning September 2014, for students in the Local Cohort at Duggan Elementary, Gilmartin Elementary and Reed Elementary to after school programming at either Michael Wallace Middle School, North End Middle School or West Side Middle School and to attend field trips at state colleges and universities.
 - b. Provide breakfast and lunch for students participating in the GEAR UP Summer Program at the comprehensive Middle Schools and comprehensive High Schools using the City's current nutrition program.
4. Provide access to student and school data to the Local Project Director, as follows:
 - a. Access shall be provided to documents and records including assessments, test scores, Individualized Education Programs (IEP's), Student Success Plans (SSP's) and other educational records as needed and requested by the Local Project Director in order to evaluate the effectiveness of the program and / or to provide specific assistance to students.
 - b. Access to all student level data required for state and federal monitoring and reporting into tracking database provided by BOR. This data shall include but is not limited to:
 - i. Participant Name (First, Middle, Last)
 - ii. Participant Address (Street, City, State, Zip Code)
 - iii. Date of Birth
 - iv. SASID (State Assigned Student ID – 10 digit number)
 - v. School Name
 - vi. School Code
 - vii. Expected Year of Graduation
 - viii. U.S. Citizenship
 - ix. Gender
 - x. Race
 - xi. Ethnicity
 - xii. Individualized Education Plan (IEP)
 - xiii. Limited English Proficiency

- c. In addition to general student data, GEAR UP activities data will be tracked for participants in the program via Microsoft Excel and transferred to Cobro Compass Data Management System for hours that students spend in the following activities:
 - i. Comprehensive mentoring service
 - ii. Comprehensive tutoring service
 - iii. Financial aid counseling and advising
 - iv. Academic planning and career counseling
 - v. College visits/shadowing
 - vi. Job site visits/shadowing
 - vii. Summer programs
 - viii. Education field trips
 - ix. Workshops and
 - x. Family/cultural events
 - d. Access to school specific data regarding truancy, course completion and participation, standardized testing, and graduations rates including the following:
 - i. Students enrolled in advanced math, science, and English courses
 - ii. Student completion rate for Pre-Algebra, Algebra I, Geometry, Algebra II, Trigonometry, Pre-Calculus, Calculus, Biology, Chemistry, Physics, and Advanced Placement courses
 - iii. Grade level performance/proficiency
 - iv. Unexcused absences
 - v. PSAT/SAT/ACT test results and
 - vi. Graduation rates
5. Submit all deliverables and reports to the Local GEAR UP Project Director in accordance with the following:
- a. Cohort student information rosters submitted October and June of every school year within the term of this agreement.
 - b. Aggregate Control Group data (2012-2013 eighth grade class) submitted by January 31 of every school year within the term of this agreement.
 - c. Individualized Cohort Student Standardized test results (CMT, CAPT, PSAT, SAT, ACT) by February of every school year within the term of this agreement.
 - d. Course completion rates by January of every school year within the term of this agreement and
 - e. Truancy data by January of every school year within the term of this agreement.

SECTION IV – NON-COMPENSATORY/MATCH and COST SHARING:

There shall be no compensatory payment made under this agreement by either party. Services provided by the City of Waterbury in support of the GEAR UP project shall, when applicable, be tracked as a non-federal match. The parties each also agree to reimburse the other for certain services provided to students, as detailed in Section IV.B.

- A. The City of Waterbury shall provide non-federal match services at a minimum value of \$1,561,143 annually during the term of this agreement. This funding is made up of facilities usage and administrator's salary and fringe. The dollar value for the administrator's time equates to an average of 5-50% of their time spent on GEAR UP efforts.

The School District's operating costs are supported in part by ECS. This revenue source is provided to the City of Waterbury by the State of Connecticut to fund public kindergarten through 12th grade education. The following is a list of potential items that can contribute to the district's match requirement, but not limited to, as long as they are directly related to GEAR-UP activities:

1. Facilities and equipment usage
2. Administrators time during regular school hours
3. Teachers time ONLY IF they are being paid by the school district to conduct activities outside their normal duties that are specifically related to the GEAR UP program
4. GEAR UP activities that occur at the local cohort institutions after normal school hours that are funded with non-federal dollars can also be counted and tracked towards match.

Expenditures claimed as matching funds must conform to the requirements of Title 34 Part 74 Section 23, "Cost Sharing or Matching" of the Code of Federal Regulations. Education Department General Administrative Regulations (EDGAR).

The LEA shall assist the Local GEAR UP Coordinator with tracking and reporting the match per the reporting schedule listed in Section 3. above and by providing needed information such as salary and fringe information for employees.

- B. NVCC and the LEA shall work cooperatively to provide the following personnel and services to students in the Local Cohort, NVCC and the LEA shall mutually agree upon a reimbursement schedule for the tutoring and transportation activities listed below.

	Activities Funded by NVCC	Activities Funded by the City of Waterbury
Personnel:		
Site Coordinators	NVCC shall provide one at each school: Crosby, Kennedy and Wilby, through the 2014-2015 school year.	Three Stipend Positions at a minimum of \$2,000 per year at Duggan, Gilmartin & Reed to act as liaison between Director, Site Coordinator & school administration
Mentors	At Michael Wallace, North End and West Side and Waterbury Career Academy, Crosby, Kennedy and Wilby High Schools, beginning September, 2014 - 1 Mentor to service Duggan, Gilmartin and Reed.	Not Applicable
Tutors	NVCC shall provide tutors Tuesday thru Thursday at Michael Wallace, North End, West Side, Waterbury Career Academy, Crosby, Kennedy and Wilby for after school programming through 2014-2015 school year.	Beginning September, 2014, the City shall fund 1 tutor each at Duggan, Gilmartin & Reed for 10 hours per week x 44 weeks at a minimum of 23.75/hour plus fringe benefits and subject to collective bargaining increases.
	NVCC shall employ tutors at each local cohort institution. Beginning September, 2014, the City shall reimburse NVCC for 1 tutor each at North End, Wallace and West Side Middle Schools to compensate for the students from Duggan, Gilmartin and Reed attending after school programming.	
School Administrators, Nurses		School Administrators and Nurses shall provide services estimated at 5 – 10% of total time.
Transportation	Daily bussing to and from summer programs plus field trips.	Beginning in September 2014, bussing of students from Duggan, Gilmartin & Reed to after school programming at Michael Wallace, North End or West Side and to attend field trips at colleges and universities.
	NVCC agrees to contract all bussing. The City of Waterbury agrees to reimburse NVCC for 2014-2015 up to \$75,000 for after school bussing from Wallace, North End and West Side Middle Schools and Waterbury Career Academy, Crosby, Kennedy and Wilby High Schools. Continued annual reimbursement from the City of Waterbury up to \$75,000 per year is subject to negotiation.	
Summer Program	Provide Duggan, Gilmartin & Reed Students with the opportunity to apply and upon	Breakfast and lunch for students participating in the GEAR UP Summer Programs at the

	acceptance attend GEAR UP Summer Programs at the comprehensive middle schools	comprehensive Middle Schools using the City's current nutrition program
Supplies	Provide students with supplies, snacks and lunches during after school activities, field trips and GEAR UP events	
Space		To be provided as outlined in Section III.C.1.

SECTION V – CONTRACT PERIOD

A. Term of Agreement:

The term of this agreement shall be from July 23, 2014 through July 22, 2015, contingent upon continued grant funding from the USDOE under CFDA 84.334S in support of the GEAR UP program.

B. Cancellation of Agreement:

This agreement shall remain in full force and effect for the entire term of agreement period stated above unless cancelled by either party, by giving 30 days' written notice, delivered personally or by certified or registered mail to the following addresses:

1. For Naugatuck Valley Community College, send or deliver notice to:

James Troup
Provost/Senior Dean of Administration
Naugatuck Valley Community College
750 Chase Parkway
Waterbury, CT 06708

2. For the City of Waterbury, send or deliver notice to:

Paul F. Guidone
Chief Operating Officer & Chief of Staff
Department of Education
City of Waterbury
236 Grand Street
Waterbury, CT 06702

SECTION IV – OTHER TERMS AND CONDITIONS

A. Professional Standards

In rendering services under this contract, the Contractor shall conform to high professional standards of work and business ethic. The Contractor warrants that the services shall be

performed: 1) in a professional and workmanlike manner; and 2) in accordance with generally and currently accepted principles and practices. During the term of this contract, the Contractor agrees to provide to the College in a good and faithful manner, using its best efforts and in a manner that shall promote the interests of said College, such services as the College requests, provided in this contract.

B. Quality Surveillance, Examination of Records and Inspection of Work

Pursuant to C.G.S. 4e-29 and 4e-30, all services performed by the Contractor and all records pertaining to this contract shall be subject to the inspection and approval of the State and the State Contracting Agency at reasonable times.

C. Nondiscrimination

The following subsections are set forth here as required by section 4a-60 and 4a-60a of the Connecticut General Statutes:

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and "contract" include any extension or modification of the Contract or contract;
- iii. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
- v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who

are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and

- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to

employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

(c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.

(g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

D. Executive Orders

This Contract may be subject to Executive Order No. 3 of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices; Executive Order No. 17 of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings; Executive Order No. 16 of Governor John G. Rowland, promulgated August 4, 1999, concerning violence in the workplace. This Contract may also be subject to Executive Order 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions. All of these Executive orders are incorporated into and made a part of the Contract as if they had been fully set forth in it. At the Contractor's request, the Agency shall provide a copy of these Orders to the Contractor.

E. Laws and Regulations

(a) This contract, and any and all disputes arising out of or in connection therewith, shall in all respects be governed by the laws of the State of Connecticut.

(b) Contractor, its employees and representatives shall at all times comply with all applicable laws, ordinances, statutes, rules, regulations, and orders of governmental authorities, including those having jurisdiction over its registration and licensing to perform services under this contract.

(c) The Contractor agrees that the sole and exclusive means for the presentation of any claims against the State of Connecticut or the State Contracting Agency, arising from this contract shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate legal proceedings in any state or federal court in addition to, or in lieu of, said Chapter 53 proceedings.

F. Sovereign Immunity

Notwithstanding any provisions to the contrary contained in this contract, it is agreed and understood that the State of Connecticut shall not be construed to have waived any rights or defenses of sovereign immunity which it may have with respect to all matters arising out of this contract.

G. Indemnification

Contractor hereby agrees to indemnify, defend and hold harmless the State, its agencies, its officers, and its employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the performance of this contract, in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault, willful misconduct or negligence of Contractor or its employees, agents or subcontractors.

H. Insurance

The Contractor agrees that while performing services specified in this contract that it shall carry sufficient insurance (liability and/or other) as applicable according to the nature of the service(s) to be performed so as to "save harmless" the State of Connecticut from any insurable cause whatsoever. If requested, certificates of such insurance shall be provided to the contracting state agency.

I. Assignment

This contract shall not be assigned by either party without the express prior written consent of the other.

J. Whistleblowing

This Agreement may be subject to the provisions of § 4-61dd of the Connecticut General Statutes. In accordance with this statute, if an officer, employee or appointing authority of the Contractor takes or threatens to take any personnel action against any employee of the Contractor in retaliation for such employee's disclosure of information to any employee of the Contracting state or quasi-public agency or the Auditors of Public Accounts or the Attorney General under the provisions of subsection (a) of such statute, the Contractor shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of this Agreement.

Each violation shall be a separate and distinct offense and in the case of a continuing violation, each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The State may request that the Attorney General bring a civil action in the Superior Court for the Judicial District of Hartford to seek imposition and recovery of such civil penalty. In accordance with subsection (f) of such statute, each large state Contractor, as defined in the statute, shall post a notice of the provisions of the statute relating to large state Contractors in a conspicuous place which is readily available for viewing by the employees of the Contractor.

K. FERPA

In performing services pursuant to this Contract, Contractor shall comply with all federal and state statutes and regulations, including, but not limited to, Gramm-Leach-Bliley Act, the Family Educational Rights and Privacy Act ("FERPA"), and related State Contracting Agency Policies, in the protection of all personally identifiable and other protected confidential information and non-directory student data.

L. SEEC

For all state contracts as defined in Connecticut General Statutes §9-612(g)(2), as amended by P.A. 10-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this Agreement expressly acknowledges receipt of the State Election Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Notice below.

NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

This notice is provided under the authority of Connecticut General Statutes §9-612(g)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (*italicized words are defined below*):

CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract or state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly solicit** contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor or principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

DUTY TO INFORM

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

PENALTIES FOR VIOLATIONS

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties: Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties: Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

CONTRACT CONSEQUENCES

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information may be found on the website of the State Elections Enforcement Commission, www.ct.gov/seec. Click on the link to "Lobbyist/Contractor Limitations."

DEFINITIONS

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the

municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency

and the United States Department of the Navy or the United States Department of Defense.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

"Subcontractor" means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. "Subcontractor" does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a subcontractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice

president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

M. Protection of Confidential Information.

For purposes of this Section, the following terms are defined as follows:

"Confidential Information" shall mean any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that the Department classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

"Confidential Information Breach" shall mean, generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the Contractor, the Department or State.

- i. Contractor and Contractor Parties, at their own expense, have a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.
- ii. Each Contractor or Contractor Party shall develop, implement and maintain a comprehensive data - security program for the protection of Confidential Information. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Confidential Information, and

information of a similar character, as set forth in all applicable federal and state law and written policy of the Department or State concerning the confidentiality of Confidential Information. Such data-security program shall include, but not be limited to, the following:

- i. A security policy for employees related to the storage, access and transportation of data containing Confidential Information;
 - ii. Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;
 - iii. A process for reviewing policies and security measures at least annually;
 - iv. Creating secure access controls to Confidential Information, including but not limited to passwords; and
 - v. Encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically.
- iii. The Contractor and Contractor Parties shall notify the Department and the Connecticut Office of the Attorney General as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which Contractor or Contractor Parties have come to possess or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, the Contractor shall, within three (3) business days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, the Department and the Connecticut Office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by the Contractor at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include, but is not limited to reimbursement for the cost of placing and lifting one (1) security freeze per credit file pursuant to Connecticut General Statutes § 36a-701a. Such credit monitoring or protection plans shall be approved by the State in accordance with this Section and shall cover a length of time commensurate with the circumstances of the Confidential Information Breach. The Contractors' costs and expenses for the credit monitoring and protection plan shall not be recoverable from the Department, any State of Connecticut entity or any affected individuals.
- iv. The Contractor shall incorporate the requirements of this Section in all subcontracts requiring each Contractor Party to safeguard Confidential Information in the same manner as provided for in this Section.
- v. Nothing in this Section shall supersede in any manner Contractor's or Contractor Party's obligations pursuant to HIPAA or the provisions of this Contract concerning the obligations of the Contractor as a Business Associate of the Department.

N. Records

- (a) NVCC agrees that all records pertaining to this agreement shall be made available for review and audit by appropriate officials of the Federal agency, the BOR, or the General Accounting Office (GAO) during normal business hours.
- (b) NVCC agrees to retain all financial records, supporting documents and all other records pertinent to the grant for the period of three years from the date of submission of the final expenditure report.

O. Clean Air Act

Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended- Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders, or regulations issued pursuant to Clean Air Act (42 U.S. C. 7401 et seq.) and the federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).

P. Entire Agreement

This contract embodies the entire agreement between the BOR and Naugatuck Valley Community College, on the matters specifically addressed herein. The parties shall not be bound by or be liable for any statement, representation, promise, inducement, or understanding of any kind or nature not set forth herein. This contract shall supersede all prior written agreements between the parties and their predecessors. No changes, amendments, or modifications of the contract shall be valid unless reduced to writing, signed by both parties. This contract shall inure to the benefit of each party's heirs, successors, and assigns.

ACCEPTANCES AND APPROVALS

By the Contractor (Documentation granting authorization to sign must be attached).

City of Waterbury, Connecticut

Contractor (Corporate/Legal Name of Contractor)

Signature (Authorized Official)

Date

Neil M. O'Leary, Mayor

(Typed/Printed Name and Title of Authorized Official)

By the State Contracting Agency

Statutory Authority C.G.S. 10a-6, 4a-52a, 10a-151b

Naugatuck Valley Community College

Contracting Agency Name

Daisy Cocco De Filippis

Signature (Authorized Official)

9/10/14
Date

Daisy Cocco De Filippis, Ph.D President

(Typed/Printed Name and Title of Authorized Official)

By the Office of the Attorney General (approved as to form & legal sufficiency)

Signature

Date

(Typed/Printed Name)

Assistant / Associate Attorney General

#3

Date Approved C.S.C.: 12-18-07
Date Approved B.O.A.: NA
FLSA Status: Exempt
Union Affiliation: WMAA

Page 46

ACCOUNTANT III

GENERAL STATEMENT OF DUTIES:

Plans, develops and performs accounting and auditing functions; independently performs such duties on a professional level and supervises all accounting and clerical work in the major accounting office to which assigned.

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible professional accounting and auditing position involving the responsibility for the design, installation, revision and operation of accounting systems. A high degree of initiative and responsibility is required. General supervision is received from a department head through consultation, review of reports and evaluation of work accomplishments. In some instances, the employee may have greater technical skills and aptitude in accounting than the department head.

EXAMPLES OF WORK: (Illustrative only)

Records complex and compound journal entries; prepares balance sheets and financial statements involving multiple accounts; analyzes and interprets accounting records and reports; Supervises the keeping of expenditure, revenue accounts, general and subsidiary ledgers; responsible for reconciling and verifying city bank accounts and trail balance of all ledgers; develops new accounting procedures and systems and assists in their implementation; confers with the Budget Director, other department heads and other city employees on accounting, fiscal and administrative problems; certifies as to the availability of funds for the awarding of contracts and for other purposes; may make special accounting studies and analyses or prepares periodic and special financial statements and reports; verifies and reconciles all authorized transactions into the IT system; controls the flow of paper work through the accounting and data-processing system; supervises and trains accounting and clerical staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of accounting principles and practices both in theory and practice; ability to devise and prepare accounting reports and explain these reports to officials of other departments; ability to adapt accounting procedures to new data processing methods; ability to plan and supervise the work of others; ability to maintain effective relationships with other city officials, department heads and the employees and the general public; good physical condition.

ACCEPTABLE EXPERIENCE & TRAINING:

Bachelors degree in Accounting, Business Finance, or Business Management; and Three (3) years professional accounting experience, preferably some of which has been in municipal accounting using IT Systems

WATERBURY PUBLIC SCHOOLS

Meeting Minutes

4-7

Group/Team:	BOE Policy Committee		
Location:	Supt. Conference Room	Norms Reviewed:	Yes
Date of Meeting:	October 8, 2014	Start Time:	5:15
Minutes Prepared By:	Ann Sweepney	Finish Time:	6:38

Attendance at Meeting			
	Name	Position	
1	Lee Brown	BOE	
2	Juanita Hernandez	BOE	
3	KAREN HARVEY	BOE	
4	Tom Van Stone	BOE	
5	Ann Sweepney	BOE	
6	Bryan McEntee	BOE	
7	Jason Van Stone	BOE	
8	Elaine Skoronski		
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Purpose of Meeting – Instructional Focus:
Various Recommendations for policy Revisions

Meeting Notes, Decisions, Issues (May include the meeting agenda)
<p>Tom Van Stone motion to remove item 1 - Discipline consequences related to School Attire / Dress code & add item #6 - Suggested Revisions to Policy 513/911, Bullying/ Cyber Bullying Policy</p> <p>Second - Juanita Hernandez</p>

WATERBURY PUBLIC SCHOOLS

Meeting Minutes

Meeting Notes Continued

Item #2 - Elaine S Kabanowski - Revised "Administration of Medications 5/4/21" Policy - Changes explained by Elaine - including training for staff, changes to types of meds students can self administer ect. Changes are driven by new state laws.

Bryan McEntee - what happens if child transfers from out of state w/ out of state script for meds -

Motion to move to full board w/ recommendation to approve

Motion - Jason Van Stone, Second Tom Van Stone

Item #3 - Attendance Requirements for Course Credit or Promotion - Change to waiver policy.

Input from Supt, Waiver - inconsistency in approval
~~Taan~~ Suggest a district appeals panel.

~~Jason~~ Jason Van Stone - add language to address Student who has exhausted appeals to appeal to Supt or designee ^{held over for further changes}

Item #4 - State law - adds language for military families pertaining to excused absence

Motion to forward to full Board w/ recommendation to approve
 Jason, 2nd Taanita Unanimous Over

Next Steps (Include action items)

Action	Assigned to	Due Date

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

#5 - Homebound & Hosp Instruction 6/73 ✓

Law changes - intermittent illness - instruction

minimum 2 hrs per day, 5 hrs per week. grades K-6

minimum 2 hr per day, 10 hrs per week grades 7-12.

Starts 11th
day

Requires consent to consult with Dr.

Motion to move to full Board with recommendation to approve

Jason Van Stone and Tom Van Stone

unanimous

#6 Bullying Cyber-Bullying Policy - ✓

Add references for teen dating violence

Immediate notice to parents of investigation of

Bullying.

Policies and procedures to prevent further acts of bullying.

Issues around language for teen dating violence - to be
reviewed by legal.

Motion to move to full Board at recommendation

to approve w/ changes - Jason, and Juanita

Unanimous.

Students

5141.21(a)

Administration of Medications Policy

Statement of Purpose

The policy and procedures for the administration of medication in schools are written in accordance with Connecticut Education Laws.

Comment [MSOffice1]: Deleted have been

Families and physicians are encouraged to develop medication schedules for students which do not interrupt the school day. There are children who could not be maintained in school without medication; therefore, the Departments of Education and Health recognize their responsibility in providing assistance to these children.

Comment [MSOffice2]: Deleted classroom and inserted school

Comment [MSOffice3]: Deleted during the school day

We are committed to providing for the administrations of medications under the direction of a school medical advisor. All policies and procedures will be approved by the Waterbury Boards of Education and Health.

General Policies

- (a) The Waterbury Board of Education shall allow for the administration of medications in schools under its jurisdiction by the school nurse and other qualified individuals as set forth below.

Comment [ES4]: DELETED SCHOOL DAY

Comment [MSOffice5]: Added "qualified"

1. Medications shall be administered primarily by school nurses when they are on the premises or by other qualified persons properly trained as set forth herein.

Comment [ES6]: Changed from registered to school

Comment [MSOffice7]: Added or by other persons properly trained and authorized as set forth herein

2. In the absence of a school nurse, only qualified individuals who have been properly trained may administer medication to students.

Comment [ES8]: Changed registered to school

Comment [ES9]: Added qualified

3. The Waterbury Board of Education will also authorize students to carry and self-administer certain medications when they have medical and parental consent and a nursing assessment is completed. Controlled drugs are generally not authorized under this section.

Comment [ES10]: Deleted only principals and teachers

Comment [MSOffice11]: Changed allow to also authorize

Comment [ES12]: Deleted high school, added "certain", and when they have medical and parental consent and a nursing assessment

Comment [MSOffice13]: Added nursing assessment language

4. Parents or Legal Guardians of students are permitted to administer medication on school grounds to their own child.

Comment [ES14]: Took out epipens

Comment [MSOffice15]: Changed allowed to authorized

- (b) The Waterbury Board of Education shall allow for the administration of medications in before and after school programs and school readiness programs which are held at the school the student attends providing they comply with all training and other requirements under this Article.

Comment [ES16]: Took out 1 relating to training as it is already set forth under a and it does not apply to school readiness.

- (c) The Waterbury Board of Education allows for the administration of medications in schools within its jurisdiction and therefore the following shall apply:

Comment [ES17]: Changed this language to add before and school readiness and language about definition

1. The Waterbury Board of Education, with the advice and assistance of the School Medical Advisor and the Nursing Administrator, shall establish and maintain specific written policies and procedures concerning the administration of medications by a nurse, or in the absence of a nurse, by qualified individuals to students within the school system.

