

Board of Education

REGULAR MEETING

Thursday, January 16, 2020 – 6:30 p.m.
Waterbury Arts Magnet School, 16 South Elm Street, Waterbury, CT

A G E N D A

1. *Silent Prayer*

2. *Pledge of Allegiance to the Flag*

3. *Roll Call*

4. *Communications*

- a. Copy of communication dated December 9, 2019 from Civil Service certifying Michael Crowther for the position of Maintainer I.
- b. Email communication dated December 13, 2019 from CABA regarding Policy Highlights.
- c. Copy of communication dated December 16, 2019 from Civil Service certifying Thomas McGrath for the position of Maintainer I.
- d. Email communication dated December 27, 2019 from CABA regarding Policy Highlights.
- e. Copy of communication dated January 6, 2020 from Civil Service certifying Pamela Ifill for the position of Paraprofessional.
- f. Copy of communication dated January 7, 2020 from Civil Service certifying Tanya Bombero for the position of Executive Administrative Assistant.
- g. Copy of communication dated January 7, 2020 from Civil Service certifying Marvin Newell for the position of Paraprofessional.
- h. Email communication dated January 10, 2020 from CABA regarding Policy Highlights.

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

6. *Superintendent's Announcements*

7. *President's Comments*

8. *Student Representatives' Comments*

9. *Committee on School Personnel* - Commissioner Stango

- 9.1 West Side Middle School Principal Appointment.

10. *Consent Calendar*

- 10.1 *Committee on Finance:* Request approval of a Construction Contract with J. A. Rosa Construction, LLC for Fit-out of Waterbury Public Schools Central Commissary.

- 10.2 *Committee on Finance:* Request approval of a Contract with Stanley Convergent Security Solutions for monitoring and servicing of security systems.

- 10.3 *Committee on Finance:* Request approval of an Agreement with Facility Support Services for on-call environmental services.
- 10.4 *Committee on Finance:* Request