Comment [ES18]: Took out chooses to and put allows for

Comment [ES19]: Took out public health

Comment [ES20]: Deleted principals and teachers changed authorized to qualified

Students

5141.21(b)

Administration of Medications Policy, continued

2. The Waterbury Board of Education, with the advice and assistance of the School Medical Advisor and the Public Health Nursing Administrator, shall review and revise the policies and procedures concerning the administration of medications annually or as needed.
 3. The School Medical Advisor and the Public Health Nursing Administrator will provide a medication manual to all schools for nurses, administrators and teachers. The medication manual will be located in each health office.
- (d) No medication may be administered without:
1. The written order of an authorized prescriber (physician, dentist, advanced practice RN, physician assistant, optometrist). In reference to the administration of glucagon, only the written order of a Connecticut –licensed physician is acceptable.
 2. The written authorization of the student's parent or legal guardian to administer prescribed medication.
 3. A written authorization by the parent or guardian for exchange of information between the school personnel and the authorized prescriber.
 4. The written and/or verbal approval of the School Medical Advisor. See Appendix 1A/F – 2.1 Authorization of Medication by Qualified School Personnel. F – 2.7 Diabetic Management Plans per Yale New Haven Hospital and Connecticut Children's Medical Center are acceptable.
 5. Following the receipt and review of all medication orders, the school nurse (a) will forward the orders to the School Medical Advisor at the Health Department by fax or U. S. Mail; (b) School Medical Advisor will authorize medication orders; and, (c) authorized medication orders will be returned to the school nurse by fax and U. S. Mail.
- (e) Prescribed medication shall be administered to and taken only by the student for whom the prescription has been written. Orders are valid for the requested time period only and long term medications must be renewed annually, beginning each academic year.
- (f) Qualified school personnel, when properly trained, and other qualified individuals, may administer to students:
- oral medications
 - topical medications
 - bronchodilators
 - EpiPens for students medically diagnosed with an allergic condition which may require prompt treatment to protect the student against serious harm or death.
 - Glucagon for students with diabetes
- (g) Qualified school personnel may not administer investigational drugs, research or study medications.

Comment [ES21]: Deleted biannually

Comment [ES22]: Took our frequently

Comment [MSOffice23]: Added frequently

Comment [ES24]: The glucagon statute only allows a physician's order.

Comment [MSOffice25]: Added the student's

Comment [ES26]: Deleted and

Comment [MSOffice27]: Deleted 4. As it seemed same as 3

Comment [ES28]: Deleted reference to DB1 form

Comment [MSOffice29]: # 3 and 4 are additional requirements over and above statute

Comment [MSOffice30]: Substituted student for person

Comment [MSOffice31]: School personnel includes coaches for intramurals/interscholastics if they are employed by us; other authorized individuals could be a school readiness program

Comment [MSOffice32]: Do we want to define these people to principals, teachers, licensed nursing personnel, licensed physical or occupational therapists employed by the district (contractors), coaches of intramural and interscholastic athletics and identified paraprofessionals. Also, need to add non school personnel including director of a school readiness program, a before and after school program provided the medication is administered only to a child in program and in accordance with State Board of Education Regulations. And parent to own child on school grounds.

Comment [MSOffice33]: Omitted underline

Comment [MSOffice34]: Added to students

Comment [MSOffice35]: Added medically

Comment [MSOffice36]: Do paras get to do all too or just the last one?

Comment [ES37]: New statute allows paras

Comment [MSOffice38]: Changed to school personnel

Comment [MSOffice39]: Added qualified and research or study medications as set forth in reg

Students

5141.21(c)

Administration of Medications Policy, continued

- (h) The Waterbury Board of Education will:
1. Work with the Waterbury Department of Public Health personnel in providing policies and procedures to be followed in the event of a medication emergency; and,
 2. Ensure that the following information is readily available in schools in its jurisdiction:
 - a. The local poison information center telephone number, (see Appendix 1C); and,
 - b. The procedure to be followed in the event of a medication emergency or error and the individuals or facilities to be contacted in such event; and,
 - c. The name of the person responsible for decision making in the absence of the school nurse.
- (i) All controlled drugs currently listed in Schedules II through V of the regulations of Connecticut State Agencies, Sections 21a-243-8 through 21a-243-11 (see Appendix 1D) may be administered in schools pursuant to the Waterbury Board of Education Policy on the administration of medications in schools.

Comment [MSOffice40]: Shall changed to will from shall as ed is body responsible under these regulations

Training of School Personnel

- (a) The Waterbury Board of Education authorizes the Waterbury Department of Public Health to provide annual training to designated authorized school personnel in the safe administration of medications.
- (b) This training shall include, but not be limited to:
1. The procedural and general aspects of safe medication administration, the safe handling and storage of medications and documentation.
 2. The medication needs of specific students, and each student's medication plan including the name and generic name of the medication, indications for medication, dosage, routes, time and frequency of administration, therapeutic effects of medication, potential side effects, overdose or missed dose of medication and when to implement emergency interventions.
- (c) On behalf of the Board of Education, the Waterbury Department of Public Health shall maintain and annually update documentation that such training has been provided and successfully completed. The Waterbury Department of Public Health will provide the Board of Education with copies of the dates and content of the training and list of qualified school personnel who successfully completed general and student specific administration of medication training for the current school year and the names and credentials of the nurse or school medical advisor trainers. See Appendix F

Comment [MSOffice41]: Added general and safe

Comment [MSOffice42]: Added documentation

Comment [MSOffice43]: Used statutory lang instead of old lang for all of 2

Comment [MSOffice44]: Board of ed is charged with record keeping duty

Comment [ES45]: Changed here and below to Waterbury Department of Public Health

Comment [MSOffice46]: Added additional record keeping language in compliance with regulations

Comment [MSOffice47]: Added giving board of ed copies as they are body charged with doing it

Comment [MSOffice48]: Changed to school personnel

Students

5141.21(d)

Administration of Medications Policy, continued

Administration for Individual Students. The individual who has been trained will sign his/her legal signature indicating they have no further questions.

The Department of Public Health shall maintain and annually update a list of qualified school personnel who have been trained in the administration of medications. See Appendix F – 2.16 Record of Training for Qualified School Personnel in the General Principles of Safe Administration of Medications.

Comment [MSOffice49]: Changed to school personnel

Self-Administration of Medications

- (a) The Waterbury Board of Education will allow students to carry and self-administer medication for which they have a verified chronic medical condition and are deemed capable to self administer prescribed emergency medication, including asthma inhalers and cartridge injectors for medically diagnosed allergies, and may permit such students to self-administer other medications excluding controlled drugs as defined under law unless an extraordinary situation occurs, provided an authorized prescriber provides a written medication order including the recommendation for self-administration and there is a written permission from the student's parent or legal guardian or eligible student for self-administration of medication; and
- (b) On the first day of school or on the first day with a medication order, the parents or legal guardians have allowed the nurse to examine the medication; and
- (c) The school nurse has assessed the student's competency for self-administration in the school setting based on the factors set forth under law (See Appendix F-2.9 Self Medication Administration Nursing Assessment) and deemed it to be safe and appropriate. The school nurse will document the determination of the student's competency on the Self Medication Nursing Assessment/Medication Plan; and
- (d) In the case for inhalers for asthma and cartridge injectors for medically diagnosed allergies, the school nurse's review of a student's competency to self administer inhalers and cartridge injectors shall not be used to prevent a student from retaining and self-administering inhalers for asthma and cartridge injectors for medically diagnosed allergies. Issues relating to student's competency will be referred to the School Medical Advisor for review.
- (e) The school nurse has:
 - 1. reviewed the medication order and parental authorization
 - 2. developed an appropriate plan for self-administration, including provisions for general supervision and
 - 3. documented the nursing assessment/medication plan in the student's health record; and
- (f) The principal and appropriate teachers are informed that the student is self-administering prescribed medication; and
- (g) Such medication is transported to the school and maintained under the student's control at all times.

Comment [MSOffice50]: Changed to student from high school student.

Comment [MSOffice51]: Qualified controlled drugs here as regulations allow self admin if extraordinary situation like an international field trip

Comment [MSOffice52]: Added additional language from regulation on self administration relating to the student

Comment [MSOffice53]: Added entire d from regulation language to make exception to nurse clear

Comment [MSOffice54]: Added entire e from regulation language

Students

5141.21(e)

Administration of Medications Policy, continued

Immunity

State law provides that no authorized individual administering medications pursuant to this procedure in compliance with State law shall be liable to such child or a parent or guardian of such child for civil damages for any personal injuries that result from acts or omissions of such individual in administering such medications which may constitute ordinary negligence. This immunity shall not apply to acts or omissions constituting gross, willful or wanton negligence.

Comment [MSOffice55]: Added authorized individual language directly from statute

Medication Emergencies

Allergic reaction to medication can happen at any time no matter how long the child has taken the medication. Most common signs and symptoms of an allergic reaction:

- a. Appears – apprehensive, restless, decreased level of consciousness
- b. Feels – itchy, tingling, dizzy, headache
- c. Vital Signs – pulse rapid and faint, blood pressure low, fever
- d. Skin – cool, clammy, pale, blush, swelling, rashes
- e. Pupils – dilated or constricted
- f. Throat – difficulty swallowing, drooling
- g. Lungs – increased respiratory effort, wheezing
- h. Abdomen – nausea, cramps
- i. Incontinence – stool, urine

Emergency Treatment

CALL 911

If any compromise:

Airways – difficulty swallowing
Breathing – wheezing
Circulation – rapid, weak pulse or low blood pressure
Decreased level of consciousness

In all reactions:

Loosen clothing
Allow student to remain in position of comfort
Reassure
Encourage relaxation breathing
Contact parent
Contact student's physician
Application of emergency medical techniques by properly trained and/or certified personnel such as cardiopulmonary resuscitation
Notify school administrator

Comment [MSOffice56]: ?

Comment [MSOffice57]: Don't we have those machines and people trained in first aid? Do we want to all this?

Students

5141.21(f)

Administration of Medications Policy, continued

Handling, Storage and Disposal of Medication

- (a) All medications shall be delivered by the parent, legal guardian or other responsible adult and shall be received by the nurse, principal or designated trained personnel assigned to the school. The nurse must examine on-site any new medication; medication order and permission form and develop a medication administration plan for the student before any medication is given by any school personnel or self-administered.
- (b) All medications, except those approved for keeping by students for self-medication and those designated as emergency medications, shall be kept in a designated locked container, cabinet, or closet used exclusively for the storage of medication. In the case of controlled substances, they shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet. Emergency medications, unless otherwise determined by a student's emergency care plan, shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse, the principal or the principal's designee who has been trained in the administration of medication. Emergency medications will be locked beyond the regular school day except as otherwise determined by a student's emergency care plan.
- (c) Access to all stored medications shall be limited to persons authorized to administer medication. Each school shall maintain a current list of those qualified individuals to administer medications. See Appendix F-2.16 - Medication Training Record in the General Principles of Safe Administration of Medications.
- (d) All medications, prescription and nonprescription shall be stored in their original containers and in such a manner as to render them safe and effective. No more than a 45 day supply will be allowed for each medication ordered.
- (e) At least two sets of keys for the medication containers or cabinets shall be maintained for each school building. One set of keys shall be maintained under the direct control of the school nurse and an additional set shall be under the direct control of the principal.
- (f) Medications requiring refrigeration shall be stored in a refrigerator at no less than 36 degrees F. and no more than 46 degrees F.

A refrigerator must be available to store medication which requires refrigeration. It is recommended, but not required, that the refrigerator be used exclusively for the storage of medications, and that it be located in a limited access area, e.g. an area where access is limited to persons designated by the school nurse.

1. In a refrigerator used exclusively for the storage of medications and located in a limited access area (health room):
 - A. Non-controlled drugs may be stored in a locked container directly on the shelf.
 - B. Controlled drugs must be stored in a locked container which is affixed to the refrigerator shelf.

Comment [MSOffice58]: Deleted school day

Comment [MSOffice59]: Isn't this an exception to a locked container during school day

Comment [MSOffice60]: Delete this

Comment [MSOffice61]: Added emergency medication language

Comment [MSOffice62]: Added f as it is in regulations

Comment [MSOffice63]: ? needs to be locked

Comment [MSOffice64]: Took out extra language about situation more like comments

Students

5141.21(g)

Administration of Medications Policy, continued

2. In a refrigerator which is shared (used for food storage as well as medication storage) and/or located in a multiple access area (such as the teachers' lounge):
 - A. Non-controlled drugs must be stored in a separate locked container. This container may be placed on the shelf, but need not be affixed to it.
 - B. Controlled drugs must be stored in a locked container and locked within a second container which is affixed to the shelf.
- (g) All unused, discontinued or obsolete medications shall be removed from storage areas and either returned (see Appendix F – 2.14 - Medication Pick-up Notice) to the parent or legal guardian or destroyed.
 1. Non-controlled drugs shall be destroyed in presence of at least one (1) witness.
 2. Controlled drugs shall be destroyed in accordance with part 1307.21 of the Code of Federal regulations or by surrender to the Drug Control Unit of the Department of Consumer Protection, 860 713-6065
- (h) If a controlled drug is lost (e.g., falls into the sink and dissolves) verify the incident in the presence of a second person. Have the second person confirm the presence/absence of a residue. Jointly document the event, noting the presence/absence of residue. Notify the Drug Control Unit, Department of Consumer Protections, at 860- 713-6065, for direction.
- (i) Controlled drug count:
 1. Controlled drugs will be counted by the school nurse or designee in the presence of a witness upon receipt/initial examination. (See Appendix F – 2.10 Controlled Substance Record)
 2. Following initial examination, it is acceptable for only one person to count controlled drugs. Count is conducted each school day and witnessed once a week. (See Appendix F – 2.11 Controlled Substance Audit Record)

Comment [MSOffice65]: Added witnessed

Comment [MSOffice66]: Added audit

Documentation and Record Keeping

- (a) Each school where medications are administered shall maintain a medication administration record for each student who receives medication. See Appendix F – 2.3 - Individual Medication Administration Record and F – 2.8 Diabetic Medication Administration Flow sheet.
 1. Such record shall include:
 - A. the name of the student
 - B. the name of the medication
 - C. the dosage of the medication
 - D. the route of administration

Students

5141.21(h)

Administration of Medications Policy, continued

- E. the frequency of administration
 - F. the name of the prescribing physician, the name of the parent or legal guardian authorizing that the medication be given.
 - G. the dates for initiating and terminating the administration of medication including extended year programs
 - H. the quantity ordered, the quantity received which is verified by the adult delivering the medication
 - I. any student allergies to food and/or medicine
 - J. the date and time of administration or omission including the reason for the omission
 - K. the dose or amount of drug administered
 - L. the full legal signature of the nurse, or qualified school personnel administering the medication
- 2. Transactions shall be recorded in ink and shall not be altered.
 - 3. The medication administration record shall be made available to the State Department of Public Health upon request.
- (b) The written order of the authorized prescriber, the written authorization of the parent or legal guardian, and the completed medication administration record for each student shall be filed in the student's cumulative health record.
 - (c) Controlled substance records and a copy of the medication authorization must be retained for 3 years by the school that administered the medication.
 - (d) An authorized prescriber's telephone order, for a change in any medication can be received only by a school nurse. Any such telephone order must be followed by a written order within three (3) school days and approved by the School Medical Advisor. See Appendix F – 2.2: Physician's Telephone Orders.
 - (e) Whenever any error in medication administration occurs, the following procedures apply:
 - 1. All errors shall be reported by phone or in person immediately to the school nurse and the prescribing physician
 - 2. The school nurse will notify the school medical advisor and the nurse administrator of any and all errors
 - 3. The school nurse or in her absence the principal or designee will notify the child's parent of the error.
 - 4. Medical treatment as a result of medication error
 - A. Contact student's physician and describe medication error
 - B. Relate to the physician the student's condition
 - C. Obtain orders, if given
 - D. Contact School Medical Advisor and describe error with course of action

Comment [MSOffice67]: Regulations have this language not date ordered

Comment [MSOffice68]: Language in regulations

Comment [MSOffice69]: Consolidated section to leave out description of errors and leave in procedures.

Students

5141.21(i)

Administration of Medications Policy, continued

5. A report shall be completed using the accident/incident report form and a copy shall be provided to the nursing administrator and placed in the student's health record. See Appendix F – 2.18 - Medication Error or Incident Report Form.

Comment [MSOffice70]: Combined 6 and 7 into 5

Supervision

The school nurse is responsible for general supervision of administration of medications in the school to which that nurse is assigned. This shall include:

- (a) Availability on a regularly scheduled basis to:
 1. review orders or changes in orders, and communicate these to the personnel designated to give medication for appropriate follow-up.
 2. set-up a plan and schedule to ensure medications are given properly.
 3. provide training to qualified school personnel and other licensed nursing personnel in the administration of medications and assess that the qualified personnel for schools are competent to administer medicine as reviewed by the School Medical Advisor. See Appendix F – 2.17 Record of Training/Supervision for Qualified School Personnel in Medication Administration and Appendix F – 2.16 - Record of Training for Qualified School Personnel in General Principles of Safe Administration of Medications.

Comment [MSOffice71]: Changed to qualified school personnel and added language from the regs.

Comment [MSOffice72]: Deleted teachers

Training of school personnel on oral, topical, inhalant medications, glucagon injections and EpiPens includes but is not limited to: review of student's medication authorization, review of content and location of the Medication Policy, correct documentation and storage of medication and location within health room, including keys for access.

Comment [ES73]: Added glucagon

Comment [ES74]: Added for specific training for glucagon which may be more extensive

The procedure of safe administration practice includes:

- A. instruction on hand washing before giving medication,
 - B. identification of student,
 - C. identification of correct drug, dose, route and time as per medication authorization,
 - D. training in the administration of medication with injectable equipment used to administer glucagon annually
 - E. instruction on careful observation of student to verify medication has been taken,
 - F. instruction on completion of appropriate documents,
 - G. instruction to contact the Nursing Administrator prior to administering any medication which is in question.
4. support and assist qualified school personnel and other licensed nursing personnel to prepare for and implement their responsibilities related to the administration of specific medications during school hours.

Comment [ES75]: Changed to nursing administrator

Comment [MSOffice76]: Changed to qualified school personnel and other nursing personnel

Students

5141.21(j)

Administration of Medications Policy, continued

5. provide appropriate follow-up to ensure the administration of medication plan results in desired student outcomes.
 6. provide consultation by telephone. In the absence of the School Nurse, the School Medical Advisor, or Nursing Administrator may provide this consultation.
- (b) Implementation of policies and procedures regarding receipt, storage, and administration of medications.
 - (c) **Periodic** review of all documentation pertaining to the administration of medications for students.
 - (d) Work site observation of medication administration by authorized school personnel to ensure competency.
 - (e) Periodic review as needed with authorized school personnel regarding the needs of any student receiving medication.

Comment [ES77]: Changed from monthly

Comment [MSOffice78]: Changed to school personnel, took out newly and added to ensure competency

Coaches and Licensed Trainers

During intramural and interscholastic athletic events, a coach or licensed athletic trainer may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse for (1) inhalant medications prescribed to treat respiratory conditions; (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death and (3) glucagon injections, provided the following requirements have been met.

Comment [ES79]: Added glucagon

- (a) The coach or licensed athletic trainer shall be trained in:
 1. the general principles of the administration of medication applicable to receiving, storing and assisting with inhalant medications, cartridge injector medications and glucagon injections, and documentation;
 2. student specific needs for assistance according to the individualized medication plan.
- (b) The school nurse shall provide a copy of the authorized prescriber's order and the parental permission form to the coaches;
- (c) The parent or legal guardian shall provide to the coach or licensed trainer the medication. The medication provided to the coach or licensed athletic trainer, such as the inhaler, glucagon injection or cartridge injector, shall be separate from the medication stored in the school health office for use during the school day;
- (d) The coach or licensed athletic trainer shall agree to the administration of emergency medication and shall implement the emergency care plan;

Comment [ES80]: Added glucagon

Comment [ES81]: Added glucagon injection

Students

5141.21(k)

Administration of Medications Policy, continued

- (e) Medications to be used in athletic events shall be stored:
 - 1. in containers for the exclusive use of holding medications;
 - 2. in locations that preserve the integrity of the medication;
 - 3. under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and
 - 4. in a locked secure cabinet when not in use at athletic events.
- (f) Errors in the administration of medication shall be addressed in the same manner set forth for qualified school personnel except that if the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next day; and
- (g) Documentation of any administration of medication by a coach or licensed athletic trainer, together with any other information needed by the school nurse, shall be completed on forms provided by the local school board and the school nurse shall be notified as follows:
 - 1. a separate medication administration record for each student shall be maintained in the athletic area;
 - 2. administration of a cartridge injector medication or glucagon injection shall be reported to the school nurse at the earliest possible time, but not later than the next school day;
 - 3. all other instances of the administration of medication shall be reported to the school nurse at least monthly or as frequently as required by the individual student plan
 - 4. the administration of medication record shall be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record.

Comment [ES82]: Added glucagon

School readiness programs and before and after school programs

For school readiness programs and before and after school programs run by local or regional boards of education and municipalities which are exempt from licensure by the Department of Public Health:

- (a) the local or regional board of education shall develop policies and procedures, to be reviewed on an annual basis, for administration of medication in these programs, with input from the school medical advisor or a licensed physician and the Nursing Administrator. These policies shall include:
 - 1. determination of the level of nursing services needed to ensure the safe administration of medication within these programs including additional school nurse staffing required based on needs of the program and the program's participants;

Comment [ES83]: Changed to nursing administrator

Students

5141.21(l)

Administration of Medications Policy, continued

2. who may administer medication and whether a licensed nurse is required on-site;
 3. the circumstances under which self-medication by students is permitted;
 4. the policies and procedures to be followed in the event of a medication emergency or error;
 5. a requirement that local poison control center information is readily available at these programs;
 6. the procedure to be followed in the event of a medication emergency or error and the individuals or facilities to be contacted in such event; and
 7. the person responsible for decision making in the absence of the nurse.
- (b) Administration of medications shall be provided only when it is medically necessary for participants to access the program and maintain their health status while attending the program.
- (c) No medication shall be administered in these programs without:
1. The written order of an authorized prescriber; and
 2. The written authorization of a parent or legal guardian or an eligible student.
- (d) In the absence of a licensed nurse, only directors or directors' designees, lead teachers or school administrators who have been properly trained may administer medications to students as delegated by the school nurse or other registered nurse. Training for directors or directors' designees, lead teachers or school administrators in the administration of medications will be provided as set forth under law.
1. Director's or director's designee, lead teachers and school administrators may administer oral, topical, intranasal or inhalant medications;
 2. Cartridge injector medications and glucagon injections may be administered by a director or director's designee, lead teacher or school administrator only to a student with a medically-diagnosed allergic or diabetic condition which may require prompt treatment to protect the student against serious harm or death;
 3. Investigational drugs or research or study medications may not be administered by directors or director's designee, lead teachers, or school administrators; and
 4. All controlled drugs currently listed in schedules II through V of the Regulations of Connecticut State Agencies, Sections 21a-243-8 to 21a-243-11, inclusive, of the Regulations of Connecticut State Agencies may be administered in school readiness programs and before- and after-school programs pursuant to the local or regional board of education policy.
- (e) If, according to the local or regional board of education procedures, self-medication is allowed in the programs, then the programs must follow the procedures set forth under law and board policy including those related to documentation and storage.

Comment [ES84]: Added glucagon

Comment [ES85]: Added diabetic

Students

5141.21(m)

Administration of Medications Policy, continued

- (f) All medications in before- and after-school and school readiness programs shall be handled and stored in accordance with the law and board policy including documentation and storage. Where possible, a separate supply of medication shall be stored at the site of the before- and after-school or school readiness program. In the event that is not possible for the parent or legal guardian to provide a separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.
- (g) Documentation shall be completed and maintained on forms provided by the local or regional board of education, as follows:
1. a separate administration of medication record for each student shall be maintained in the program;
 2. administration of a medication with a cartridge injector or a glucagon injection shall be reported to the school nurse at the earliest possible time, but not later than the next school day;
 3. all other instances of the administration of medication shall be reported to the school nurse according to the student's individual plan or at least on monthly basis;
 4. the administration of medication record shall be submitted to the school nurse at the end of each school year and filed in or summarized on the student's cumulative health record according to local or regional board of education policy.
- (h) Supervision of the administration of medication in before- and after-school and school readiness programs shall be conducted as set forth under law and board policy.

Comment [ES86]: Added glucagon injection

Comment [ES87]:

Definitions

- (a) "Administration of medication" means any one of the following activities: handling, storing, preparing, injecting or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.
- (b) "Before and After School Program" means any child care program operated and administered by a local or regional board of education or municipality exempt from licensure by the Department of Public Health. Such programs shall not include public or private entities licensed by the Department of Health or Board of Education enhancement programs and extra-curricular activities.
- (c) "Board of Education" means, a local board of education, whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes.
- (d) "Controlled drugs" means, those drugs as defined in Section 21a-240, Connecticut General Statutes.

Comment [ES88]: Added for glucagon

Comment [ES89]: Added for glucagon

Comment [MSOffice90]: Added definition from regulations

Students

5141.21(n)

Administration of Medications Policy, continued

- (e) "Cumulative health record" means, the cumulative health record of a pupil mandated by Section 10-206 of the Connecticut General Statutes.
- (f) "Dentist" means, a doctor of dentistry licensed to practice dentistry in Connecticut in accordance with Chapter 379, Connecticut General Statutes, or a licensed to practice dentistry in another state.
- (g) "Department" means, the Connecticut Department of Public Health or any duly authorized representative thereof.
- (h) "Director" means the person responsible for the operation and administration of any school readiness program or before- and after-school program.
- (i) "Extracurricular Activities" means activities sponsored by local and regional boards of Education that occur outside of the school day, are not part of the educational program and do not meet the definition of before- and after-school programs and school readiness programs.
- (j) "Glucagon injection" means a hormone medication given by injection to be used in an emergency to treat severe hypoglycemia or low blood sugar.
- (k) "Intramural athletic events" means tryouts, competition, practice, drills and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.
- (l) "Interscholastic athletic events" means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills and transportation to and from such events.
- (m) "Investigation drug" means, any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA) which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which have not yet received FDA approval. Research or study medications means FDA approved medications being administered according to an approved study protocol.
- (n) "Medication" means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Sections 21a-240, Connecticut General Statutes.
- (o) "Medication emergency" means a life-threatening reaction of a student to a medication.

Students

5141.21(o)

Administration of Medications Policy, continued

- (p) "Medication order" means the written direction by an authorized prescriber for the administration of medication to a student who shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of the administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12 month period and the written signature of the prescriber.
- (q) "Nurse" means, a registered nurse licensed in Connecticut in accordance with Chapter 378, Connecticut General Statutes.
- (r) "Physician" means, doctor of medicine or osteopathy licensed to practice medicine in Connecticut in accordance with Chapters 370 and 371, Connecticut General Statutes, or licensed to practice medicine in another state.
- (s) "Principal" means the administrator of the school.
- (t) "Qualified School Personnel" means a fulltime employee who meets the local board of education requirements as a nurse, principal, teacher, occupational therapist or physical therapist, a coach or licensed athletic trainer or a paraprofessional who has been trained in the administration of medication in accordance with state law.
- (u) "Qualified Individuals" includes qualified school personnel as well as school readiness program and before- and after-school program directors or director's designee, lead teachers and school administrators who have been trained in the administration of medications.
- (v) "School" means, any education program which is under the jurisdiction of a board of education as defined under law excluding extracurricular activities.
- (w) "School Readiness Program" means a program that receives funds from the State Department of Education for a school readiness program and exempt from licensure by the Department of Public Health.
- (x) "School Medical Advisor" means a physician appointed in accordance with Section 10-205, Connecticut General Statutes.
- (y) "School Nurse" means a nurse appointed in accordance with Section 10-212, Connecticut General Statutes.
- (z) "Self Administration of Medication" means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Comment [ES91]: Paraprofessional is already inhere

Comment [MSOffice92]: Added new definition

Comment [MSOffice93]: Definition out of regulations for both school and extracurricular activities

Comment [MSOffice94]: State definition inserted

Comment [MSOffice95]: The definition following is out of regulations

Students

5141.21(p)

Administration of Medications Policy, continued

- (aa) "Supervision" means the overseeing of the process of medication administration in a school.
- (bb) "Teacher" means a professional employee below the rank of superintendent, employed by a Board of Education in a position requiring a certificate issued by the State Board of Education in accordance with Section 10-151, Connecticut General Statutes; or, employed as a teacher by the parochial /private school system.

Legal Reference: Connecticut General Statutes

52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, AN Act Concerning the Emergency Use of Cartridge Injectors)

10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181 and PA 07-241 and PA 12-198) and revised regulations.

20-12d Medical functions performed by physician assistants. Prescription authority.

20-94a Licensure as advanced practice registered nurse.

PA 07-241 An Act Concerning Minor Changes to the Education Statutes

29-17a Criminal history checks. Procedure. Fees.

Policy adopted by the Waterbury Board of Education on September 6, 2012 and revised on November 6, 2014

Students

5113.2(a)

Attendance Requirements for Students Under 18 Years of Age with Respect to Truancy

The Waterbury Board of Education requires all students to attend school on a consistent basis following the prescribed Waterbury school calendar and school hours. Each student shall be present to participate in class instruction and to learn through interaction with faculty and peers. (Note: Also see Policy entitled "Course Credit or Promotion: *Attendance Requirement*")

1. Definitions

"Student" - a student enrolled in the Waterbury Public Schools, any grade and/or age five (5) through (18).

"Truant" - any student, age five (5) to eighteen (18) who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.

"Excused Absences" - A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten (10) school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/legal guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 1. student illness (Note: all student illness absences must be verified in writing by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 2. student's observance of a religious holiday;
 3. death in the student's family or other emergency beyond the control of the student's family;
 4. mandated court appearances (written documentation required);
 5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
 6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.
- C. Students who are children of military service providers are entitled to up to ten (10) days of excused absences when his or her parent is a service member who is: about to be deployed, is on leave from a deployment or has immediately returned from a deployment to a combat or combat support zone, and, additional absences at the discretion of the Board. Such child and parent or legal guardian shall be responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return from school from such period of excused absences.

"Unexcused Absences" - A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

Comment [ES1]: More statutory language added for clarification.

- A. the absence meets the definition of an excused absence (including timely documentation requirements); or
- B. the absence meets the definition of a disciplinary absence.

“Disciplinary Absences”- Absences that are the result of school or district disciplinary action are excluded from these definitions.



Students

5113.2(b)

Attendance Requirements for Students Under 18 Years of Age with Respect to Truancy, continued

“Tardies/Early Dismissals” - A student is considered to be ‘in attendance’ if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day.

“Written documentation”- Written documentation relating to absences one (1) through nine (9) includes a signed note from the student’s parent/legal guardian, a signed note from a school official that spoke in person with the parent/legal guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation from a parent or guardian shall include the dates and reasons for the absences and the signature of the parent or guardian. An in-person explanation from a parent or guardian to an authorized school staff member shall include the dates and reasons for the absences, name of the parent or guardian reporting the absence, date and location of the report made by the parent or guardian, and signature of staff member receiving the report. A school nurse evaluation, either in person or by telephone, includes the dates and reason for the absences, date and location of the consultation, the type of consultation, and the signature of the school nurse.

In reference to the tenth (10th) absence and any absence thereafter, additional written documentation is required for the following reasons:

- For student illnesses: written documentation shall include a signed note from a medical professional who has evaluated the student confirming the absence and giving an expected return date or school nurse verification of the student’s absence with the medical professional treating the student. The medical professional treating the student can be the school nurse.
- For court appearances: written documentation shall include any of the following – a police summons, a subpoena, a notice to appear, or a signed note from a court official.
- For absences due to family emergencies, written documentation shall include a parent or guardian note explaining the emergency in sufficient detail for the school officials to evaluate if the situation is an emergency.
- For absences due to religious holidays, written documentation shall include a parent or guardian note explaining the religious holiday in sufficient detail for school officials to confirm the religious holiday.
- For absences that are based on extraordinary educational opportunities, all requests for approval of exceptional educational opportunities must be submitted in writing prior to the opportunity, bear the signature of the student, his parent or guardian and outline the learning objective of the opportunity and detail how the objective is linked to the student’s classwork or plan of study. All approvals for opportunities should be in writing and detail any requirements placed upon student as a condition of approval. Approvals are made on a case by case basis.
- For absences that result from a student not receiving transportation from one school district to attend school in another district and for absences that result from disciplinary actions, no written documentation is required.

Separate documentation must be submitted for each “incidence” of absenteeism. An incidence of absence is each day absent or a set of consecutive school days a student is absent when the absences share a common cause.

Students

5113.2(c)

Attendance Requirements for Students Under 18 Years of Age with Respect to Truancy, continued

Written documentation does not include email or text messages but may include a note in the parent's language which is other than English.

School officials have the right to verify written documentation submitted. The classroom or homeroom teacher or administrative assistant or administrative designee determines the legitimacy of an excused absence for the tenth absence and all absences thereafter, and final determination will be made by the building principal.

Omit following section as it is procedure, not policy and it is an old procedure.

2. The Waterbury Board of Education and the school administration will make a concerted effort to prevent and remedy truancy in its early stages for students who are found to be truant. This will include:

- A. A meeting to review and evaluate reasons with the appropriate school staff community agencies and parent or other person having control of child, will be held no later than ten days after the child's fourth unexcused absence in a month or tenth in a year. (Principal or designee).
- B. The designated staff shall coordinate referrals, and services of children with community agencies providing child and family services. (Principal or designee).

If a parent or other person having control of a child who is truant fails to attend the meeting held pursuant to this section or if such parent or other person otherwise fails to cooperate with the school in attempting to solve the truancy problem, the superintendent of schools will file for each such truant enrolled in the schools under his jurisdiction a written complaint with the superior court pursuant to section 46b-149 alleging the belief that the acts or omissions of the child are such that his family is a family with service needs.

- C. A truancy referral is appropriate only at such time as the school has exhausted all administrative and social service remedies and has reason to believe that absenteeism constitutes truancy. Then the following steps are to be taken by the school, prior to referral, so as to expedite processing and reduce delay.
 - 1. Provide documentation of at least four (4) days in any one-month or a cumulative total of ten (10) days in any school year of unexcused absences. Indicate the lack of ongoing parent/legal guardian acknowledgement or collaborative effort maintained with school personnel to remediate attendance problem. When parent/legal guardian cooperation to resolve the number of unexcused absences is present, the administrator may defer making a truancy referral to the court. (Appendix 4-C; also on Referral to Juvenile Matters Form, Appendix 4-F).
 - 2. Make the referral as early as possible in the school year in order for the court to provide the most effective intervention.
 - 3. Have completed a review of educational records (Appendix 4-E) that identifies the child's special needs, *if any*, and documents the appropriateness of the child's present academic program within his/her school; or has referred the student for a PPT meeting

to determine eligibility or held a PPT meeting relating to the identified student's truancy.

Students

5113.2(d)

Attendance Requirements for Students Under 18 Years of Age with Respect to Truancy, continued

4. Document what referrals have been made on the child's behalf to relevant mental health, social service, or related agencies.
5. Provide documentation of the school's attempt to return the child to acceptable attendance standards (Principal or designee). Dates of parental contacts (and/or attempts), home visits, and other efforts should be included in court referral. (Appendix 4-D, 4-F) (Note 2.1 - failure to participate.)
6. The Superintendent shall file a written complaint with the Superior Court for each truant. (Appendix 4-F)
7. The designated school staff annually notifies the parent or other person having control of each child enrolled in a grade from kindergarten to twelfth, in writing, of obligations of the parent pursuant to 10-184 of the Connecticut General Statutes. (Appendix 4-A)
8. Annually, at the beginning of each school year and upon enrollment during the school year, obtain from the parent a telephone number (Appendix 4-B) or other means of contacting such parent during the day.
9. Whenever a child under age 18 fails to report to school on a regularly scheduled school day, and no indication has been received by school personnel that the child's parent or guardian is aware of the pupil's absence, a concerted effort shall be made by school personnel or volunteers under the direction of school personnel to contact the parent or guardian.
10. Intervention process for truants.
 - a. **One to four unexcused absences**
 1. Classroom/homeroom teacher/school staff will contact parents to schedule a meeting to discuss reasons for truancy, and suggest ways to improve attendance. (Meeting must be held no later than ten school days after the child's fourth unexcused absence.)
 2. School notifies parent or responsible other.
 3. Teacher/school staff continues to monitor attendance.
 - b. **Five to ten unexcused absences**
 1. School notifies parent or responsible other.
 2. Referral to Attendance Counselor or Truancy Specialist. (Appendix 4-D).
 3. Have completed a review of educational records (Appendix 4-E) that identifies the child's special needs, *if any*, and documents the appropriateness of the child's present academic program within his/her school.
 4. Attendance Counselors or Truancy Specialists Report
 5. Continued school based monitoring
 6. Student evaluation as required by PPT prior to written complaint to Superior Court (Appendix 4-E) only if child was previous labeled or referred for special education services.

7. Short term counseling with school personnel (i.e., social workers, psychologists, SAT, guidance counselors, school nurse, administration, truancy officer, attendance counselor, truancy specialists, etc.)

Students

5113.2(e)

Attendance Requirements for Students Under 18 Years of Age with Respect to Truancy, continued

8. Coordinate referrals and services with community agencies (Principal or designee)
- c. **Eleventh day and continuance of unexcused absences**
 1. School notifies parent or responsible other.
 2. Principal will complete Referral to Juvenile Matters (Appendix D-6)
 3. Superintendent will file written complaint to Superior Court
- d. **To file referral to Juvenile Matters**
 1. Complete all above sections.
 2. Complete Referral to Juvenile Matters form accurately.
 3. Send Referral to Juvenile Matters to Supervisor of Special Education for review.
 4. Supervisor will approve and forward to Assistant Superintendent or Special Education and Pupil/Personnel Services.
 5. Superintendent will receive Referral to Juvenile Matters form for signature and mailing to superior court.

Homebound/Hospital Instruction

It is the policy of the Waterbury Board of Education that homebound and hospitalized instruction as mandated by Section 15-76d-15 of the Connecticut State Board of Education Regulations, is a program designed to ensure the continuity of a student's education and shall be available to students who are unable to attend school due to a verified medical reason which may include mental health issues.

More Instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.



Legal Reference: Connecticut General Statutes
10-76d. Duties and powers of boards of education to provide special education programs and services.
10-233a et. seq. Exclusion
State Department of Education Regulations 10-76d-15

Policy adopted by the Waterbury Board of Education on March 7, 2013
and revised on November 6, 2014

Homebound/Hospital Instruction, regulations**Necessary Conditions**

Homebound and hospitalized instruction shall be provided when a child's treating physician provides a statement in writing directly to the Board of Education, Department of Special Services, Homebound Office, on a form provided by the District that includes:

- a. The child's treating physician has consulted with school health supervisory personnel and has determined that attendance at school with reasonable accommodations is not feasible;
- b. The child is unable to attend school due to a verified medical reason;
- c. The child's diagnosis with supporting documentation;
- d. The child will be absent from school for at least ten (10) consecutive days or the child's condition is such that the child may be required to be absent from school for short, repeated periods of time during the school year and;
- e. The expected date the child will be able to return to school.

The Planning and Placement team (PPT) or Section 504 team shall consider the educational needs of a child with a disability who is medically complex and the need for instruction to be provided in accordance with an Individual Education Plan (IEP)/Section 504 plan of such child when such child isn't able to attend school due to medical reasons. The PPT/Section 504 team shall consider and make accommodation for the child's program to be moved:

- a. From public school to a home or health care facility, including but not limited to a hospital, psychiatric facility, or rehabilitation center and
- b. Back to school when the child is able to return to school.
- c. For purposes of this section, "medically complex" means a child who has a serious, ongoing illness or chronic condition for at least a year and required prolonged or intermittent hospitalization and ongoing medical treatments or medical devices to compensate for the loss of bodily functions.

Commencement of Services

Instruction for a child who is unable to attend school for medical reasons shall begin no later than the eleventh day of absence from school, provided the board has received notice in writing that meets the requirements above. If the child's condition is such that the child cannot receive instruction, the child's treating physician shall determine when instruction shall begin and shall, in writing, inform the Board. Instruction for a child with a disability who is medically complex shall begin no later than the third day of absence, provided such child is medically able to receive instruction.

Resolution of Disputes

In the event that there is a dispute regarding the basis upon which the child's treating physician has asserted the need for instruction, the child shall receive such instruction pending review of the written statement provided by the child's treating physician by the school medical advisor.

Homebound/Hospital Instruction, regulations - continued

The parent of such child shall provide consent for the school medical advisor to consult with the child's treating physician to assess the need for instruction. The Board is not required to begin instruction until such consent is provided. Consultation with the child's treating physician shall include a review of educational and medical records, and if appropriate, accommodations and school health services that can be provided to the child so that the child can attend school safely.

If there continues to be a disagreement regarding the provision of homebound instruction, the Board may offer, at the Board's expense, a review of the child's case by a qualified independent medical practitioner. If the parent fails to make the child available for such review, the obligation of the Board to provide homebound instruction shall end, and if the child continues to be absent from school, the board shall pursue school attendance interventions. The Board and the parent have the right to request a hearing or mediation under the State Regulations pursuant to Section 10-76h.

Time and Place

Instruction shall be provided as follows:

1. For children age 3, 4, or 5 with a disability, for the amount of time determined appropriate by the PPT;
2. No less than one hour per day or five hours per week for children in grades kindergarten through six;
3. No less than two hours per day or ten hours per week for children in grades seven through twelve;

Where evaluative data indicates that these time requirements should be modified, instruction time may be increased or decreased upon the agreement of the parent and the Superintendent or designee, or upon determination made by the PPT or Section 504 team as appropriate.

Instruction may be provided in the setting of the child's home or the hospital to which the child is confined or the board may offer instruction in other sites such as the City's public library, taking into consideration the child's medical condition.

Content of Services

Instruction shall be provided so as to enable the child to continue to participate in the general education curriculum and to progress towards meeting the goals and objectives in the child's IEP. Maintaining the continuity of the child's general education program means the child shall receive instruction in core academic subjects in which the child is enrolled for promotion or graduation.

Homebound/Hospital Instruction, regulations - continued**Provision for services for a child who is pregnant or has given birth**

A child who is pregnant or who has given birth and cannot attend school pursuant to this section, shall be entitled to be provided with homebound instruction and with such other instruction as will enable the child to remain in school or otherwise have access to instruction and support services. The Board shall consider the child's individualized needs and shall provide as appropriate services that may include, but need not be limited to, transportation, a shortened school day, counseling, modified assignments or modified class schedule.



Bullying/Cyber-Bullying Policy

The Waterbury Public S(s)chools are committed to providing an educational environment where the right and dignity of every student is respected.

A. POLICY STATEMENT: The Waterbury Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying 1) causes physical or emotional harm to a student or such student's property; 2) places a student in reasonable fear of harm to himself or herself or of damage to his or her property; 3) creates a hostile environment at school for such student; 4) infringes on the rights of such student at school; or 5) substantially disrupts the educational process.

Discrimination and/or retaliation against an individual who reports or assists in the investigation of any act of bullying is likewise prohibited. Any student who engages in bullying behavior shall be subject to appropriate disciplinary action, which action may include suspension and expulsion, and/or referral to law enforcement officials in accordance with the Board's policies and state and federal law. **In addition, the Waterbury Board of Education will address teen dating violence in accordance with its safe school climate plan.**

B. DEFINITIONS:

Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyber-bullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- a) causes physical or emotional harm to such student or damage to such student's property;
- b) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- c) creates a hostile environment at school for such student;
- d) infringes on the rights of such student at school; or
- e) substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but is not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Cyber-bullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Bullying/Cyber-Bullying Policy, continued

C. DISTRICT PROGRAM AND SAFE SCHOOL CLIMATE PLAN: The Safe School Climate Plan ("Plan") is a multi-faceted approach to improving overall school climate and to prohibit and address any incidences of bullying and teen dating violence in the Waterbury Public Schools. The Waterbury Board of Education authorizes the Superintendent of the Waterbury Public Schools or his/her designee, along with the District Safe School Climate Coordinator, Safe School Climate Specialists and Safe School Climate Committees to develop, approve and adopt a Safe School Climate Plan in accordance with state law in furtherance of this policy. The Plan is to be periodically reviewed and revised as appropriate. Such Plan shall include, but not be limited to provisions which:

1. Enable students to anonymously report acts of bullying to school employees and require students and the parents/guardians of students to be notified annually of the process by which students may make such reports;
2. Enable parents/guardians to file written reports of suspected bullying;
3. Address teen dating violence.
43. Require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such an oral report;
54. Require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written report;
6. Require the safe school climate specialist to provide prompt notice that such investigation has commenced to the parents or legal guardians of the student alleged to have committed an act or acts of bullying and the parents or legal guardians of the student against who such alleged act or acts were directed;
75. Require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
86. Require each school to have a prevention and intervention strategy, as defined by statute, for school employees to deal with bullying and teen dating violence;
97. Provide for the inclusion of language about bullying and teen dating violence in student codes of conduct and in all students handbooks;
108. Require each school to notify parents or guardians of students who commit any verified act of bullying and the parents or guardians of any student against whom such acts were directed not later than forty-eight hours after the completion of the investigation;
119. Require each school to invite the parents or guardians of a student (who commits any verified act of bullying and the parents or guardians of the student) against whom such act

was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed(and to prevent further acts of bullying) and policies and procedures in place to prevent further acts of bullying;

12. Require each school to invite the parents or legal guardians of the student who commits any verified act of bullying to a meeting separate and distinct from the meeting in 10 above of this subsection, to discuss specific interventions undertaken by the school to prevent further acts of bullying.

1310. Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;



Bullying/Cyber-Bullying Policy, continued

1411. Direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
15. Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
14. Require the development of student safety support plans for students against whom an act of bullying was directed that addresses safety measures the school will take to protect such students against further acts of bullying;
15. Require the principal of a school or the principal's designee, to notify the appropriate local law enforcement agency when such principal or the principal's designee believes that any act of bullying constitutes criminal conduct;
16. Prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the students against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) subsequently disrupts the education process or the orderly operation of a school;
16. Require, at the beginning of each school year, for each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
17. Require all school employees to annually complete the training required by C.G.S. 10-220a, as amended on bullying prevention and related topics.

(Pursuant to state law, the notification required under subdivision (8)(change #) (above) and the invitation required pursuant to subdivision (9)(change #) (above) shall include a description of the response of school employees to acts of bullying and any consequences that may result from the commission of further acts of bullying.) Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights and Privacy Act ("FERPA") and any Board policy regarding student confidentiality and access to records.

Bullying – Safe School Climate Plan (Regulation)**Purpose/Priority Statement**

The Waterbury Board of Education (Board) is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, **teen dating violence**, harassment and discrimination. The District has developed the following Safe School Climate Plan to promote a secure and happy school climate, conducive to teaching and learning, create a consistency of approach and to create a climate in which all types of bullying are regarded as unacceptable. Attitudes and practices can contribute to bullying, to lower levels of confidence, self-esteem and lack of achievement.

The following plan, “The Waterbury Public Schools Safe School Climate Plan (Plan),” addresses the mandated areas of compliance which are required under C.G.S.10-222d as amended. **Omit public act**) by P.A. 11-232. In addition to the following current efforts, the administration, faculty and staff of this District commit to continue to improve, enhance, and update both the Plan and its implementation in order to best serve the students, parents, guardians and the community.

I. Prohibition Against Bullying**A. On School Grounds**

The Board of Education (Board) prohibits bullying (a) on school grounds, at a school- sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board.

B. Off Campus/Outside the School Setting

The Board also prohibits any form of bullying outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or orderly operation of a school.

C. Retaliation Prohibited

In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.

D. Student Discipline

Students who engage in bullying behavior in violation of Board policy and the Plan shall be subject to school discipline, up to and including expulsion in accordance with the Board’s policies on student discipline and consistent with state and federal law.

Bullying – Safe School Climate Plan (Regulation) continued**II. Definitions**

“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, or a physical act or gesture by one or more students repeatedly directed at or referring to another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student’s property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. (The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)

“Cyberbullying” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

“Gender Identity or expression” means a person’s gender related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth.

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

Bullying – Safe School Climate Plan (Regulation) continued

“Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional Board of Education.

“Prevention and Intervention Strategy” may include but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) School rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees and interventions with the bullied child, parents and school employees, (6) school wide training related to safe school climate, (7) student peer training, education and support and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

“School employee” means (a) a teacher, substitute teacher, school administrator, school Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional Board of Education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional Board of Education.

“School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (It is based on peoples’ experiences of school and reflects norms, goals, values, interpersonal relationships, teaching and learning practices and organizational structures.)

“Teen Dating Violence” means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or have recently been in a dating relationship.

III. Leadership, Administrative and School Personnel Responsibilities**A. School Employees**

Any school employee who witnesses acts of bullying or receives a report of must orally notify the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available not later than one school day after such employee witnesses or receives a report of bullying. The school employee must file a written report not later than two school days after making such oral report. (Form B) Reports shall be appropriately investigated by the Safe School

Climate Specialist or another administrator when the Safe School Climate Specialist is not available.



Bullying – Safe School Climate Plan (Regulation) continued**B. District Safe School Climate Coordinator**

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

1. Implement the District's Safe School Climate Plan;
2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying in District schools;
3. Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education; and
4. Meet with the safe school climate specialists at least twice during the school year to discuss bullying issues in the district and make recommended changes to the District's safe school climate plan.

C. Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist in each school shall:

1. (Investigate) **Provide prompt notice to parents and legal guardians of the investigation**, investigate or supervise the investigation of reported acts of bullying in the school in accordance with the District's Safe School Climate Plan (Form C) **and meet separately with parents or legal guardians within 48 hours of the completion of the investigation.**;
2. Collect and maintain records of reports and investigations of bullying in the school; and
3. Act as the primary school official responsible for preventing, identifying and responding to bullying reports in the school.

IV. Development and Review of Safe School Climate Plan

- A. For the school year commencing July 1, 2012 and each school year thereafter, the Principal of each school shall establish a committee or designate at least one existing committee ("Committee") in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying **and teen dating violence** in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.

Bullying – Safe School Climate Plan (Regulation) continued

- B. The Committee shall: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) review and amend school policies relating to bullying; 4) review and make recommendations to the Coordinator regarding the Safe School Climate Plan based on issues and experiences specific to the school; 5) educate students, school employees and parents/guardians on issues relating to bullying; 6) collaborate with the Coordinator in the collection of data regarding bullying; and 7) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.
- C. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student, including, but not limited to receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school. In addition, the Committee as a whole must be mindful of the Board's obligations under state and federal law regarding the privacy and confidentiality of student information. No information shall be shared with the Committee that compromises student confidentiality in violation of state or federal law pertaining to the confidentiality of student information and educational records.
- D. Not later than January 1, 2012, the Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

V. Procedures for Reporting Bullying**A. Annual Notification of the Reporting Process**

Students and parents/guardians shall be notified (annually) **at the beginning of each school year** regarding the process by which students may make reports of bullying and such information shall be included in the student handbook of each of the District schools. In addition, this Safe School Climate Plan shall be placed on the District website and on the website of each District school. The Board shall also ensure that language regarding bullying **and teen dating violence** is included in student codes of conduct (i.e. discipline policies). (concerning bullying.)

Bullying – Safe School Climate Plan (Regulation) continued**B. Written Reports**

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. (Form B) Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school employee, and they shall be promptly forwarded to the Safe School Climate Specialist or another school administrator, if the Safe School specialist is unavailable, for review and action consistent with this Plan.

C. Verbal Reports

Students may make verbal reports of conduct that they consider to be bullying to any school employee (as defined by this Plan), including any administrator, or to the Safe School Climate Specialist. Such verbal reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A school employee, or administrator or the Safe School Climate Specialist who receives a verbal report of bullying shall promptly reduce the report to writing, including the information provided. Such written report by the school employee, administrator, if not the Safe School Climate Specialist, shall be promptly forwarded to the Building Principal for review and action in accordance with this Plan.

D. Anonymous Reports

Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist, if not the Principal or his/her designee, shall meet with the student (if the student's identity is known) to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. All anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the report, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

Bullying – Safe School Climate Plan (Regulation) continued**IV. Staff Responsibilities and Investigating Reports of Bullying****A. Teachers and Other School Employees**

School employees (as defined by this Plan) who witness acts of bullying, as defined above, or who receive reports of bullying, shall notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two school days after making such an oral report concerning the events witnessed or reported.

B. Responsibilities Safe School Climate Specialist/Investigation

1. The Safe School Climate Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. **The Safe School Climate Specialist shall promptly notify the parents and legal guardians of the students involved of an investigation.** In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent of the student's name in connection with the investigation process, unless the student and/or the parent has requested anonymity.
2. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the student involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.
3. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding no later than forty-eight (48) hours after the completion of the investigation. The notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on any student, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law. **An invitation to a meeting must be given to the parents or legal guardians of a student against whom such act was directed to communicate to such parents or legal guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and**

procedures in place to prevent further acts of bullying. An invitation to a meeting must be sent to the parents or guardians of a student who commits any certified act of bullying to a meeting, separate and distinct from the meeting required with the parents or legal guardians of the victim, to discuss specific interventions undertaken by the school to prevent further acts of bullying.



Bullying – Safe School Climate Plan (Regulation) continued

- (4. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall also invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardian of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above. The purpose of the meeting is to communicate to parents/guardians the measures being taken by the school to ensure the safety of the student involved and to prevent further acts of bullying. Normally, separate meetings shall be held with the respective parents; however, at the discretion of the Safe School Climate Specialist and with written consent of the parents/guardians involved, the meeting(s) may be held jointly.)
- OMIT

45. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
56. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.

C. Notice to Law Enforcement

If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the school resource office, if any, and other individuals the principal or designee deems appropriate.

If a bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age, disability or gender identity), the Safe School Climate Specialist or designee shall also coordinate any investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.)

Bullying – Safe School Climate Plan (Regulation) continued**V. Other Prevention and Intervention Strategies**

- A. Verified acts of bullying shall result in intervention by the Building Principal or his/her designee that is intended to address the acts of the perpetrator and the needs of the victim and to assure that the prohibition against bullying behavior is enforced, with the goal that any such bullying behavior will end as a result.
- B. Bullying behavior can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying, or to other inappropriate behavior which does not meet the definition of bullying. While conduct that rises to the level of “bullying” as defined above, will generally warrant traditional disciplinary action against the perpetrator of such bullying, whether and to what extent to impose traditional disciplinary action (e.g., detention, in-school suspension; suspension or expulsion) is a matter for the professional discretion of the Building Principal (or responsible program administrator or his/her designee and must be consistent with state law and Board policy governing student discipline. No disciplinary action may be taken solely on the basis of an anonymous complaint. As discussed below, schools may also consider appropriate alternatives to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.
- C. A specific written intervention plan shall be developed to address repeated incidences of bullying against a single individual or recurrently perpetrated bullying incidents by the same student. This plan may include safety provisions, as described in this Plan, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.
- D. The following sets forth possible interventions which may also be utilized to enforce the Board’s prohibition against bullying:

1. Non-disciplinary Interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a traditional disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

Bullying – Safe School Climate Plan (Regulation) continued**1. Non-disciplinary Interventions (continued)**

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

2. Disciplinary Interventions

When acts of bullying are verified and a traditional disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

3. Interventions for Bullied Students

The Safe School Climate Specialist/Building Principal (or other responsible program administrator) or his/her designee shall intervene in order to address repeated incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following:

- Counseling;
- Increased supervision and monitoring of student to observe and intervene in bullying situations;
- Encouragement of student to seek help when victimized or witnessing victimization;
- Peer mediation where appropriate
- Student Safety Support Plan; and
- Restitution and/or restorative interventions.

Bullying – Safe School Climate Plan (Regulation) continued**4. General Prevention and Intervention Strategies**

In addition to the prompt investigation of reports of bullying and direct intervention when acts of bullying are verified, other District actions may ameliorate any potential problem with bullying in school or at school-sponsored activities. A focus will be placed on district and school efforts to improve school climate based upon the National School Climate Standards.

While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators, teachers and other professional staff members in each school:

- a. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying and teen dating violence, including any such program identified by the Department of Education;
- b. A safe school climate assessment on or after July 1, 2012 and biennially thereafter to determine the prevalence of bullying. Such assessments may include, in addition to those approved and disseminated by the State Department of Education, in collaboration with CAS, the National School climate Standards Self-Assessment Tool' and the Connecticut State Department of Education's "Improving School Climate Team Rubric. Such school climate assessment instruments shall include surveys that contain uniform grade-level appropriate questions that collect information about students' perspectives and opinions about the school climate at the school and allow students to complete and submit such assessment and survey anonymously.
- c. Establishment by the school Principal of a Safe School Climate Committee in each District school or the designation of an existing committee that is responsible for fostering a safe school climate and addressing issues related to bullying and teen dating violence in the school.

The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying;
2. Identify and address patterns of bullying among students in the school;
3. Review and amend school policies relating to bullying;

4. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;
5. Educate students, school employees and parents and guardians of students on issues relating to bullying and teen dating violence.



Bullying – Safe School Climate Plan (Regulation) continued

6. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying; and
7. Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying for the school.
8. No information shall be shared with the committee which violates the confidentiality provisions related to student information, except as permitted by law. Parent members of the Safe School Climate Committee are specifically excluded from activities #1 and #2 above and from any other committee activities that may compromise student confidentiality.

The following section belongs above after c and must be moved up

- d. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying or teen dating violence is likely to occur;
- e. Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in kindergarten through high school;
- f. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;
- g. School-wide training related to safe school climate and related topics such as sexual harassment training, cultural diversity, multiracial education or other similar training in civil rights legislation;
- h. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
- i. Respectful responses to bullying concerns raised by students, parents or staff;
- j. Planned professional development programs addressing bully/victim problems;
- k. Student peer training, education and support. Use of peers to help ameliorate the plight of victims and include them in group activities;
- l. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
- m. Continuing awareness and involvement on the part of staff and parents with regards to prevention and intervention strategies;
- n. Modeling by all school employees of positive, respectful, and supportive behavior toward students;
- o. Culturally competent school-based curriculum focusing on social emotional learning, self-awareness and self-regulation.
- p. Referrals to a school counselor, psychologist or other appropriate social or mental health service and periodic follow-up by the safe school climate specialist with the bullied child.

Bullying – Safe School Climate Plan (Regulation) continued

- qo. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
 - rp. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
5. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find appropriate opportunities to educate students about bullying and help eliminate bullying through class discussions, counseling and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of “bullying.”

VI. Documentation and Maintenance of Log

- A. Each school shall maintain written reports of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board’s obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law. Records pertaining to any reports, investigations, student support plans and/or records of any parent/guardian notification or meetings will be

B. List of Verified Acts of Bullying

The Principal/Safe School Climate Specialist of each school will maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school community to identify the students involved. Accordingly, the log should be limited to basic information such as the number of verified acts, name of school and/or grade level and relevant date. Given that any determination of bullying involves repeated acts over time, each investigation that results in a verified act of bullying for that school year shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying. The list shall be limited to the number of such verified acts of bullying in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information, which is confidential information by law.

Bullying – Safe School Climate Plan (Regulation) continued

- C. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

VII. Student Safety and Prohibition against Discrimination and Retaliation**A. Discrimination and/or Retaliation Prohibited**

Discrimination and/or retaliation against any person who reports bullying, provides information during an investigation of an act of bullying, or witnesses or has reliable information about bullying is prohibited.

The District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, discrimination or retaliation in our school buildings, on school grounds, or in school related activities. All reports and complaints of bullying, cyberbullying, discrimination and retaliation will be investigated promptly and prompt action will be taken to end that behavior and restore a sense of safety to any student against whom such behavior is directed. This commitment is to be supported in all aspects of the school community, including curricula, instructional programs, staff development, extracurricular

B. Student Safety

As part of any investigation into allegations of bullying, discrimination or retaliation, the Principal/Safe School Climate Specialist or designee will take steps to assess the need to restore a sense of safety to any student against whom such bullying behavior is allegedly directed and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but are not limited to, creating a personal safety plan; pre-determining seating arrangements for the alleged victim (target) and/or the alleged perpetrator in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the alleged student against whom such bullying was directed (target); and altering the alleged perpetrator's schedule and access to the alleged target. The Principal/Safe School Climate Specialist will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal/Safe School Climate Specialist will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Bullying – Safe School Climate Plan (Regulation) continued

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal/Safe School climate Specialist or designee will contact the victim of verified acts of bullying to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If determined necessary, the Principal/Safe School Climate Specialist will work with appropriate school staff to implement them immediately.

VIII. Training Requirements for School Staff

- A. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district's safe school climate plan and require that all school employees annually complete training on the identification, prevention and response bullying as required by law.
- B. The Board shall provide certified staff with in-service training on the prevention, identifications and response to school bullying and the prevention of and response to youth suicide. Such in-service training is not required if the Board implements evidence-based model approach that is approved by the Department of Education.
- C. The Connecticut State Department of Education shall provide (within available appropriations) annual training to non-certified staff of the District on the prevention, identification and response to school bullying and the prevention of and response to youth suicide. Such training may include, but is not limited to:
 - 1. Developmentally appropriate strategies to prevent bullying among students in school and outside the school setting,
 - 2. Developmentally appropriate strategies for immediate and effective interventions to stop bullying,
 - 3. Information regarding the interaction and relationship between students committing acts of bullying, students against whom such acts of bullying are directed and witnesses of such acts of bullying,
 - 4. Research findings on bullying, such as information about the types of students who have been shown to be at-risk for bullying in the school setting,
 - 5. Information about the incidence and nature of cyberbullying as defined in C.G.S. 10-222d,
 - 6. Internet safety issues as they relate to cyberbullying, or
 - 7. Information on the incidence of youth suicide, methods of identifying youths at risk for suicide and developmentally appropriate strategies for effective interventions to prevent youth suicide.

Bullying – Safe School Climate Plan (Regulation) continued**IX. Notification Requirements**

- A. A copy of this District's Safe School Climate Plan shall be provided in written or electronic format to all District employees annually at the beginning of each school year.
- B. The District's Safe School Climate Plan shall be made available on the Board's website and on the website of each individual school with the District. Such posting shall occur within thirty (30) days of the approval of such plan by the Board.
- C. The District's Safe School Climate Plan shall be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

X. School Climate Assessments

- A. On or after July 1, 2012, and biennially thereafter, the Board requires each school within the District to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the State Department of Education.
- B. Completed assessments shall be shared with the Board and then submitted by the Board to the State Department of Education.

XI. Bullying Through the Use of Technology (Cyberbullying)

As noted in this Plan, the definition of bullying includes cyberbullying, which includes the use of the Internet and other technology to engage in bullying. Technology enables aggressive expression toward others and does not rely on physical strength or physical contact. By using a cell phone or the Internet, a student can quickly and aggressively spread rumors, threats, hate mail, or embarrassing photos through text messages, e-mails, or instant messages.

There are a number of social networking sites (MySpace, Facebook, Twitter, etc.) available to our students that can be misused and/or abused for bullying purposes. The Board strongly encourages any student, parent/guardian or school employee to promptly report any alleged abuse/misuse of technology to an appropriate school administrator or Safe School Climate Specialist.

The District's discipline policy states that misuse, on or off campus, of electronic devices, for threatening/bullying/hazing or harassment is a violation and can be the basis for discipline. When information is received that a student or students are involved in bullying another district student through the use of technology whether such misconduct occurs on or off campus, the District may take disciplinary and other remedial actions consistent with this Plan, Board policy and state law.

Bullying – Safe School Climate Plan (Regulation) continued**XII. Relationship to Other Laws**

- A. Consistent with state and federal laws, and the policies of the District and school rules, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privileges and courses of study of such public school on account of race, color gender, religion, national origin, or sexual orientation. Nothing in the “Plan” prevents the school or district from taking action to remediate discrimination or harassment based on a person’s membership in a legally protected category under local, state, or federal law, or district policies.
- B. In addition, nothing in the “Plan” is designed or intended to limit the authority of the school or district to take disciplinary action under applicable laws, or local school or District policies in response to violent, harmful, or disruptive behavior, regardless of whether the “Plan” covers the behavior.

XIII. Immunity for Board of Education, School Employees, Others

Members of the Board of Education and school employees are protected by statute against claims for damages in connection with the reporting, investigation and response to bullying in accordance with the implementation of a safe school climate plan to parents, students, and others who make good faith reports of bullying to a school employee in accordance with the safe school climate plan.

#10

REQUEST FOR FIELD TRIP

Revised 11/11/13

**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: September 17, 2014

Name of Travel Agency (if applicable): None

1) Requested by: Marianne Martins

J. F. Kennedy High School English

Name of Staff Member

School

Grade level/Subject

2) How many students? 45

3) Name of destination: Radio City Music Hall

4) City/State of destination: New York, New York

5) Departure: Friday November 7, 2014 7:00 a.m.

Day

Date

Time

6) Return: Friday November 7, 2014 approximately 5:00-6:00 p.m.

Day

Date

Time

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

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

Drama—Students gain an appreciation for the arts (acting, entertainment, music, and team work).

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

5. Make strategic use of digital media (e.g., textual, graphical, audio, visual, and interactive elements) in presentations to enhance understanding of findings, reasoning, and evidence and to add interest.

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

How does the utilization of different devices (sound, visual, graphical, and textual) function as a whole?
What would you add or remove from the show? Why?

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

Students perform in class renditions of speeches, plays, and skits. AP English Literature and Composition students write and perform on stage. It is their final exam.

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

Students will use what they learn and apply it to their final exam (seniors). Sophomores and juniors will/may use it as a reference point for college essays, new vocabulary, and discussions.

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

Performances of this nature contribute to ongoing discussions and knowledge (regarding character development, staging, plays, scripts, acting, tone, special effects, setting, etc.)

14) Transportation: Type/name of Approved PUC Carrier

Land Jet

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

Name	Phone Number	Name	Phone Number
1. Marianne Martins	203-574-8150	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: Kara Sullivan, Jahana Hayes, Ann Pape

Aides(s) as chaperones:

Parent(s) as chaperones: Patricia Martins

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?

\$130.00

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

20) What is the approximate cost all chaperones?

0

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

Teacher	Subject/Grade	Teacher	Subject/Grade
1. Kara Sullivan	English/9-12	4.	
2. Jahana Hayes	History/9-12	5.	
3. Ann Pape	Music/9-12	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

9-26-14
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

10/10/14
Date

INTERNAL ACTION 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

10/14/14
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.

REQUEST FOR FIELD TRIP

Revised ~~#11~~

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: 9/22/2014 Name of Travel Agency: Educational Travel Adventures/Vagabond Tours

1) Requested by: <u>Anthony Della Calce</u>	<u>NEMS</u>	<u>Grade 8 Math – Red House</u>
Name of Staff Member	School	Grade level/Subject

2) How many students? 210

3) Name of destination: Washington D.C

4) City/State of destination: Washington, D.C

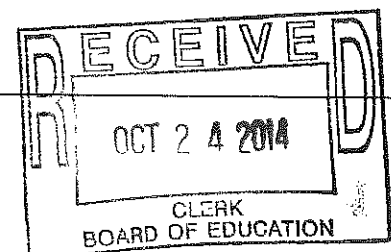
5) Departure: <u>Wednesday</u>	<u>May 13, 2015</u>	<u>6:00am</u>
Day	Date	Time

6) Return: <u>Friday</u>	<u>May 15, 2015</u>	<u>9:00pm</u>
Day	Date	Time

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

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

The Washington D.C trip will enhance units from all subjects in the 8th grade curriculum. Students will visit various historical monuments and museums that they have discussed in the classroom. The Air and Space museum will help students develop a deeper understanding of astronomy, as they will be learning about this topic in science, and will help students discover the connection between math and science. Students will explore the history of the Earth at the natural History Museum's Geology, Gems, and Minerals exhibit through interactive technology. The Holocaust museum correlates to the WWII unit. In addition, students will visit various government buildings which will reinforce knowledge of government functions.



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

Social Studies

- CCSS.ELA-Literacy.RH.6-8.3 Identify key steps in a text's description of a process related to history/social studies (e.g., how a bill becomes law, how interest rates are raised or lowered).
- CCSS.ELA-Literacy.RH.6-8.7 Integrate visual information (e.g., in charts, graphs, photographs, videos, or maps) with other information in print and digital texts.

Science

- CCSS.ELA-Literacy.RST.6-8.4 Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to *grades 6–8 texts and topics*.
- CCSS.ELA-Literacy.RST.6-8.8 Distinguish among facts, reasoned judgment based on research findings, and speculation in a text.
- CCSS.ELA-Literacy.RST.6-8.9 Compare and contrast the information gained from experiments, simulations, video, or multimedia sources with that gained from reading a text on the same topic.
- ESS1.C: The History of Planet Earth: The geologic time scale interpreted from rock strata provides a way to organize Earth's history. Analyses of rock strata and the fossil record provide only relative dates, not an absolute scale.

Language Arts

- CCSS.ELA-Literacy.W.8.1 Write arguments to support claims with clear reasons and relevant evidence
- CCSS.ELA-Literacy.W.8.2 Write informative/explanatory texts to examine a topic and convey ideas, concepts, and information through the selection, organization, and analysis of relevant content.
- CCSS.ELA-Literacy.W.8.4 Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
- CCSS.ELA-Literacy.W.8.7 Conduct short research projects to answer a question (including a self-generated question), drawing on several sources and generating additional related, focused questions that allow for multiple avenues of exploration.

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

- **How did women and minorities participate in the War effort (WWII)?**
- **What were the consequences of wars in both human and economic terms?**
- **How did Lincoln impact the Civil War and participate in the emancipation of slaves in the US?**
- **Why should citizens have an interest in the federal government?**
- **How do we study the universe?**
- **What are the characteristics of the stars and galaxies?**
- **How does mathematics influence all aspects of daily life?**

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

Students will learn how to gather factual information from each of the destinations and relate the material to their class work. They will then use the information gathered to write a persuasive essay explaining why future classes should be allowed to attend the field trip. By attending this field trip, students are expected to gain a deeper understanding and appreciation for American History, Science, and Math.

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

Students will be given a hypothetical writing prompt arguing why next year's class should be allowed to attend the trip to Washington, D.C. and how it enhanced their knowledge of the United States. Students will also be expected to complete a "scavenger hunt." They will be asked specific questions at each destination where they can discover the answer by exploring.

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

As per the above standards and learning results, this trip will enhance and reinforce all students' academic lessons from the year.

14) Transportation: Type/name of Approved PUC Carrier

Brightspark Travel (ABA – American Bus Association) – Coach Buses

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

Name	Phone Number	Name	Phone Number
1. Anthony Della Calce	203-574-8242	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:

W. Katrenya, M. McDermott, J. Lanza, J. Rosa, A. Pearl, R. Carpenter, D. Marks, E. Gavrillas, K. Torres, C. Donarumma, M. Wilson, A. Della Calce, G. Mastrianni, C. Rinaldi, A. Moscaritollo, J. Bao, S. Tansley, P. Coleman, M. McLain, M. Giroux, T. Rosa

Aides(s) as chaperones:

Lisa Lawton

Parent(s) as chaperones:

N/A

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.)

Students will fund their own portion of the trip. Individual fundraisers will be offered throughout the school year to assist students as well as group fundraisers that will lower all students' costs.

Individual: Candy Sale (outside of school); Sponsorship; Candle Sale

Group: School dance fundraiser; dress down day; Pasta dinner at school; Teacher Fundraiser; Local restaurant fundraiser; Donors Choose – Corporate sponsorship; Clothing Drive

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

\$500 per student

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

All students who have not been suspended and are passing all academic classes are invited to attend the Washington Trip.

20) What is the approximate cost all chaperones?

\$0

21) How many substitutes are necessary? 3-6. (1-2 per house based on how many students stay back)

Teacher	Subject/Grade	Teacher	Subject/Grade
1. Marie McDermott	Social Studies/8 Gold	4.	
2. Caroline Donarumma	Social Studies/8 Blue	5.	
3. Christine Rinaldi	Social Studies/8 Red	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 ☐

Doreen Pelletier
Signature of School Nurse

9/22/14
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 ☐

Jacquelyn Hill
Signature of School Principal

9/22/14
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

10/14
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]
Signature of BOE/Designee

10/21/14
Date

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

WASHINGTON D.C. FIELD TRIP

MAY 13 – 15, 2015



Included in this packet, please find:

- ✓ Washington Itinerary
- ✓ Financial Plan
- ✓ Insurance Information
- ✓ Permission Slip

CONTACT:

Mr. Della Calce

Email: adellacalce@waterbury.k12.ct.us

Phone: 203-574-8242

Ms. Donnarumma

Email: cdonnarumma@waterbury.k12.ct.us

Phone: 203-574-8203

Ms. Pearl

Email: apearl@waterbury.k12.ct.us

Phone: 203-574-8215

Mr. Coleman

Email: pcoleman@waterbury.k12.ct.us

Phone: 203-574-8242

Washington D.C. Trip – May 13 – 15, 2015
NORTH END MIDDLE SCHOOL 8TH GRADE

September 8, 2014

Re: Washington, DC Opportunity

Dear Parents and Students,

The eighth grade students of North End Middle School are scheduled to attend an optional field trip to Washington D.C. on Wednesday, May 13-15th, 2015. All students who have not received an out of school suspension/two in-school suspensions/three write ups are invited and encouraged to join us on this very exciting trip.

Financial Costs

The total cost of the trip is \$480, which includes travel insurance, travel on coach buses, Comfort Inn hotel accommodations, escorted sightseeing, two breakfasts at the hotel, two lunch meal vouchers and three dinners. Room assignments will not be determined until the month prior to departure. The above quoted price is based on four students to each room. Please view the itinerary included in this letter for a more details.

Insurance Policy

The quoted price of \$480 **includes** a non-optional Refund Guarantee Protection (RGP) of \$29. RGP allows you to cancel your trip at any time – for any reason at all – and all trip payments made by you **less the cost of the protection plan** will be returned. (100% money back guarantee **except** the \$29 cost of the insurance)

Payment Schedule

\$75.00 due October 3, 2014 (initial deposit and permission slip)

\$100.00 due November 6, 2015

\$100.00 due January 8, 2015

\$100.00 due February 6, 2015

Remaining Balance due March 20, 2015

Payment Options:

- Pay online: Students can go to <https://mytour.brightsparktravel.com>
 - On the bottom right, register and create an account.
 - **TOUR WEB CODE: 6319652**
- Pay at school: **Cash only.** Place money in an envelope with student's name.

We teachers are extremely excited about this trip. We look forward to our students' generating lifelong memories. Please contact your house representative at any time if you have any questions.

TOUR ITINERARY

(Subject to change)

Day 1

- 6:00 AM Depart for Washington, DC and begin your tour!
- Enjoy your sack lunches en route to Washington
- Arrive in Washington, DC
- 1:00 PM Smithsonian Institution (Group's Choice) American History Museum, Natural History Museum, Air and Space Museum, American Indian Museum
- 3:00 PM United States Holocaust Memorial Museum Permanent Exhibition (Pending Confirmation). The Museum's Permanent Exhibition, "The Holocaust" spans three floors of the Museum building. It presents a narrative history using more than 900 artifacts, 70 video monitors, and four theaters that include historic film footage and eyewitness testimonies. The exhibition is divided into three parts: "Nazi Assault," "Final Solution," and "Last Chapter."
- Lincoln, Vietnam and Korean Memorials
- World War II Memorial
- Washington Monument
- 6:00 PM Dinner Buffet - Great American Steak & Buffet Alexandria, VA
- Walk through Historic Old Town Alexandria
- 9:00 PM Arrive at Comfort Inn College Park for Check-In
- 10:30 PM Private Nighttime Security at your Hotel

Day 2

- 7:00 AM Enjoy a Deluxe Continental Breakfast at your hotel.
- Arlington National Cemetery
- Iwo Jima Memorial
- 12:00 PM You will be given \$10.00 Meal Money to use towards your lunch.
- The Pentagon Memorial is designed so that the nation may remember and reflect on the events that occurred on September 11, 2001.

Washington D.C. Trip – May 13 – 15, 2015
NORTH END MIDDLE SCHOOL 8TH GRADE

- 3:00 PM Capitol Building Tour (Pending Confirmation). Guided tours of the historic Capitol begin at the orientation theaters with a 13-minute film, "Out of Many, One," which will take you on a journey through our country's struggle to establish the world's first truly representative democracy and introduce you to the magnificent building that houses our Congress. Once inside the historic Capitol, visitors will see the Crypt of the Capitol, the Rotunda, and National Statuary Hall.
- Supreme Court
- Library of Congress
- **Dinner-Dance Cruise!!**
- White House - Photo Stop
- 10:30 PM Private Nighttime Security at your Hotel

Day 3

- 7:00 AM Enjoy a Deluxe Continental Breakfast at your hotel.
- George Washington's Mount Vernon Estate and Gardens - Self-guided tour. The first President of the United States called Mount Vernon home. Learn about the life of George Washington as you visit the Mansion, more than a dozen original structures, Washington's Tomb, and nearly 50 acres of his extensive plantation. The estate includes a working blacksmith shop and the George Washington:Pioneer Farmer site, a 4-acre demonstration farm with a reconstructed slave cabin and 16-sided treading barn.
- 12:00 PM You will be given \$10.00 Meal Money to use towards your lunch.
- Jefferson, FDR and MLK Memorials
- 2:00 PM Depart for home where you will be given meal money to eat enroute
- 6:00 PM You will be given \$10.00 Meal Money to use towards your dinner.
- 9:00 PM Arrive at North End Middle School - Welcome Home!

**Arrival time at home is subject to change based on traffic.

#12

COMMITTEE ON SCHOOL FACILITIES & GROUNDS

WORKSHOP: Wed., October 29, 2014 (WSMS)

BOARD MEETING: Thurs., November 6, 2014

TO THE BOARD OF EDUCATION
WATERBURY, CONNECTICUT

LADIES AND GENTLEMEN:

With the approval of the Committee on School Facilities and Grounds, the Superintendent of Schools recommend 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. Pinho	Rotella aud. & café: Mar. 21st & 27th 9am-4pm; Mar. 28th 3pm-9pm Mar. 29th noon-6pm (after school musical theater production)
Ernst Racine	Reed café: Sat., Nov. 22nd 10:00am-4:00pm
FRC Coord.	(hosting clothing drive for Neighborhood Housing Services)
L. Lombardi	Rotella comm. rm.: Dec. 17, 18, & 19 all day (holiday shopping)
P. Theriault	WAMS gym: Mon., Nov. 17th 3:30-5:00pm (faculty/seniors basketball game)
D. Monti	Reed café: Tues., Nov. 18th 5:00-6:30pm (family reading night)
J. Silva	WSMS café: Fri., Dec. 5th 2:30-7:30pm (CAPT-vating Kids science prog.)
A. Edwards	Tinker library: Wed., Nov. 5th 6:00-7:30pm (information session) (prior to Bd. Mtg.)
A. Simms	Crosby aud.: Thurs., Dec. 4th 5:00-8:30pm (movie night fundraiser)
C. Damore	Wilson gym: Wed., Nov. 19th 5:00-7:00pm (Literacy workshop)
R. O'Neill	Carrington café: Wed., Nov. 5th 7:00-8:00pm (Book Club mtg.) (prior to Bd. Mtg.)
S. Petteway	Bucks Hill gym, café: Thurs., Oct. 30th 6:00-7:30pm (parents workshop) (prior to Bd. Mtg.)

Approved:

Felix M. Rodriguez

Kathleen M. Ouellette, Ed. D.
Superintendent of Schools

SCHOOL PERSONNEL USE ONLY

OCT 15 2014

DATE: 10/15/14

TO: SCHOOL BUSINESS OFFICE

FROM: Rotella (Kelly Pinko)

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

NAME OF SCHOOL REQUESTED: Rotella

☒ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Cafeteria/Rooms

DATES REQUESTED: Saturday March 21, Friday March 27
Saturday March 28
Sunday March 29

FROM: _____ am/pm

TO: _____ am/pm

9 am - 8 pm (3/21 and 3/27)

FOR THE FOLLOWING PURPOSES: 3-9 pm (3/28) 12-6 (3/29)

After-School Musical Theater production

Kelly Pinko
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.

[Handwritten signature]

OCT 21 2014

SCHOOL PERSONNEL USE ONLY

TO: SCHOOL BUSINESS OFFICE

FROM: Reed FRC Coordinator, Ernst Racine, Jr.

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

NAME OF SCHOOL REQUESTED: Jonathan Reed Elementary

☒ X (Auditorium) ☐ Gymnasium ☐ Swimming Pool ☒ X (Café)/Rooms ☐ Music Room

DATES REQUESTED: Nov. 22, 2014

FROM: 10:00 (am)/pm TO: 4 am/(pm)

FOR THE FOLLOWING PURPOSES:

The Reed Elementary School will be assisting with Neighborhood Housing Services of Waterbury in an effort to host a clothing drive. There will need to be use of the cafetorium.

Ernst Racine, Jr., Reed FRC Coordinator

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.

Back

OCT 21 2014

SCHOOL PERSONNEL USE ONLY

DATE: 10-20-14

TO: SCHOOL BUSINESS OFFICE
FROM: Lauren Lombardi

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

NAME OF SCHOOL REQUESTED: Rotella

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms community room

DATES REQUESTED: December 17th, 18th & 19th

FROM: all day am/pm TO: all day am/pm

FOR THE FOLLOWING PURPOSES:

Holiday Shopping - Room must be locked
up after school hours until shopping is
over

Lauren Lombardi
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

OCT. 21 2014

DATE: 10.14.14

TO: SCHOOL BUSINESS OFFICE

FROM: Patricia Theriault

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

NAME OF SCHOOL REQUESTED: Waterbury Arts Magnet School☐ Auditorium☒ Gymnasium☐ Swimming Pool☐ Café/RoomsDATES REQUESTED: November 17, 2014FROM: 3:30 am/pmTO: 5:00 am/pmFOR THE FOLLOWING PURPOSES:Senior class vs faculty basketball
gamePatricia Theriault
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.

Mark

OCT 22 2014

SCHOOL PERSONNEL USE ONLY

DATE: 10/22/14

TO: SCHOOL BUSINESS OFFICE

FROM: Diana Monti

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

DATES REQUESTED: November 18

FROM: 5:00 am/pm TO: 6:30 am/pm

FOR THE FOLLOWING PURPOSES:

Family Reading Night for Title I

Diana Monti
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.

**APPLICATION FOR
SCHOOL PERSONNEL USE ONLY**

OCT 22 2014

Date 10/21/14

TO: School Business Office
Chase Building
Attn: Sandy

FROM: J. Silva - WSMs

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

Name of School Requested West Side Middle School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Cafeteria
Or Rooms

Dates Requested Dec. 5, 2014

From 2:30 To 7:30 P.M. for the following purposes:

CAPTivating Kids inter district grant
Science program


(Applicant)

Please note the following provisions:

When the public is invited to an activity police and fireman are required. These arrangements must be made in person at Police and Fire Headquarters.

SCHOOL PERSONNEL USE ONLY

OCT 22 2014

DATE: 10/22/14

TO: SCHOOL BUSINESS OFFICE

FROM:

Azzalee Edwards

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

NAME OF SCHOOL REQUESTED:

B. W. Tinker School

Auditorium



Gymnasium



Swimming Pool



Café/Rooms

School Library

DATES REQUESTED:

11/5/14

FROM:

6:00

am/pm

TO:

7:30

am/pm

FOR THE FOLLOWING PURPOSES:Information SessionAzzalee Edwards

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

OCT 22 2014

DATE: 10-6-14

TO: SCHOOL BUSINESS OFFICE

FROM: Amy Simms, Supervisor Special Ed

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

NAME OF SCHOOL REQUESTED: Crosby

☒ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Thursday, Dec 4th

FROM: 5 am/pm TO: 8:30 am/pm

FOR THE FOLLOWING PURPOSES:

Movie night
Fundraiser Autism Program @
Generali

[Signature]
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

OCT 23 2014

DATE:

10/23

TO:

SCHOOL BUSINESS OFFICE

FROM:

Cristina Danne

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

NAME OF SCHOOL REQUESTED:

Woodruff Wilson School



AUDITORIUM



GYMNASIUM



SWIMMING POOL



CAFE/ROOMS

DATES REQUESTED:

11/19/14

FROM

5

am/pm

TO

7

am/pm

FOR THE FOLLOWING PURPOSES:

Literacy Workshop for parents

Cristina Danne

APPLICANT

parent helper

Please note the following provisions:

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

OCT 27 2014

SCHOOL PERSONNEL USE ONLY

DATE

OCT 24, 2014

TO: SCHOOL BUSINESS OFFICE

FROM:

Carrington Parent Liaison

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

NAME OF SCHOOL REQUESTED:

Carrington Sch

☐ Auditorium☐

Gymnasium

☐

Swimming Pool

☒

Cafe/Rooms

DATES REQUESTED:

Nov. 5, 2014

(445) Set up

FROM

7:00

am/pm

TO:

8:00

am/pm

FOR THE FOLLOWING PURPOSES:

Book Club Meeting

Robyn DNeali

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.

OCT 27 2014

SCHOOL PERSONNEL USE ONLYDATE: 10/27/14

TO: SCHOOL BUSINESS OFFICE

FROM:

Shirley Pitterway

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

NAME OF SCHOOL REQUESTED: Bucks Hill☐ Auditorium☒ Gymnasium☐ Swimming Pool☒ Cafeteria/RoomsDATES REQUESTED: 10/30/14FROM: 6:00 ~~am~~/pm TO: 7:30 ~~am~~/pm

FOR THE FOLLOWING PURPOSES:

Parent WorkshopShirley Pitterway
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.

COMMITTEE ON SCHOOL FACILITIES & GROUNDS

#13

WORKSHOP: Wed., October 29, 2014 (WSMS)
BOARD MEETING: Thurs., November 6, 2014

TO THE BOARD OF EDUCATION WATERBURY, CONNECTICUT

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 by groups and organizations, subject to fees and insurance as required.

<u>GROUP</u>	<u>FACILITIES AND DATES/TIMES</u>
Cheshire YMCA	Crosby pool: 11/3/14-4/2/15 Mon. thru Fri. 5:30-8:15pm
Dan Mascolo	(swim practice)

REQUESTING WAIVERS:

First Robotics	Wilby gym & café & NEMS café: Feb. 27, 28, & Mar. 1st
Bruce Linton, Dir.	(New England First Robotics event) (\$2,394.)
Brass City Ballet	Rotella aud: Dec. 6th & 7th (rehearsals)
Elizabeth Barisser	Dec. 12th (free performance for school)
	Dec. 13th & 14th (performances) (\$13,467.)
Bunker Hill Sports Assoc.	Carrington gym: Dec. 6th to Mar. 7th Saturdays 9:30am-2:30pm
Nick Meglio	(\$3,276.)
	Bunker Hill gym: Dec. 6th to Mar. 7th Saturdays 9:30am-2:30pm
	(\$3,276.)
Lady of Mt.Carmel Sch.	Tinker gym: Saturdays 11/1/14-3/21/15 8:00am-4:00pm
John Egan, A.D.	(boys & girls basketball program) (\$7,560.)+

GROUPS NOT SUBJECT TO FEES OR WAIVER DUE TO TIME OF USE OR PREVIOUS WAIVER:

Girl Scouts	Kennedy lobby: Tues., Nov. 4th noon-8:00pm
Heather Greene	(election day cookie booth)
CT. Lithuanian Sports Club	Gilmartin gym: Oct. to June Thursdays 7:00-9:00pm
Al Gelazauskas	(basketball practice)
Western CT Warriors	Maloney gym: Oct.-Nov. 12th 6:00-8:00pm
Cliff Hodak	(basketball practice)
Wtby. Ballers	Career Academy: 10/20-11/21 Mon. thru Fri. 4:00-6:00pm
Phil Lott	(basketball practice)

Bunker Hill Sports Assoc.	WSMS gym: Mondays	12/1/14-3/2/15	5:30-9:00pm
Nick Meglio	Hopeville gym: Mondays	11/10/14-3/2/15	5:30-8:30pm
	Kingsbury gym: Thursdays	12/18/14-3/19/15	5:30-8:30pm
	Carrington gym: Mon.-Fri.	11/10/14-3/14/15	5:30-8:30pm
	Bunker Hill gym: Mon.-Fri.	11/10/14-3/14/15	5:30-8:30pm
Lady of Mt.Carmel Sch.	Tinker gym: Mon.-Fri.	11/1/14- 3/20/15	4:00-7:00pm
John Egan, A.D.	(boys & girls basketball program)		

MONIES COLLECTED TO DATE:

\$ 18,584.00

Approved:

Felix M. Rodriguez

**Kathleen M. Ouellette, Ed. D.
Superintendent of Schools**

These activities are completed and have been billed:

Nationals, Inc.
Ct. Dance Theatre

Oct. 14. 2014 1:47PM

DE Cheshire YMCA

EDUCATION - WATERBURY, CONNECTICUT

No. 1640

P. 2

SCHOOL BUSINESS OFFICE

236 GRAND ST., WATERBURY, CT 06702

CONTRACT#

USE OF BUILDING PERMIT

TYPE OR USE PEN AND PRESS FIRMLY

OCT 14 2014

APPLICANT DAN MASCOLO NAME OF ORGANIZATION Cheshire Community YMCA

ADDRESS 961 South Main Cheshire CT 06410 TELEPHONE # 203-272-3150 x312
(street) (city) (state) (zip code)

SCHOOL REQUESTED Crosby DATES 10/14/14 M-F ROOM(S) pool

OPENING TIME 5:30pm CLOSING TIME 8:15pm PURPOSE Sea Dog Swim Club Practice

ADMISSION (if any) — CHARGE TO BE DEVOTED TO —

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 15 CHILDREN 60

SIGNATURE OF APPLICANT D. Mascolo DATE 10/14/14

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

(Same)

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. (Signature) (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: —

RENTAL FEES: 73.00/hr

MISCELLANEOUS FEES: —

SECURITY DEPOSIT \$ 500.00 ☒ INSURANCE COVERAGE ☒ YES ☐ NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE —

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

main than
Fri
5:30-8:15 pm
11/3/14
To
4-2-15

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
239 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT 15 2014

APPLICANT INDEPENDENT FIRST NAME OF ORGANIZATION First Horizon Bank
ADDRESS 100 Hyde Road (street) Waterbury (city) CT (state) 06702 (zip code) TELEPHONE # 360-246-0578
SCHOOL REQUESTED Waterbury DATES 10-27-31/14 ROOM(S) 2 rooms 2nd floor, L. & R. side
OPENING TIME 07:30 CLOSING TIME 12:30 PURPOSE New England FIRST Bank
ADMISSION (if any) None CHARGE TO BE DEVOTED TO Competition N/A
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 750 CHILDREN 500 - 1,000
SIGNATURE OF APPLICANT [Signature] DATE October 7, 2014
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

(Same)

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. [Signature] (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

\$42/HR plus 1 HR service

(\$2394)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$

INSURANCE COVERAGE

YES

NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6923 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

APPLICANT/ORGANIZATION Text

Please check below specific item(s):

Building Usage Fees ☒ Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Wilbur High School - 6 rooms, 5 classrooms, and 6 classrooms

DATE(S): 2/27/15

TIMES: 2:00 pm to 10:00 pm

DATE(S): 2/28/15

TIMES: 6:30 am to 10:30 am

DATE(S): 3/1/15

TIMES: 6:30 am to 10:30 am

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

September 26, 2014
Date

[Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____	\$ <u>2394.-</u>	\$ _____
Building Usage Fees	Custodial Fees	Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST, _____
Clerk, Board of Education

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

APPLICANT Elizabeth Fisk Barisser NAME OF ORGANIZATION Brass City Ballet (BCB)

ADDRESS 1255 Middlebury Rd. Middlebury CT 06762 TELEPHONE # 203-598-0186
(street) (city) (state) (zip code)

SCHOOL REQUESTED Rotella DATES Dec. 6, 7, 12, 13 & 14 ROOM(S) Auditorium (See attached schedule)

OPENING TIME See attached schedule CLOSING TIME See attached schedule PURPOSE performances of The Nutcracker

ADMISSION (if any) 20 adults; 15 seniors; children 12 & under CHARGE TO BE DEVOTED TO Production Costs BCB is a nonprofit organization

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS See attached schedule CHILDREN See attached schedule

SIGNATURE OF APPLICANT [Signature] DATE 9/25/14

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: Brass City Ballet 203-598-0186
Elizabeth Fisk Barisser, 1255 Middlebury Rd, Middlebury, CT 06762 Cell - 203-232-1423

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. EFB (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/hr plus 1 hr service per cust. (4725.)

RENTAL FEES: \$1,000/4 hrs + \$200 ea. add hr. (1842.50)

MISCELLANEOUS FEES: Tech. \$55/hr. (6900.00)

SECURITY DEPOSIT \$ 500.- INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY.

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: A SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

12/6 9AM-6pm
12/7 10AM-6pm
12/13 NOON-9pm
12/14 11AM-6³⁰pm
Friday 12/12
School
performance
7AM-NOON

Board of Education
City of Waterbury
Chase Municipal Building
236 Grand Street, 3rd Floor
Waterbury, CT 06702



October 15, 2014

Dear Board of Education,

Brass City Ballet, a nonprofit dance school and performing company, has reserved the auditorium at Rotella Magnet School for its annual *The Nutcracker* production on December 13 & 14, 2014. We are very impressed with both the facility and the staff and are delighted with the prospect of presenting our holiday show there.

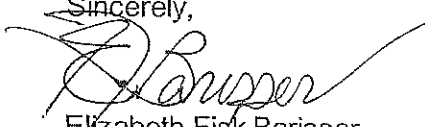
We are informed that the cost to rent the facility for 4 days will be \$10,000. We are concerned about the high rental costs. The production of *The Nutcracker* is a special community event for Brass City Ballet and is all about the children. It is an educational vehicle for them as well as a bonding experience for the families. Unlike our Gala performance where we can load, rehearse and perform in one day at the Palace Theater, we need the 4 days' time at Rotella School and cannot produce a worthwhile *Nutcracker* without it. The high cost of the theater will have a sharp impact our organization. Thus, we respectfully request your consideration of a reduction of the fee by 50%. This will make a very big difference for us.

We have long been committed to arts education in the schools, and have worked with Waterbury's public schools since 1990. As a gesture of this commitment, we are offering a weekday school performance of *The Nutcracker*, to which we invite the Rotella student body, free of charge. Rotella's principal, Robin Henry, is enthusiastically on board with this, and we have begun planning in class visits to add to this enriching experience.

Brass City Ballet began 28 years ago in Waterbury. Although we moved in 2008 to Middlebury, CT, we consider ourselves a Waterbury entity. We continue to serve the region, providing quality education, performances, and projects, many of which have taken place in Waterbury's public schools.

Thank you for your consideration in this matter.

Sincerely,



Elizabeth Fisk Barisser
Artistic Director
Brass City Ballet

SCHOOL

PERFORMING COMPANY

COMMUNITY OUTREACH

...where the art, technique and joy of dance go hand in hand.

1255 Middlebury Road
Middlebury CT 06762
(203) 598-0186
www.brasscityballet.org

USE OF SCHOOL FACILITIES
WAIVER REQUEST

(to be submitted with State Building Permit)

APPLICANT/ORGANIZATION: Brass City Ballet

Please check below specific item(s):

Building Usage Fees ☒

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Rotella School Auditorium & Dressing Areas

DATE(S): Sat. Dec. 6

TIMES: 9:00 am - 6:00 pm ✓

DATE(S): Sun. Dec. 7

TIMES: 10:00 am - 6:00 pm ✓

DATE(S): Fri. Dec. 12

TIMES: 7:00 am - 12:00 pm

DATE(S): Sat. Dec. 13

TIMES: 12:00 - 9:00 pm ✓

DATE(S): Sun. Dec. 14

TIMES: 11:00 am - 6:30 pm

DATE(S): _____

TIMES: _____

Oct. 16 2014

Date

[Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ 6900.-
Building Usage Fees

\$ 6567.-
Custodial Fees

\$ _____
Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____
Clerk, Board of Education

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT 20 2014

APPLICANT Nick Meglio NAME OF ORGANIZATION Bunker Hill Sports Assoc.
ADDRESS 145 Devonwood Drive, Waterbury, CT 06708 TELEPHONE # 203-206-7152
(street) (city) (state) (zip code)
SCHOOL REQUESTED Bunker Hill School DATES Saturdays Dec 6th - March 7th ROOM(S) GYM
OPENING TIME 9:30am CLOSING TIME 2:30pm PURPOSE BASKETBALL
ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO n/a
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4+ CHILDREN 10+
SIGNATURE OF APPLICANT [Signature] DATE 10/20/14
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

BH Coaches

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. [Initials] (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

\$42/hr plus 1 hr service (\$3276)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$ [Signature] INSURANCE COVERAGE [Signature] YES [Signature] NO [Signature]

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

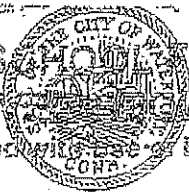
IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

USE OF SCHOOL FACILITIES
WAIVER REQUEST
(to be submitted with use of Building Permit)



APPLICANT/ORGANIZATION: Bunker Hill Sports Assoc.

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Bunker Hill School Gym

DATE(S): Saturdays Dec 6th - March 7th

TIMES: 9:30am - 2:30pm

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

10/20/14

Date

[Signature]

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

3276.

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____

Clerk, Board of Education

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT 20 2014

APPLICANT Nick Meglio NAME OF ORGANIZATION Bunker Hill Sports Assoc.
ADDRESS 145 Devonwood Drive, Waterbury, CT 06708 TELEPHONE # 203-206-7152
(street) (city) (state) (zip code)
SCHOOL REQUESTED Carrington School DATES Saturdays Dec 6th - March 7th ROOM(S) GYM
OPENING TIME 9:30am CLOSING TIME 2:30pm PURPOSE BASKETBALL
ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO n/a
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4+ CHILDREN 10+
SIGNATURE OF APPLICANT [Signature] DATE 10/20/14
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

BH Coaches

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. [Signature] (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

\$42/HR plus 1 HR. SERVICE (\$3276.)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$

[Signature]

INSURANCE COVERAGE

YES

NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3462

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

USE OF SCHOOL FACILITIES
WAIVER REQUEST
(to be submitted with use of Building Permit)

APPLICANT/ORGANIZATION: Bunker Hill Sports Assoc.

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Carrington School Gym

DATE(S): Saturdays Dec 6th - March 7th

TIMES: 9:30am - 2:30pm

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

10/20/14
Date

[Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____
Building Usage Fees

\$ 3276.15
Custodial Fees

\$ _____
Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____
Clerk, Board of Education

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT 27 2014

APPLICANT John EGAN NAME OF ORGANIZATION MT CARMEL
ADDRESS 76 TEDESCO DR WTBY CT 06702 8 TELEPHONE # 2032069861
(street) (city) (state) (zip code)
SCHOOL REQUESTED TINKER SATURDAYS DATES 11/1 - 3/21 ROOM(S) GYM
OPENING TIME 8 AM CLOSING TIME 4 PM PURPOSE Basketball
ADMISSION (if any) none CHARGE TO BE DEVOTED TO none
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 15 CHILDREN 35
SIGNATURE OF APPLICANT John M. Egan DATE 10/27/14
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(Same)

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. JE (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

\$42/Hr. plus 1 Hr. service (\$7560.)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$ 1 INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

USE OF SCHOOL FACILITIES
WAIVER REQUEST
(to be submitted with use of Building Permit)



APPLICANT/ORGANIZATION:

Mt. Carmel Sch

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED:

Tinker Sch.

DATE(S): 11-1-14 To 3-21-15 Sat

TIMES: 8 AM - 4 PM

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

10-27-14

Date

John M. Egan
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

7,560.

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____

Clerk, Board of Education

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT 15 2014

APPLICANT Heather Greene NAME OF ORGANIZATION GS of CT
ADDRESS 349 Chipman ST. Wtby, CT. 06708 TELEPHONE # 203-527-7770
(street) (city) (state) (zip code)

SCHOOL REQUESTED Kennedy High School DATES Nov. 4, 2014 ROOM(S) Front Lobby
OPENING TIME 12 PM CLOSING TIME 8 PM PURPOSE Girl Scout Election Day Cookie Booth
ADMISSION (if any) 0 CHARGE TO BE DEVOTED TO 0

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 7
SIGNATURE OF APPLICANT Heather Greene DATE 10/16/14
10/15/14

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Heather Greene 349 Chipman ST. Waterbury, CT. 06708 - 203-527-7770

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. HG (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE 1 YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-6210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT 15 2014

Book
APPLICANT Algirdas Gelazauskas NAME OF ORGANIZATION Conn. Lith. Sports Club
ADDRESS 63 Yale Ave, #4, Meriden CT 06450 TELEPHONE # 203-809-3736
(street) (city) (state) (zip code)
SCHOOL REQUESTED Gilman's Elem. School Yr. Thursdays ROOM(S) Gymnasium
OPENING TIME 7:00 PM CLOSING TIME 9:00 PM PURPOSE Basketball practices / Sports
ADMISSION (if any) Club membership CHARGE TO BE DEVOTED TO Club insurance / Expenses
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 20 (max) CHILDREN Approx 8 ÷ 10
SIGNATURE OF APPLICANT Algirdas Gelazauskas DATE 09/15/14

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: 860-250-5807
Pres. Vaiva Gelazauskas, 59 Glendale Ave, Middletown, CT 06457

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. A. G. (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT

SCHOOL BUSINESS OFFICE

236 GRAND ST., WATERBURY, CT 06702

USE OF BUILDING PERMIT

TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT 16 2014

APPLICANT CLIFF HODAK NAME OF ORGANIZATION WESTERN CT WARRIORS
 ADDRESS 105 DELAWARE AV WTRY CT 06708 TELEPHONE # 203 233 3057
 (street) (city) (state) (zip code)

SCHOOL REQUESTED MALONEY DATES WED OCT 8 - NOV 12 ROOM(S) GYM

OPENING TIME 6:00 PM CLOSING TIME 8:00 PM PURPOSE BASKETBALL PRACTICE

ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 5 CHILDREN 12

SIGNATURE OF APPLICANT Cliff Hodak DATE 10-7-14

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

MIKE CAPALDO 585 PARK RD WTRY CT 203 592 6726

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. CSH (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER, PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-8953 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT 20 2014

APPLICANT Phil Lott NAME OF ORGANIZATION CT select / wby Belles

ADDRESS 89 Morton rd WBY CT 06705 TELEPHONE # 203 510 4239
(street) (city) (state) (zip code)

SCHOOL REQUESTED WCA DATES 10/20 - 11/21/14 ROOM(S) Gym

OPENING TIME 4:00 CLOSING TIME 6:00 PURPOSE Practice

ADMISSION (if any) none CHARGE TO BE DEVOTED TO _____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 1 CHILDREN 10

SIGNATURE OF APPLICANT Phil Lott DATE 10/20/14

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Phil Lott 89 Morton rd WBY CT

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. DL (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ 250 INSURANCE COVERAGE YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-5210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

Mon - Fri.
4 - 6pm
10/20 - 11/21

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT 20 2014

APPLICANT Nick Meglio NAME OF ORGANIZATION Bunker Hill Sports Assoc.
ADDRESS 145 Devonwood Drive, Waterbury, CT 06708 TELEPHONE # 203-206-7152
(street) (city) (state) (zip code)
SCHOOL REQUESTED Westside MS DATES Monday Nov 3rd - March 2nd ROOM(S) GYM
OPENING TIME 5:30pm CLOSING TIME 9pm PURPOSE Basketball
ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO n/a
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4+ CHILDREN 20+
SIGNATURE OF APPLICANT [Signature] DATE 10/24/14
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Bunker Hill Coaches

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$

INSURANCE COVERAGE

YES

NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6983 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

Dec. 1ST
To
Mar. 2nd

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT 20 2014

APPLICANT Nick Meglio NAME OF ORGANIZATION Bunker Hill Sports Assoc.
ADDRESS 145 Devonwood Drive, Waterbury, CT 06708 TELEPHONE # 203-206-7152
(street) (city) (state) (zip code)
SCHOOL REQUESTED Hopeville School DATES Mondays / Nov 10th - Mar 2nd ROOM(S) GYM
OPENING TIME 5:30pm CLOSING TIME 8:30pm PURPOSE Basketball
ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO n/a
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4+ CHILDREN 20+
SIGNATURE OF APPLICANT Nick Meglio DATE 10/20/14
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Bunker Hill Coaches

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. (initials) (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: _____
RENTAL FEES: _____
MISCELLANEOUS FEES: _____
SECURITY DEPOSIT \$ 2000 INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.
A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)
IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.
THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.
CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.
POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452
CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).
KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)
PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.
IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT 20 2014

APPLICANT Nick Meglio NAME OF ORGANIZATION Bunker Hill Sports Assoc.
ADDRESS 145 Devonwood Drive, Waterbury, CT 06708 TELEPHONE # 203-206-7152
(street) (city) (state) (zip code)
SCHOOL REQUESTED Kingsbury School DATES Thursday's / Dec 4th - Mar 19th ROOM(S) GYM
OPENING TIME 5:30pm CLOSING TIME 8:30pm PURPOSE Sports
ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO n/a
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2 CHILDREN 12
SIGNATURE OF APPLICANT Nick Meglio DATE 10/20/14
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Bunker Hill Coaches

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

Dec. 18th
To
Mar. 19th

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT 20 2014

APPLICANT Nick Meglio NAME OF ORGANIZATION Bunker Hill Sports Assoc.
ADDRESS 145 Devonwood Drive, Waterbury, CT 06708 TELEPHONE # 203-206-7152
(street) (city) (state) (zip code)
SCHOOL REQUESTED Carrington School DATES Mon-Fri / Nov 10th - March ROOM(S) GYM
OPENING TIME 5:30pm CLOSING TIME 8:30pm PURPOSE Basketball
ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO n/a
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4+ CHILDREN 20+
SIGNATURE OF APPLICANT [Signature] DATE 10/20/14
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Bunker Hill Coaches

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. [Signature] (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ [Signature] INSURANCE COVERAGE [Signature] YES NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON -ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE _____

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

001 20 2014

APPLICANT Nick Meglio NAME OF ORGANIZATION Bunker Hill Sports Assoc.
ADDRESS 145 Devonwood Drive, Waterbury, CT 06708 TELEPHONE # 203-206-7152
(street) (city) (state) (zip code)
SCHOOL REQUESTED Bunker Hill School DATES Mon-Fri / Nov 10th - March ROOM(S) GYM
OPENING TIME 5:30pm CLOSING TIME 8:30pm PURPOSE Basketball
ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO n/a
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4+ CHILDREN 20+
SIGNATURE OF APPLICANT [Signature] DATE 10/24/14
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Bunker Hill Coaches

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. [Signature] (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$

INSURANCE COVERAGE

YES

NO

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-8963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE

SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

White-Permittee

Goldendrod-School Business Office

Pink-Principal

Blue-Custodian

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT 27 2014

APPLICANT John EGAN NAME OF ORGANIZATION MT CARMEL
ADDRESS 76 PEDESCO DR. WBRY CT 06708 TELEPHONE # 203 206 9861
(street) (city) (state) (zip code)
SCHOOL REQUESTED TINKER DATES MON - FRI 11/3 - 3/20 ROOM(S) 64M
OPENING TIME 4pm CLOSING TIME 7pm PURPOSE Basketball
ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO 2/M
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 15 CHILDREN 35
SIGNATURE OF APPLICANT John M. Egan DATE 10/24/2014
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(Same)

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. JE (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ ✓ INSURANCE COVERAGE ✓ YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.

A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION (IF APPLICABLE)

IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

CHECKS OR MONEY ORDERS FOR FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

#14c

Belong

from Part-time
to Full-time

Waterbury Public Schools
Student Success Plan Coordinator Gr. 6-12

Job Description:

The Student Success Plan Coordinator is responsible for the day-to-day management of administrative functions to assist in the delivery of a wide variety of student success services. In consultation with Administration, Teachers, Guidance Departments, Educational Liaisons, and Pupil Personnel Team(s), within the academic environment, the incumbent contributes to the provision of the counseling, career, learning skills, and services for students, including, but not limited to students with disabilities of college-wide opportunities and career pathways. The Coordinator is responsible for providing information to the above-mentioned constituents, including but not limited to assessments and monitoring of Student Success Plan data. The Coordinator will train lead school contacts and coordinate training for school personnel involved in the SSP process. The coordinator will share guides that are revised regularly, to keep current with the needs of the district. The coordinator will maintain contact with the district IT department and make sure that work orders are submitted for the data needed for the Naviance system so that there is a seamless transition from one year to the next. Protocols and procedures will be put into place to monitor school fidelity to the SSP process and report back to key constituents on a regular basis.

Qualifications

- Bachelor's degree and a minimum of 5 years of professional experience in an area related to teaching, learning, school counseling, supervising, and/or experience preferred in an urban setting.

Preferred Qualifications

- Ability to prioritize, organize, and manage multiple administrative tasks with minimal supervision
- Familiarity with all aspects of student services
- Must be able to train and present to constituents involved in the process assigned
- Must have strong communication skills and be able to develop district schedules and calendars for the flow of work
- Required skills include the ability to be a critical link between students, faculty and administrators
- The Coordinator of SSP must have basic skills in Microsoft Office, Outlook, and Student Information Systems

Experience

- Knowledge of secondary Education and best practices related to student success, academic advising, student transitions, and academic support systems
- Experience in managing projects independently
- Data analysis, planning, and coordination and implementation as related to SSP
- Mentoring and supervising school personnel that are point persons for the Advisory and Naviance programs
- Successful role in advising and academic enhancement programs that promote student success
- Experience in an urban school district and/or multi-cultural environment preferred

Examples of Specific Duties

- Coordinator will collaborate with all those involved in each school that will manage the functioning of the Advisory Sessions and Naviance including but not limited to administration, school counselors, social workers, special education teachers.
- Create guides and flow charts for Naviance and Advisory for school personnel to refer to that includes time-lines for task completion, calendar of themes for advisory and calendar for school visits
- Align tasks with flow charts for Naviance district-wide
- Create a content list from advisory lessons to be placed in SSP folders
- Provide training materials for staff to share with students and parents for open house and Naviance sessions
- Meet with each school regularly to support the overall process. Communicate needs back to the appropriate departments if needs exceed the scope of the SSP process for the best possible outcome for students
- Research, analyze, and compile information into reports for decision making purposes
- Track and monitor the progress of SSP and Advisory, identify points of intervention, act to problem solve
- Develop and provide training and ongoing professional development in development of SSP, Naviance, and Advisory
- Provide support with PBIS coaches meetings
- Collaborate with and provide support to building data teams, building Safe School Climate and PBIS teams
- Other duties as assigned

Work Year/Hours of Work

- Hourly rate –\$ 35.72 – ~~---~~ \$ 42.21 / 7 hours a day /school year
- This is a non-union, grant funded position that exists as long as funds are available

Please submit a non-certified application, letter of intent, resume, transcripts and 3 letters of reference to:

James A. Murray, PHR
Education-Grants Human Resources
236 Grand Street
Waterbury, CT 06702

Closing Date: September 30, 2014

WATERBURY PUBLIC SCHOOL DISTRICT
236 GRAND STREET, WATERBURY, CT 06702

APPLICATION FORM
FOR NON-CERTIFIED POSITIONS

SEP 28 2011

Position Applied For:

SSP Coordinator grades 6-12

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 Belury Pamela A
Last First M. I.

Address 36 Oak St Home Phone 860-863-5895
No. Street

City, State, Zip Southington CT 06489 Work Phone (860)518-8544

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

(203) 518-1504

Address		City	State	Zip
Dates of Employment: From (Mo/Yr) 09/13	Title of Position SSP Coordinator Gr. 6-12	Name and Title of Supervisor Denise Derenches		
To (Mo/Yr) Present	Description of Duties, Responsibilities, and Significant Accomplishments Oversee the implementation and practice of Advisory, Naviance and student success plans in middle & high schools. To train counselors, teachers, special education staff the use of Naviance and the fidelity to Advisory and the overall process of SSP.			
Salary: Starting	\$30.00			
Ending				
No. of Hours Worked Weekly:	19-21			
	Reason for Leaving Not leaving looking to go full time for same position			

PRIOR EMPLOYER

- Saint Brigid School West Hartford CT PLEASE SEE ATTACHED RESUME
- Name of Employer Monsignor Clancy Phone

Address 111 Mayflower St		City W. Hartford	State CT	Zip 06
Dates of Employment: From (Mo/Yr) 7/2011	Title of Position Principal	Name and Title of Supervisor Monsignor Clancy		
To (Mo/Yr) 7/2013	Description of Duties, Responsibilities, and Significant Accomplishments			
Salary: Starting 62,000				
Ending 64,000				
No. of Hours Worked Weekly:	70-80			
	Reason for Leaving To go to public Education & finish 092			

PRIOR EMPLOYER

Name of Employer <u>Saint Francis Xavier School</u>		() Phone	
Address		City	State
Zip			
Dates of Employment: From (Mo/Yr) <u>7/2009</u>	Title of Position <u>Principal</u>	Name and Title of Supervisor <u>Father Pace</u>	
To (Mo/Yr) <u>7/2011</u>	Description of Duties, Responsibilities, and Significant Accomplishments		
Salary: Starting <u>62,000</u>			
Ending <u>63,000</u>			
No. of Hours Worked Weekly:	<u>60-70</u>		
Reason for Leaving <u>School Closed due to Merge</u>			

EDUCATION

Indicate Last Grade Completed <u>12</u>	Name and Address of High School Last Attended <u>Kennett High School Conway NH</u>	Date of Graduation or G.E.D. Awarded <u>1981</u>
--	---	---

Name of College Business or Technical Schools Attended	Address	Dates of Attendance	Number of Credits Completed	Type of Degree	List Major Subjects
<u>BS</u>	<u>Salve Regina College Newport RI</u>	<u>8/85</u>		<u>BS</u>	<u>Business Mgt.</u>
<u>MS UB</u>	<u>Brick Report CT</u>	<u>9/97</u>		<u>MS</u>	<u>Education</u>
<u>Sixth year</u>	<u>Central CT</u>	<u>2004/2011</u>		<u>Ed Leadership</u>	<u>092</u>
<u>Saint Joseph Maine</u>	<u>Ed Leadership</u>	<u>2013</u>		<u>Certificate</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.

Special Education
Taught Behavior Management
at graduate level at Saint Joseph West Hartford 2004-2011

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 9/27/14

Signature Patricia Belury

Pamela A. Belury

36 Oak Street Southington, CT 06489
Home (860) 863-5895 Cell 860-518-8544
pambelury@yahoo.com

PROFILE

I began my career as an educator roughly sixteen years ago and fell madly in love with the idealism of making a difference in every child's educational experience. I believe that I am a change agent for student success and growth. I believe that all good teachers and administrators are the pearls in education. You must have strong character that is deeply rooted in your heart, courage to stand up for the best interest of all students and the commitment to see it through. I am this person and I will strengthen your district by supporting your vision and sharing my own when appropriate. I will make a difference and be of value to your district.

EDUCATION & CREDENTIAL

Central Connecticut (2013) – Education Leadership -092 Endorsement 7-22-2014

University of Bridgeport, Bridgeport CT : **Masters of Science (1997) - Elementary Education Certification-** Connecticut Professional Educator 013

Salve Regina College, Newport, RI

Bachelor of Science (1985) - Business Administration

Saint Joseph College ME – **Catholic Leadership Certificate 2013**

PROFESSIONAL EXPERIENCE

Student Success Plan Coordinator - Aug. 2013-Present Waterbury Public Schools – WTBY CT

- Create a program that supports the facilitation of SSP in the middle and high school levels and integrates the use of Naviance
- Participate in the creation of district templates and accountability systems for SSP/train staff on implementation strategies for student use.
- Develop district brochure and Monthly Newsletter on SSP to support counselors and Administrators

Adjunct Professor (2004-2011) St. Joseph College, West Hartford, CT

- Taught Graduate Students in the Education and Psychology Department
- Co-Authored – Pyschosocial Interventions for The Regular Classroom

Professional Development Presentations: For Teachers/Paraprofessionals

- Strategies for New Teacher Evaluation
- Behavior Management Training, PBIS Coach-Presenter/DR. Sugai, Uconn
- New teacher Seminar on Behavior Management
- Substitute teacher seminar on Behavior Management
- Math development for new teachers
- RTI model

Principal Pre-K 3--8

Saint Brigid School, West Hartford, CT (July 2011-July 2013)

- Facilitator of Strategic Plan Curriculum Development Staff Development/PLC Coordinator
- Full Responsibility of budgeting, marketing ,and all matters to run school on daily basis
- Implemented International Student Program with South Korea
- Implemented a process to handle student identification and referrals

St. Francis Xavier School, Waterbury, CT 2009-2011

Principal K-8

- Facilitator of Strategic plan for all aspects of running St. Francis
- Implemented curriculum changes in Math & Reading Raising Student Achievement
- Staff Development/Climate Change Agent

McDonough Elementary School – Hartford CT

Grade 2 Teacher 1999-2009

- Provided Rigorous Education that raised student achievement for 13 years.
- Mentored New Teachers Program.
- Lead Math teacher for K-3 teachers
- Expertise in Behavior Management
- District/School PBIS Coach



Waterbury Public Schools

Denise M. Derenches
Special Education Supervisor
236 Grand Street 2nd Floor
Waterbury, CT 06702
Phone: (203) 574-8059, Fax: (203) 346-3509
Email: dderenches@waterbury.k12.ct.us

To Whom It May Concern,

Sept. 19/2014

I am writing in reference to Ms. Pamela Belury. I first met Ms. Belury when we presented together to the non-public schools staff for a workshop on differentiating instruction in 2010. Ms. Belury was a principal and was the lead in putting together professional development for all Catholic Schools in Waterbury. I also worked with her again in the summer of 2010 presenting to her graduate class at Saint Joseph College where she was the adjunct professor in the special education department. In September of 2013 Ms. Belury began working for the Waterbury Public Schools as the Student Success Plan Coordinator for the Middle Schools. I am her immediate supervisor for her current position as SSP Coordinator. She has been able to implement an action plan to support all middle schools with advisory lessons and training staff in the use of Naviance. She also provides a monthly newsletter that is written to support counselors and other support staff with timely information on the key updates with Naviance, Common Core, and support materials. She is well organized and has cultivated a wonderful working relationship with all her counselors. She works collaboratively with school administration, and school counselors to help improve advisory lessons and the work plan to get students involved with using Naviance.

Ms. Belury uses the data from Naviance to support the middle schools plan for future student usage of Naviance to enhance their exposure to investigating opportunities for the life after high school. It is evident that Ms. Belury's first priority is to support the growth of this initiative.

I believe that Ms. Belury brings a wealth of experience and knowledge to any new setting that she is looking to involve herself in next. If you should have any questions please do not hesitate to call me at 203-574-8059.

Denise M. Derenches
Supervisor of Special Education



March 17, 2014

To Whom It May Concern

Re: Pamela A. Belury

I am exceedingly delighted to write this letter of recommendation for Ms. Pamela Belury (Pam) as she applies for the position of Principal/Assistant Principal at your school district. The letter serves two purposes: it will inform you about Pam's professional and personal qualities as well as provide my assessment of her administrative and leadership abilities.

I have known Pam for about three years. Over a period of two years, I had the pleasure of teaching her in two graduate courses as she pursued an administrative certificate at Central Connecticut State University. The courses were EDL 523: Collaboration, Coaching, and Instructional Leadership and EDL 524: Leadership and the Dynamics of Organizational Change. In all, she proved herself as an excellent student and demonstrated very high scholastic and intellectual abilities. Her performances in the two courses netted a grade of "A." Overall, Pam's academic ability ranks in the top five percent of our students. Pam is a professional who "knows her stuff." Her class projects including, a "School Improvement" project in which she packaged an impressive innovative action plan, an interview project in which she interviewed a successful school leader in the intricacies of effective leadership and her project on the "Supervision of a Marginal Teacher" in which she developed a plan that turned an ineffective teacher around for the better, continue to serve as resourceful models for other students!

Pam has many outstanding qualities. First and foremost, she is a very pleasant human being. She has an embracing personality. Her love for children is unsurpassed and her passion for caring and ensuring the safety of children cannot be overemphasized. I have been extremely impressed with the quality of Pam's work in every situation. Pam's interpersonal skills and enthusiastic nature became apparent in all aspects of social and academic interactions with colleagues, students, and parents. She communicates ideas extremely well (both verbal and written) and knows how to present information in a logical sequence to inculcate knowledge, skills, and attitudes that are most important to her audience. I have observed and marveled at her leadership ability and excellent working relationships with people.

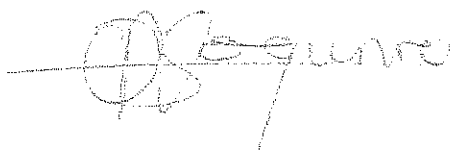
As a review of her resume reveals, Pam is well-rounded in teaching, administration and research. Of noteworthy are the following experiences: Principal, Pre-K3-8, Saint Brigid

School (2011-2013), West Hartford; Principal K-8 at St Francis Xavier School, Waterbury (2009-2011), Grade 2 Teacher at McDonough Elementary School, Hartford (1999-2009). Pam had also been an Adjunct Professor of Education and Psychology at St. Joseph College, West Hartford (2004-2011).

For all practical purposes, Pam is absolutely dependable in regard to making decisions, "taking care of business," and in following through on commitments. She is dynamic, creative, resourceful and well organized. She manifests genuine interest, confidence, competence, and intrinsic motivation toward teaching, administration and life-long learning. She is pragmatic and unassuming. Evidence abounds that Pam brings to your school district, a high level of expertise and fulfilling expectations. Therefore, I unequivocally and unreservedly recommend her for the highest consideration for the position of Principal/Assistant Principal.

Should additional information be desired, please contact me at sogunroo@ccsu.edu or 860-832-2131.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Olusegun A. Sogunro". The signature is written in a cursive, flowing style with a large initial "O" and "S".

Olusegun A. Sogunro, Ph.D.
Professor of Educational Leadership





Connecticut State Department of Education
Certification Verification (Educator Copy)
Bureau of Educator Standards and Certification

Educator ID Card	
EIN:	PAMELA A. BELURY
USER NAME:	PamelaB
You may access your certification records on-line at: www.ct.gov/sde/cert	

PAMELA A. BELURY
Educator ID Number:
PROVISIONAL EDUCATOR
Certificate Number:
July 23, 2014 TO July 22, 2022

Endorsement Code	Endorsement Description	Endorsement Date
092	Intermediate Administration and Supervision (End of List)	7/23/2014



Connecticut State Department of Education
Certification Verification (Educator Copy)
Bureau of Educator Standards and Certification

Educator ID Card	
EIN:	PAMELA A. BELURY
USER NAME:	PamelaB
You may access your certification records on-line at: www.ct.gov/sde/cert	

PAMELA A. BELURY
Educator ID Number: 4000
PROFESSIONAL EDUCATOR
Certificate Number: C112013001378
May 14, 2014 TO May 13, 2019

Endorsement Code	Endorsement Description	Endorsement Date
013	Elementary - Kindergarten through Grade 6 (End of List)	5/14/2014

EDUCATION

WATERBURY PUBLIC SCHOOLS PARENT LIAISON Waterbury Career Academy High School

Collado
transfer from
Kingsbury to
WCA

General Statement of Duties: Supplies services that will benefit Title I students and their families, works under the supervision of the Title I Teacher, the Principal of the school and Parent Coordinator and Title I Administrators.

Specific Examples of Duties: (Not limited to duties listed below)

Recruits parents and other volunteers to support the educational programs of the school and participate in school activities and conferences as it applies to Title I. Encourage partnership between parents, school and community.

Collect and disseminate information to parents and community agencies about events at the school. Provide a consistent community presence in the school. Maintain logs and data related to parental involvement. Make phone calls and home visits to parents who may need help. Coordinate assignments of tasks and training of volunteers. Must attend District Parent Advisory Council (DPAC) meetings on state, regional and national levels if funds are available. Should implement at least 5 parent information sessions.

Performs related tasks as assigned by the Principal and/or the Parent Coordinator.

Must be available during school hours and some evenings.

Qualifications: A high school diploma is required. Ability to work cooperatively with, and under the supervision of the Title I Teacher and the school Principal. Experience in Child Development with the ability to communicate verbally and in writing. Ability to maintain accurate records and prioritize multiple tasks. Must have the ability to work well with students and their families. Must also be very familiar with the attendance concerns in the school area.

Work Year/Hours of Work: School Calendar Year, 30 hours per week. Some evening and weekend hours required.

Salary/Benefits: \$15.12 per hour. Benefits are currently governed by the United Public Service Employees Union collective bargaining agreement.

This is a non-union, grant funded position that exists as long as funds are available.

Closing Date: September 26, 2014

If interested please submit cover letter, resume, non certified application, and 3 letters of reference to:

James A. Murray, PHR
Education-Human Resources
236 Grand Street
Waterbury, CT 06702

APPROVED
M
Date 9/25/14

WATERBURY PUBLIC SCHOOL DISTRICT
236 GRAND STREET, WATERBURY, CT 06702

SEP 23 2014

APPLICATION FORM

FOR NON-CERTIFIED POSITIONS

Position Applied For:

Parent Liaison Waterbury Career Academy High School

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

Collado Kubi E
Last First M.I.

Address

73 Elizabeth St.
No. Street

Home Phone

203 233 7819

City, State, Zip

Waterbury, CT 06704

Work Phone

203 574 8172

Mailing Address

(If different from above)

THE FOLLOWING QUESTIONS MUST BE ANSWERED "YES" OR "NO"

GIVE DETAILS IN SPACE BELOW

Are you a citizen of 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 <i>Kingsbury School</i>		Phone <i>83 574 8172</i>	
Address <i>270 Columbia Blvd Waterbury CT</i>			
Dates of Employment: From (Mo/Yr)	Title of Position	Name and Title of Supervisor	
<i>April 2014</i>	<i>Parent Liaison</i>	<i>Mrs. Bambi Percipal</i>	
To (Mo/Yr)	Description of Duties, Responsibilities, and Significant Accomplishments		
<i>Present</i>	<i>Supplies Services That will benefit</i>		
Salary: Starting	<i>Full 1 Students & others</i>		
Ending			
No. of Hours Worked Weekly:			
<i>30</i>	Reason for Leaving <i>I will love to and looking forward to Youth Success to Achieve College Career & Success in School, Work & Life</i>		

PRIOR EMPLOYER

Name of Employer <i>Almont Family</i>		Phone <i>83 755 1372</i>	
Address <i>76 Center St Waterbury CT 06710</i>			
Dates of Employment: From (Mo/Yr)	Title of Position	Name and Title of Supervisor	
<i>Sept 2008</i>	<i>Caregiver</i>		
To (Mo/Yr)	Description of Duties, Responsibilities, and Significant Accomplishments		
<i>July 2011</i>	<i>Assisted Aging Caregiver & Companion</i>		
Salary: Starting	<i>Light House Keeping</i>		
Ending	<i>Accompany Client's outdoors and provide companionship.</i>		
No. of Hours Worked Weekly:			
	Reason for Leaving <i>Client expired</i>		

PRIOR EMPLOYER

Name of Employer <i>Colloredo Contracting Inc 233 7819</i>		City <i>New York NY</i>		State <i>NY</i>	Zip <i>10019</i>
Dates of Employment: From (Mo/Yr) <i>April 2001</i>	Title of Position <i>Vice President</i>	Name and Title of Supervisor <i>Self Employed</i>			
To (Mo/Yr) <i>Aug 2008</i>	Description of Duties, Responsibilities, and Significant Accomplishments <i>Financial Oversight</i>				
Salary Starting <i>Aug 2008</i>					
Ending <i>Aug 2008</i>					
No. of Hours Worked Weekly <i>40</i>	Reason for Leaving <i>Discontinued business</i>				

EDUCATION

Indicate Last Grade Completed <i>12</i>	Name and Address of High School Last Attended <i>San Francisco State</i>	Date of Graduation or G.E.D. Awarded <i>11/1985</i>
--	---	--

Name of College Business or Technical Schools Attended	Address	Dates of Attendance	Number of Credits Completed	Type of Degree	List Major Subjects
<i>University of San Francisco</i>	<i>San Francisco, CA</i>	<i>Aug 85 - June 1990</i>		<i>BS</i>	<i>Accounting</i>

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 *Sept 23/14* Signature *Kubis*

Rubis Collado

23 Elizabeth st
Waterbury, CT 06704
203-233-7819
Collado193@yahoo.com

Professional Summary

As a community activist, I have been on the front lines of the battle to close the "achievement gap" between inner-city children/youths and their counterparts in the outlying communities. Having been the first educator of both of my children; having worked in Day Care in Harlem, NY & Davie, FL; teaching Sunday school at church to children from toddlers – 1st grade;

Now, here in Waterbury, taking a stand for the "at risk" youth, as well as their parents/guardians with the community leaders, Board of Education, Elected officials, the Mayor's office; my efforts have sparked renewed interest in Neighborhood Association initiatives; provided fuel for the "Front Porch Program" initiated here in Waterbury (sponsored by the Mayor's office and the Greater Waterbury Realtor's Association).

My organization, Taking Action In Waterbury, has provided countless parents and children with mentoring, guidance, and most importantly, information that empowers them to navigate through the complex bureaucracy attached to the help they might otherwise get if they weren't disenfranchised. As an immigrant with a BS in accounting from another country, I know first hand how a language barrier or lack of economic mobility can hinder someone. Now as a citizen, I take the information needed by so many and disseminate it to those interested and in need through social media, news outlets, printed press, and word of mouth.

As host of Latinos Unidos, a community based informational weekly show on public access cable TV, I strive to inform the community about upcoming and past events; particularly emphasizing the importance of Education. Not only academic, but social and civic education as well; helping organize Civic Engagement Meetings sponsored & attended by the CT Secretary of State, Denise Merrill & Waterbury Mayor Neil O'Leary (as well as others).

Working with Waterbury Bridge to Success Family Engagement Work Group, I engaged in direct planning and implementation of strategies to prepare families, youths & children for success in school, work and life.

As Part of the Parent Information Action Research Project (PIAR) for 18 months (sponsored by the William Caspar Graustien Memorial Fund) we found ways to help all parents and others with primary responsibility for young children get the information they need to support children's healthy development and learning.

As a member of the Waterbury School Family Community Partnership Action Teams and the Title 1 Teacher Parent Strategy Team, I have direct input and first hand result information on appropriations and implementation of outreach programs.

Core Skills

- | | |
|-------------------------|--------------------|
| ▪ Supervision | ▪ Recruiting |
| ▪ Customer Service | ▪ Client Relations |
| ▪ Customer Satisfaction | ▪ Networking |

Education

University Organization & Methods

Santiago, Dominican Republic

- BS-Accounting

Certifications

University of Connecticut Cooperative Extension System

- People Empowering People
(PEP)
Facilitator Training Program

CT Center for School Change & CT Commission on Children

- Parents Supporting
Educational Excellence
(PSEE)

Waterbury Hospital Youth Pipeline Program

- Parents Supporting
Educational Excellence
(PSEE)

The Waterbury Parent Leadership Training Institute

- Parent Leadership Training
Institute Program
(PLTI)

Agency for Child Development

- Administration for Children's
Services
The City of New York
Child Abuse Certificate
Reporting & Prevention in
Child Abuse

Hotel & Restaurant Consultants New York, NY

- Certificate-Restaurant
Relations Seminar

Experience

Taking Action in Waterbury 2011-Present
Waterbury, CT
Founder

- Forming a hub for information and direction (in English & Spanish), geared towards empowering inner-city families with the tools they need to be successful in their lives
- Mentoring & coaching families, particularly parents, on how they can succeed only when they take ownership of their lives
- Teaching that success starts at home no matter what the family dynamic

Almost Family 2008-2011
Waterbury, CT
Caregiver

- Assisted living caregiver & companion
- Light housekeeping
- Accompanying on errands
- Provide companionship and conversation

Collado Contracting Corp. 2000-2008
New York, NY
Vice-President

- Responsible for financial oversight and completion schedules

Taft Day Care Center 1997-1998
New York, NY
Substitute Teacher

- Filling in for regular teachers, continuing the daily curriculum

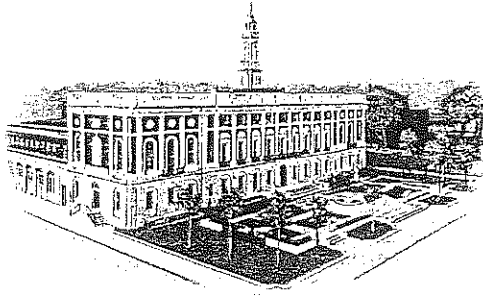
Jimmy's Bronx Café 1995-1996
Bronx, NY
Server

- Responsible for taking customer orders, making suggestions, and delivering customer's request to their full satisfaction.

San Mar Laboratories 1992-1994
White Plains, NY
Supervisor

- Line leader at various lines of production
- Orientation of new employees
- Supervise line workers and production output
- Create and present daily reports on production and employees to management

NEIL M. O'LEARY
MAYOR



JOE McGRATH
DIRECTOR OF ECONOMIC DEVELOPMENT

OFFICE OF THE MAYOR
THE CITY OF WATERBURY
CONNECTICUT

September 18, 2014

To Whom It May Concern:

It is with much enthusiasm that I write this letter on behalf of Rubis Collado.

I've known Rubis for the last ten years, starting when I was President of the Board of Directors of the Boys and Girls Club of Waterbury, where Rubis was a volunteer advocating on behalf of the city's youth.

During that time, I found her to be a very dedicated, energetic, and diligent young lady. Her ability to mentor and empower young adults with compassion ensured positive change in the lives of children, youth, and families. Rubis' enthusiasm was infectious, and she possesses a unique drive to be successful in all her endeavors.

It is my belief that Rubis would be a valuable asset to any organization. Should you need any further information, please feel free to contact me.

Sincerely,

Joseph McGrath
Economic Development Director
City of Waterbury

September 18, 2014

James A. Murray, PHR
Education-Human Resources
236 Grand Street
Waterbury, CT 06702

Dear Mr. Murray,

I write this letter on behalf of Rubis Collado who I have known both on a personal and professional level for more than five years.

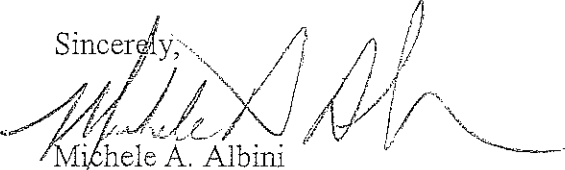
The characteristics that best describe Rubis are disciplined, balanced, considerate and determined. She has an undeniable passion for the today's youth, especially those students in the Waterbury Public School District and has an unprecedented ability to make instant connections with students, teachers, administrators and parents alike.

Rubis is the founder of 'Taking Action in Waterbury' where she serves as a parent leader, child advocate and a community ambassador, a true testament of her dedication to the youth and families within our community.

In addition to possessing a sound work ethic and ability to handle any challenge that may be placed in her path, Rubis has shown herself to be a woman of integrity who works hard to achieve set goals.

I highly recommend Rubis Collado for the position of Parent Liason at the Waterbury Career Academy High School and I am beyond confident that she is the right person for this position.

Sincerely,



Michele A. Albini

mickeyalbini@gmail.com

(203) 592-9814

Jennifer Beland
6 Lorraine Drive
Beacon Falls, CT 06403
203-720-1150

To Whom it May Concern:

I have personally known Rubis Collado for three and a half years when she moved to Waterbury. She has a very warm and inviting personality and has been a great friend since I have known her.

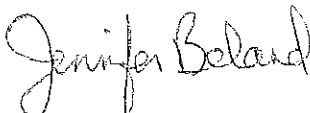
Rubis has a great heart for the people around her. She has reached out to those in her neighborhood to help instill a sense of pride in the community. She has helped create gardens to beautify the neighborhood. She has cared for the elderly and children. She has even helped to educate the community about programs and services offered to help those in need.

Rubis has personally encouraged me to be the best mother I can be for my children. I have 3 boys ages 8 to 3. After many years of searching for answers, the eldest has recently been diagnosed with autism. She has provided support and encouragement for me during difficult times with my son's behaviors. She continues to provide information about resources for my son's condition and the special education system.

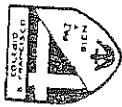
Rubis is organized, efficient, determined, and an incredible personal example for those around her. She is bilingual in both English and Spanish. She has excellent rapport with people of all ages.

In summary, I highly recommend Rubis for any position or endeavor that she may seek to pursue. She will be a valuable asset for any cause. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Beland".

Jennifer Beland



COLEGIO

SAN FRANCISCO DE ASÍS

(Fundado el 2 de Octubre de 1961)



Por cuanto

Rubis Elena de Jesús Santos y R.
ha cumplido con las disposiciones legales de la Educación Dominicana
y con los requisitos reglamentarios de este Centro Escolar, este Colegio ha
convenido en otorgarle el presente

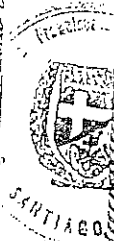
DIPLOMA

que lo acredita como

Bachiller en Ciencias y Letras

Dado en Santiago de los Caballeros a los 9 días del mes de Noviembre de 1980

Nº de Registro 70



Fr. Jesús Cruz
Director

24.11.80

Alliance

milios

WATERBURY PUBLIC SCHOOLS

English Language Arts (ELA) Instructional Tutor

General Statement of Duties: Under the direction of the K-5 ELA Supervisor and the supervision of the School Principal and Vice Principal, tutors provide educational support/intervention to students who are academically at-risk in ELA.

Specific Example of Duties:

- Works with the teachers and reading specialists/facilitators to establish remedial groups and focus areas for instruction.
- Performs Tier II and/or Tier III interventions for at risk students in ELA.
- Maintains a daily intervention log of students receiving services which would include focus for instruction, materials used, attendance, progress, concerns, and other observations as appropriate.
- Conducts biweekly (Tier II) and/or weekly (Tier III) progress monitoring and adjusts interventions as appropriate.
- Collaborates with the classroom teacher and reading specialists/facilitators in creating and monitoring appropriate academic interventions and assessment based on data and best practice.
- Communicates/discusses student progress and concerns with the classroom teacher, parents, administrators, and reading specialists/facilitator.
- Participates in data team meetings as appropriate.
- Participates in PD opportunities provided by the ELA department.

Qualifications: Valid state of CT elementary teaching certificate preferred. Must also possess the ability to maintain and foster a creative educational environment conducive to learning and participation. Applicant should be able to demonstrate sensitivity and respect for the needs and feelings of all children. Applicant should utilize patience, empathy and positive expectations while employing scientifically research-based reading interventions for at-risk students.

Work Year/Hours of Work: Part time. Maximum of 28 weeks at 15.75 hours per week (during school hours) with schedule based on the needs of the students and professional development opportunities.

Salary: \$25.00 per hour No Benefits

Note: This is a Part-Time, non-certified Grant Funded position; it exists as long as funds are available

Please submit letter of intent, non cert application, resume, and three references letters to:

James A. Murray, PHR
Human Resources Administrator-Education
236 Grand Street
Waterbury, Ct. 06702

Closing Date: 10/24/2014

Kyrstin Milios
19 Southwood Road
Newington, Connecticut 06111
(860) 830-7437
k.milios@yahoo.com

September 29th, 2014

Mr. James A. Murray, PHR
Human Resources Administrator-Education
Waterbury Public Schools
236 Grand Street
Waterbury, Connecticut 06702

Dear Mr. Murray:

After speaking with a former colleague and one of Waterbury Public Schools current employee, Caitlyn Classey, I analyzed the part-time ELA instructional tutor posting to make certain that my skills and knowledge would benefit the literacy program implemented at Duggan Elementary. Please accept my application for the ELA instructional tutor position as I know I am well qualified and a strong candidate that meets the requirements needed to thoroughly carry out the duties stated.

My extensive and hands on experience working at Emma Hart Willard Elementary School has allowed me to work one-on-one with at-risk individuals needing intervention based instruction. I have also conducted multiple remedial reading groups to strengthen research-based reading skills and develop focus areas for further instruction. Furthermore, I have worked alongside reading specialists, special education teachers, paraprofessionals, and literacy directors and believe that both my professionalism and collaborative skills would be an asset to the literacy program at Duggan Elementary.

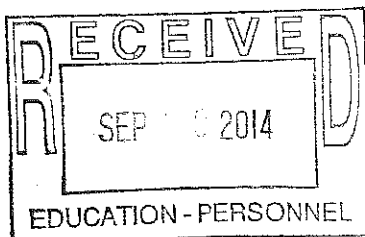
Working with the Columbia Model Reader's Workshop, I have utilized research-based practices to provide systematic and explicit instruction from the core of the SRBI/RTI approach. I have the ability to differentiate interventions so it aligns with Connecticut Common Core and best practice. Collaboration with classroom teachers and reading specialists to assess and log all progress and data is an area I am experienced with. I thoroughly understand that Duggan Elementary uses the 'Literacy How' model and I am eager to learn more in detail and gain skills necessary to carry out the comprehensive program's instruction methods. I also understand the high need for attention to phonemic awareness grade K-3. Therefore, completing my student teaching in Kindergarten, I feel I am well educated on the necessary skills students need to practice to succeed.

As I conclude my final examinations to become a Connecticut Licensed Teacher, I have a strong will and desire to contribute my skills in a school system with a passionate, well-rounded institution like Duggan Elementary. Along with this letter, I have attached a copy of my resume, which outlines my qualifications in further detail. I welcome an opportunity to meet with you at your convenience.

Thank you for your time and consideration.

Respectfully,

Kyrstin Milios



WATERBURY PUBLIC SCHOOL DISTRICT
236 GRAND STREET, WATERBURY, CT 06702

APPLICATION FORM
FOR NON-CERTIFIED POSITIONS

Position Applied For:

English Language Arts (ELA) Instructional Tutor

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: Milios, Kyrstin N.

Address: 19 Southwood Road

Home Phone: (860) 830-7437

City, State, Zip: Newington, Connecticut, 06111

Work Phone: (860) 667-9200

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 X

No ☐

Have you ever been dismissed from employment for cause?

Yes ☐

No X

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

Yes ☐

No X

any offense against the law?

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

Cavos Tavern
Name of Employer

(860) 667-9200
Phone

2414 Berlin Turnpike
Address

Newington
City

Connecticut
State

06111
Zip

Dates of Employment: From: June 2006	Title of Position: Server Name and Title of Supervisor: Demetri Kotiadis, Owner
To: Current	Description of Duties, Responsibilities, and <i>Significant Accomplishments</i> Extensive responsibilities pertaining to managerial duties such as scheduling, taking inventory, internal paperwork and facilitating professional work meetings for all staff members.
Salary: Starting	State Minimum Wage
Ending	State Minimum Wage
No. of Hours Worked Weekly:	35-40 hours per week
Reason for Leaving	Completed Master of Education and pursuing educational career.

PRIOR EMPLOYER

Town of Berlin, Board of Education
Name of Employer

(860) 828-6581
Phone

238 Kensington Road
Address

Berlin
City

Connecticut
State

06037
Zip

Dates of Employment: From: January 2013	Title of Position: Intern, Resident Teacher, Substitute Name and Title of Supervisor: Salvatore Urso, Principal
To: May 2014	Description of Duties, Responsibilities, and <i>Significant Accomplishments</i> Internship (January 2013-December 2013) and Residency (January-April 2014) responsibilities included full participation and cooperation with the needs of the school, staff, students, and environment. Substituting, instructional planning, lesson modifying, professional conduct and communication, attend and contribute to meetings of different sorts, curriculum testing, co-teaching, individual centered lessons, formal and informal observations with administration, Columbia, Writer's Workshop, Math, and Intervention based workshops and models, reflections, and presentations. Substitute (April-June 2014) duties required professional conduct throughout all public facilities in the town of Berlin regardless of placement for the day. Professional communication with staff and administration, proper follow through with head teachers objective's for the day, modifying and improvising learning activities, implementing strong classroom management, as well as keeping detailed reflections of the day for head teacher.
Salary: Starting	Standard Day Pay \$75.00
Ending	Standard Day Pay \$75.00
No. of Hours Worked Weekly:	40 hours per week
Reason for Leaving	Completed Master of Education and pursuing educational career.

PRIOR EMPLOYER

Kelley Services
Name of Employer

(860) 674-1710
Phone

76 Batterson Park Road
Address

Farmington
City

Connecticut
State

06032
Zip

Dates of Employment: From: October 2007	Title of Position: Substitute Teacher	Name and Title of Supervisor: Eileen Candels, Vice President
To: December 2010	Description of Duties, Responsibilities, and Significant Accomplishments Responsibilities of substitute teaching within a wide range of public schools and districts requires ability to be flexible, professional communication between advocating facility and educational institution, holding professional conduct throughout the school and classroom.	
Salary: Starting	\$9 an hour	
Ending	\$9 an hour	
No. of Hours Worked Weekly:	20 hours per week	
Reason for Leaving	Wonderful opportunity while attending undergraduate school but left to assist my family's newly opened restaurant.	

EDUCATION

Indicate Last Grade Completed	Name and Address of High School Last Attended	Date of Graduation or G.E.D. Awarded
Master of Education Graduate Program	Glastonbury High School, Glastonbury, Connecticut – Freshman and Sophomore Year Great Path Academy, Magnet High School, Manchester Community College, Manchester, Connecticut – Junior and Senior Year while participating in accredited undergraduate courses.	Graduated June 2007 with Honors.

Name of College Business or Technical Schools Attended	Address	Dates of Attendance	Number of Credits Completed	Type of Degree	List Major Subjects
Manchester Community College	60 Bidwell Street, Manchester, Connecticut, 06040	August 2005-June 2007	33 credit hours	Undergraduate electives and pre-requisite courses	
University of New Haven	300 Boston Post Road, West Haven, Connecticut, 06516	August 2007-December 2007	15 credit hours	Undergraduate, Bachelor's of Science	English Major
Central Connecticut State University	1615 Stanley Street, New Britain, Connecticut, 06053	January 2008- May 2012	122 credit hours	Undergraduate, Bachelor of Arts	History Major, Psychology Minor
University of Bridgeport	126 Park Avenue, Bridgeport, Connecticut, 06604	January 2012-May 2014	39 credit hours	Graduate, Master of Education	Elementary Education Major

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 ☐

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: September 29th, 2014

Signature :



I apologize for the electronic signature, please feel free to contact me if any concerns.



Emma Hart Willard School
1088 Norton Road
Berlin, CT 06037-3020

Phone: 860-828-4151

Website: www.willardschool.org

Fax: 860-828-4178

Salvatore Urso, Principal
surso@berlinschools.org

Matthew Correia, Assistant Principal
mcorreia@berlinschools.org

To Whom It May Concern,

It has been rewarding to have had Kyrstin Mihos student teaching in my kindergarten classroom this spring. Kyrstin spent the semester teaching a full day kindergarten program. The class was made up of eighteen students. Five were identified special education students mainstreamed in the regular education setting for most or all of their day. Two of these students were autistic, two were language impaired and one was developmentally delayed.

Kyrstin was eager to learn the curriculum and wanted to start taking over some of the teaching responsibilities early on. Kyrstin had an understanding of the underlying objective. She had a wonderful rapport with the students and made them feel at ease. She fostered a strong teacher/student relationship and learned about each student and his/her personal interests. Kyrstin was learning how to modify each lesson to make even the most challenging student successful with the tasks required to meet the objectives.

One of Kyrstin's strengths is her organization. She uses class time wisely to instruct and reinstruct students in small groups or one-to-one re-teaching. Kyrstin developed her own science unit and she integrated this unit through our reading and writing curriculum. She also incorporated many math and writing lessons into bulletin boards to display student work. Kyrstin used different models of instruction such as inquiry, concept attainment, concept development and direct instruction. She instructed her reading and writing through the Columbia Reader's and Writer's workshop model. The math lessons were taught through the Pearson Investigation program.

Another strength for Kyrstin is her use of constructive criticism. She welcomes feedback from her lessons and uses the ideas to improve her future instruction. Kyrstin is quite observant and can critique her own lessons to make suggestions for how to improve. Many times her thoughts were exactly what I was going to recommend.

Kyrstin demonstrated much growth with behavior management. She would communicate her expectation to the students and would reinforce both positively and constructively to maintain classroom control. Kyrstin showed improved development with her questioning skills. She provided wait time, dignified their responses, gave prompting, incorporated signaling and provided processing time for students. Additional areas that showed progress were the differentiation strategies such as turn and talk, pairing with another student and some higher level questioning. Kyrstin improved her transition times, provided some sponge activities and activated prior knowledge to her lessons.

During her assigned time in our class I witnessed an improvement in Kyrstin's self-confidence. She became very successful planning her weeks of instruction to fit as much as possible into our day. She learned to scope and sequence skills so they could spiral back for review before introducing a higher-level skill. Kyrstin attended all our faculty meetings, grade level team meetings, as well as a participant in our parent conferences.

Kyrstin has the potential to be a very effective teacher. She is not afraid to ask questions, and her commitment to learn and improve is strong. It was rewarding watching her growth in these last few weeks. If I can be of any further assistance please feel free to contact me at the above number.

Sincerely,

Sheila S. Riley
Sheila S. Riley

Willard Individuals Love Learning And Respect Differences





Emma Hart Willard School
1088 Norton Road
Berlin, CT 06037-3020



Phone: 860-828-4151

Website: www.willardschool.org

Fax: 860-828-4178

Salvatore Urso, Principal
surso@berlinschools.org

Matthew Correia, Assistant Principal
mcorreia@berlinschools.org

To Whom It May Concern,

It is my pleasure to write this letter of recommendation on behalf of Kyrstin Milos. I have known Miss Milos since 2012 in the capacity of both an intern and Kindergarten student teacher at Emma Hart Willard School. Miss Milos' positive attitude, enthusiasm, knowledge and constant professionalism all contribute to why she is a valuable part of our school and community.

Kyrstin is a natural in the classroom! She quickly became the substitute-of-choice at Willard School. When Miss Milos was substituting in your classroom, whether it was for an hour or a whole day, there was a confidence that the lessons would be covered thoroughly and with enthusiasm. Classroom management would not suffer with your absence and effective communication ensured a smooth transition upon your return.

Kyrstin showed the dedication necessary to be an effective teacher, by asking me if she could come back to work with a group that was struggling on a math concept, when she was subbing for me. She stayed true to her word by coming back and effectively working with that small group to make sure they had a better understanding of that concept. Kyrstin took it upon herself to ask if she could teach a literacy lesson in my class. She took the time to plan and was well prepared for the lesson. After the lesson she asked for feedback. Kyrstin continues to show compassion and a sincere ability to positively impact a child's life. Children trust her, because they know she cares.

Kyrstin is dependable, hardworking and dedicated to her chosen profession. She has a great sense of humor and is always more than willing to extend herself, if the need arises. Any system would benefit from having Kyrstin Milos as an employee, but more importantly, the children of that system would benefit.

Sincerely,

Michael Kulak
Grade 5 Teacher

Willard Individuals Love Learning And Respect Differences





Emma Hart Willard School
1088 Norton Road
Berlin, CT 06037-3020



Phone: 860-828-4151

Website: www.willardschool.org

Fax: 860-828-4178

Salvatore Urso, Principal
surso@berlinschools.org

Matthew Correia, Assistant Principal
mcorreia@berlinschools.org

June 16, 2014

To Whom It May Concern:

Please accept this letter of recommendation on behalf of Krystin Milios who served Willard School as a University intern and student teacher for a fourteen month period. I work as the current building principal and have observed a great deal of growth and willingness to do whatever it takes to become an effective teacher.

Miss Milios is a person with whom you should speak if you are looking to hire an employee who has a passion for students, training in the workshop model, and an ability to get along with all members of the school community. Whether supervising recess or teaching a reading lesson, Miss Milios does her very best to connect with students. For example, she was often observed monitoring and providing feedback to students throughout the building. Our district was fortunate to secure funding for training in Teachers College Reading and Writing Project through Columbia University and Miss Milios took full advantage of attending the professional development experiences in order to align her understandings with our teaching staff. Finally, Miss Milios' determination made her an intern and student teacher with whom others were happy to help and discuss effective practice.

In closing, passion, collaboration, and effort are three reasons why you should consider Krystin Milios as a candidate for a teaching position in your school. Please call me if you have any further questions regarding her candidacy.

Sincerely,


Salvatore Urso

Willard Individuals Love Learning And Respect Differences





Emma Hart Willard School
1088 Norton Road
Berlin, CT 06037-3020



Phone: 860-828-4151

Website: www.willardschool.org

Fax: 860-828-4178

Salvatore Urso, Principal
surso@berlinschools.org

Matthew Correia, Assistant Principal
mcorreia@berlinschools.org

May 2014

To Whom It May Concern:

It is my pleasure to write this letter of recommendation on behalf of Kyrstin Milios. Ms. Milios began her internship at Emma Hart Willard School in the fall of 2013 and has had the opportunity to work in all grade levels ranging from Kindergarten to grade five. During her time as our building intern, Ms. Milios proved to be a committed educator, one who truly believes that all students can and will succeed.


As the building intern, Ms. Milios remained dedicated to learning from her colleagues. She has spent a great deal of time within all content area classrooms and has expanded her understanding of curriculum, classroom management, and assessment. During this time, Ms. Milios sought out opportunities to implement various instructional approaches that she had learned and was extremely motivated to work with others in order to carefully reflect upon her effectiveness within the classroom.

Over the last year, Ms. Milios actively participated in all professional development activities, open house, parent-teacher conferences, and became an active member of the Kindergarten grade level team. She was energetic in sharing her ideas for upcoming lessons, as well as recommended resources, which she believed would provide meaningful, yet challenging experiences for student learning.

Ms. Milios has become knowledgeable of the impact that assessment has with regards to instruction, as well as how to develop lessons that will support the learning of all students. At the completion of her time at Emma Hart Willard School, Ms. Milios has learned how critical it is to use engaging and meaningful approaches to instruction, as well as developing assessments that will drive her instruction and goal setting. Ms. Milios has also become proficient in administering district assessments and tiered interventions to students who need additional supports outside of the instructional lesson. Her understanding of the SRBI/RTI process will support her approaches in creating meaningful instruction that will both support and challenge the learning of all students.

It was a pleasure to work with Ms. Milios during her internship and student teaching experience at Emma Hart Willard School. She will be a dedicated addition to any school community. Please do not hesitate to contact me with any questions at 860.828.4151.

Respectfully,


Matt Correia
Assistant Principal

Willard Individuals Love Learning And Respect Differences



Kyrstin Milios

19 Southwood Road · Newington · Connecticut · 06111
Phone · (860) 830-7437 · E-mail · k.milios@yahoo.com

OBJECTIVE

I am a recent graduate seeking to complete formal certification of Elementary Education within grade K-6 while applying my facilitation skills and knowledge in collaboration with an English Language Arts Instructional Team.

EDUCATION

University of Bridgeport, Bridgeport, Connecticut

Completed May 2014

Elementary Education, GPA 3.82

Central Connecticut State University, New Britain, Connecticut

Completed May 2012

B.A. History, minor Psychology

- Substitute Teacher, Roosevelt Middle School, New Britain, Connecticut

Great Path Academy, Manchester Community College, Connecticut

August 2005 - June 2007

- Debate Team, Manchester Community College

- Model Congress, American International College

EMPLOYMENT EXPERIENCE

- Emma Hart Willard Elementary School, Berlin, Connecticut

January - April 2014

Student Teaching Placement, Kindergarten

- Emma Hart Willard Elementary School, Berlin, Connecticut

January 2013 - January 2014

Intern, University of Bridgeport and Town of Berlin

- Kelly Educational Services, Farmington, Connecticut

October 2007 - December 2010

Substitute Teaching

VOLUNTEER WORK

- Manchester Community College, Admissions Internship

- March of Dimes Fundraiser

SKILLS

- Proficient Microsoft Office Applications
- Fluent English and Greek
- Experienced Administering, Collecting and Analyzing State Testing Curriculum and Data
- Beginner Co-Teaching, Data Team, Grade Level Team, Planning Curriculum and Learning Objectives

AP 10/28/14

Napolitano

WATERBURY PUBLIC SCHOOLS
English Language Arts (ELA) Instructional Tutor

General Statement of Duties: Under the direction of the K-5 ELA Supervisor and the supervision of the School Principal and Vice Principal, tutors provide educational support/intervention to students who are academically at-risk in ELA.

Specific Example of Duties:

- Works with the teachers and reading specialists/facilitators to establish remedial groups and focus areas for instruction.
- Performs Tier II and/or Tier III interventions for at risk students in ELA.
- Maintains a daily intervention log of students receiving services which would include focus for instruction, materials used, attendance, progress, concerns, and other observations as appropriate.
- Conducts biweekly (Tier II) and/or weekly (Tier III) progress monitoring and adjusts interventions as appropriate.
- Collaborates with the classroom teacher and reading specialists/facilitators in creating and monitoring appropriate academic interventions and assessment based on data and best practice.
- Communicates/discusses student progress and concerns with the classroom teacher, parents, administrators, and reading specialists/facilitator.
- Participates in data team meetings as appropriate.
- Participates in PD opportunities provided by the ELA department.

Qualifications: Valid state of CT elementary teaching certificate preferred. Must also possess the ability to maintain and foster a creative educational environment conducive to learning and participation. Applicant should be able to demonstrate sensitivity and respect for the needs and feelings of all children. Applicant should utilize patience, empathy and positive expectations while employing scientifically research-based reading interventions for at-risk students.

Work Year/Hours of Work: Part time. Maximum of 28 weeks at 15.75 hours per week (during school hours) with schedule based on the needs of the students and professional development opportunities.

Salary: \$25.00 per hour No Benefits

Note: This is a Part-Time, non-certified Grant Funded position; it exists as long as funds are available

Please submit letter of intent, non cert application, resume, and three references letters to:

James A. Murray, PHR
Human Resources Administrator-Education
236 Grand Street
Waterbury, Ct. 06702

Closing Date: 10/24/2014

WATERBURY PUBLIC SCHOOL DISTRICT
236 GRAND STREET, WATERBURY, CT 06702

APPLICATION FORM
FOR NON-CERTIFIED POSITIONS

Position Applied For:

English Language Arts (ELA) Instructional Tutor

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 Napolitano James S
Last First M. I.

Address 16 Devonshire Rd. Home Phone (203) 879-6139
No. Street

City, State, Zip Wolcott, CT 06716 Work Phone (203) 598 2038

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

Barnes & Noble		(860) 678 9475	
Name of Employer		Phone	
1599 South East Rd.		Farmington	CT 06032
Address		City	State Zip
Dates of Employment: From (Mo/Yr)	Title of Position	Name and Title of Supervisor	
07/11 - 8/13	Cafe Worker	Eric Johnson Cafe Manager	
To (Mo/Yr)	Description of Duties, Responsibilities, and Significant Accomplishments		
08/13	Compiling data for shipment logs, assisting customers, coordinating with Supervisor		
Salary: Starting	8.50		
Ending	8.75		
No. of Hours Worked Weekly:	20-30		
	Reason for Leaving Pursuing education		

PRIOR EMPLOYER

Lake Compounce		(860) 583 3300	
Name of Employer		Phone	
186 Enterprise Dr.		Bristol	CT 06010
Address		City	State Zip
Dates of Employment: From (Mo/Yr)	Title of Position	Name and Title of Supervisor	
04/08	Head Guard	Jerry Brack Park Manager	
To (Mo/Yr)	Description of Duties, Responsibilities, and Significant Accomplishments		
11/11	Training lifeguards, performing evaluations, arranging guest relations, compiling data		
Salary: Starting	7.25		
Ending	8.25		
No. of Hours Worked Weekly:	40 Seasonal		
	Reason for Leaving Pursuing education		

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
Masters'	Wolcott High School 457 Bond Street, Wolcott CT	06/2007

Name of College Business or Technical Schools Attended	Address	Dates of Attendance	Number of Credits Completed	Type of Degree	List Major Subjects
CCSU	1615 Stanley St. New Britain, CT	5/07-6/11	44	Masters	Teaching, English
CCSU	1615 Stanley St. New Britain, CT	9/07-12/11	122	Bachelors	English

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 Employee

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 10/9/2014

Signature _____

#148

Joy C. DeVivo
231 Park Road
Waterbury, CT 06708

October 6, 2014

Dr. Kathleen Ouellette
Superintendent of Schools
236 Grand Street
Waterbury, CT

Dear Dr. Ouellette,

It has been a pleasure to have been a teacher in Waterbury. I will miss the students, my friends and colleagues.

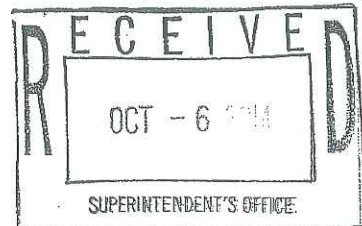
I have decided not to return on October 14th. The Dr. stated my return date is October 13th, however that is a holiday.

I am putting in my retirement papers effective October 14th.

Thank you for all of your support.

Sincerely,

Joy DeVivo
Joy DeVivo



October 7, 2014

Ann Marie Cullinan
Chief Academic Officer
Waterbury Public Schools
236 Grand Street
Waterbury, CT 06702

Dear Mrs. Cullinan,

Thank you for meeting with me this morning. Please accept this letter as formal notice of my retirement from my position as The Supervisor of Secondary Mathematics effective at the end of the work day on November 4, 2014.

Respectfully submitted,
Margaret McCarthy-Surat

#149.

Jennifer Bordieri, LCSW
205 Thompson Hill Road
Portland, CT 06480
(860) 888-7533

October 7, 2014

Wendy Owen
Acting Director of Special Services
Waterbury Public Schools
236 Grand Street, 2nd Floor
Waterbury, CT 06702

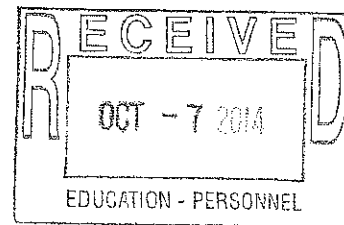
Dear Mrs. Owen,

Please accept this letter as my official resignation from the Waterbury Public Schools, effective October 31, 2014.

This was not an easy decision to make. I am grateful for the rewarding employment I have had over the last seven years. Thank you for the opportunities for professional and personal development that have been provided to me. I have sincerely enjoyed working for the Waterbury Public Schools and will take the knowledge and experience that I have gained to all my future endeavors.

Sincerely,

* *Jennifer Bordieri*
Jennifer Bordieri



October 3rd, 2014
Rachel A. Cardella
4th Grade Teacher
Sprague Elementary School
17 Hyland Ave
Woodbury, Ct 06798
(203) 910-3419
rcardella@waterbury.k12.ct.us

Dear Shuana Tucker,

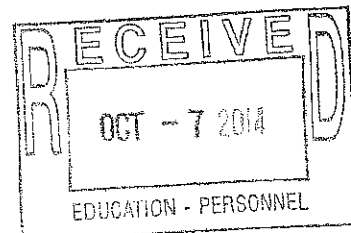

I would like to inform you that I am resigning from my position as Fourth Grade Teacher for Sprague Elementary School, effective October 14th, 2014.

Thank you for the opportunities for professional and personal development that you have provided me during the last 6 years. I have enjoyed working for the Waterbury Public Schools and appreciate the support provided me during my tenure with these schools.

If I can be of any help during this transition, please let me know.

Sincerely,

Rachel A. Cardella



October 3, 2014

Wallace Middle School
3465 East Main Street
Waterbury, CT 06705

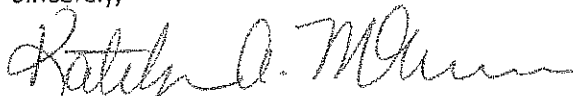
Dear Dr. Tucker,

Please accept this letter as notice of my resignation as a 7th grade mathematics teacher at Wallace Middle School. My last day of work will be October 17, 2014.

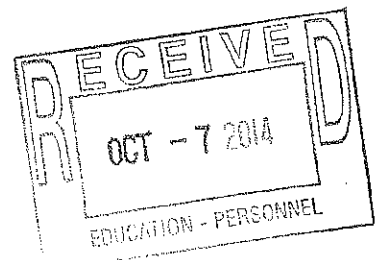
I would like to thank everyone that has given me the opportunity to pursue my academic career. I truly appreciate the professional development and growth from Wallace Middle School. I am by no means leaving with any unhappiness but instead leaving due to family and traveling issues.

I wish you, and Wallace Middle School continued growth and success in the future.

Sincerely,



Katelynn McNamara



October 7, 2014

Waterbury Public Schools
236 Grand Street, 3rd Floor
Waterbury, CT 06702

Dear Ms. Tucker,

This letter is to inform you that I have chosen to resign from my position as school psychologist for Waterbury Public Schools. Please be advised that my last day of work will be in two weeks, October 21, 2014.

I have enjoyed working in Waterbury and appreciate the experiences I have had. I am also grateful to have had the opportunity to work with such wonderful principals, teachers, and staff at Washington, Hopeville, and Wendell Cross Elementary Schools.

I wish Waterbury Public Schools continued growth and success in the future.

Respectfully,

Donna Narciso
Certified School Psychologist

October 15, 2014

Dawn Pooler
22 Jeremy Woods Dr.
Southington, Ct 06489

Dr. Kathleen M. Ouellette
Superintendent of Schools
236 Grand Street
Waterbury, CT 06702

Re: Letter of Resignation

Dear Dr. Ouellette,

It is with much regret that I inform you of my resignation from the Waterbury School District effective immediately. I have been working at West Side Middle School for the past five years as a special education teacher. This school year, I transferred voluntarily to work as a special education teacher at Duggan Elementary. However, after much consideration, I have decided to accept another position in a different district that will enable me to grow and further my career as an educator.

I apologize for the short notice. I would appreciate it if I could be relieved of my duties as so I can get acclimated to my new role as soon as possible. I want to thank you and the District of Waterbury for providing me the experiences that enabled me to be a strong educator and make a difference in the lives of our children.

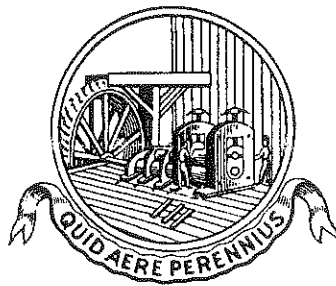
Sincerely,

Dawn Pooler

Communications



Packet week ending: 10-27-14



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut

Department of Human Resources
Office of the Civil Service Commission

October 15, 2014

John Santopietro, III
41 Normandy Dr.
Waterbury, CT 06705

Dear Mr. Santopietro, III:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I, Req. #14-71 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, October 16, 2014 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 October 17, 2014 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

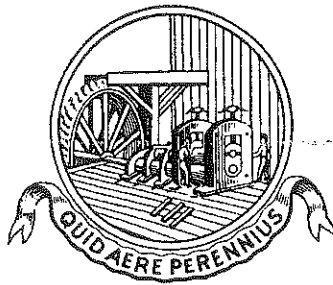
Human Resources Generalist
SM/sd

cc Board of Education
John Cross, School Inspector
Dr. Ouellette, Supt. of Schools
File

Carrie Swain

From: ATIYA SAMPLE
Sent: Wednesday, October 15, 2014 7:34 AM
To: Cathy Diana; Shuana K. Tucker
Cc: 1 Board of Ed
Subject: Personnel file- secon/last request

I want to view my personnel file. Notwithstanding the decision of some - It is unethical, unprofessional and illegal to place items in a teacher's personnel file without her knowledge. If anything has been placed in my file I have a right to know about it!



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

October 17, 2014

Hector Carrasquillo
71 Doran St.
Waterbury, CT 06704

Dear Mr. Carrasquillo:


Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Library Page @ Bucks Hill School, Req. #14-22 at \$9.98 per hour. Please contact Delia Bello-Davila, Principal @ Bucks Hill School at (203) 574-8182 with any questions you may have in regards to this position.

Your first day reporting to your new department/supervisor will be October 20, 2014.

Your new probationary period in accordance with your applicable contract will be 180 calendar days in duration. The department head will be responsible for executing your probationary evaluation no later than 180 calendar days 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
Dr. Ouellette, Supt. of Schools
Delia Bello-Davila, Principal @ Bucks Hill Schl
file

Carrie Swain

From: SaintLouisJ@adr.org
Sent: Thursday, October 23, 2014 1:42 PM
To: Carrie Swain
Subject: The School Administrators of Waterbury V. Waterbury Board of Education - Case 12-20-1400-0077
Attachments: LEE088.pdf

Attached please find correspondence related to the captioned matter.

Thank you.

Joanne Saint-Louis, JD
Senior Case Manager
American Arbitration Association
950 Warren Ave.
East Providence, RI 02914-1414
<http://www.adr.org>
T:401 431 4777
F:866 644 0234

The information in this transmittal (including attachments, if any) is privileged and/or confidential and is intended only for the recipient(s) listed above. Any review, use, disclosure, distribution or copying of this transmittal is prohibited except by or on behalf of the intended recipient. If you have received this transmittal in error, please notify me immediately by reply email and destroy all copies of the transmittal. Thank you.



AMERICAN
ARBITRATION
ASSOCIATION™

INTERNATIONAL CENTRE
FOR DISPUTE RESOLUTION™

Northeast Case Management Center
Heather Santo
Director
950 Warren Avenue
East Providence, RI 02914
Telephone: (866)293-4053
Fax: (866)644-0234

AMERICAN ARBITRATION ASSOCIATION

Notice of Hearing

October 23, 2014

John M. Gesmonde, Esq.
Gesmonde Pietrosimone & Sgrignari, LLC
3127 Whitney Avenue
Hamden, CT 06518-2344
Via Email to: jgesmonde@gpsp.com

Richard Mills, Esq.
Shipman & Goodwin, LLP
1 Constitution Plaza
Hartford, CT 06103-1919
Via Email to: rmills@goodwin.com

Case Number: 12-20-1400-0077

The School Administrators of Waterbury
-and-
Waterbury Board of Education
Grievance: Erik Brown

PLEASE TAKE NOTICE that a hearing in the above-entitled arbitration will be held as follows:

Date: February 10, 2015
Time: 10:00 AM
Place: 236 Grand Street
Waterbury, CT 06702

Before: Leslie A Williamson Jr.

Please attend promptly with your witnesses and be prepared to present your proofs.

Joanne Saint-Louis
Senior Case Manager
Direct Dial: (401)431-4777
Email: SaintLouisJ@adr.org
Fax: (866)644-0234

NOTICE: The arbitrator has arranged his/her schedule and reserved the above date(s) based on the advice of the parties. Therefore, every effort should be made to appear on the date(s) scheduled. In the event that unforeseen circumstances make it impossible to attend the hearing as scheduled, a party requesting a postponement should obtain the agreement of the other party. If there is no mutual agreement, the arbitrator(s) will make a determination. All requests for postponements must be communicated to the Case Manager not the arbitrator. There should be no communication between the parties and the neutral arbitrator(s) other than at oral hearings. In some instances, postponements are subject to cancellation fees by the arbitrator(s). Any party wishing a stenographic record must make arrangements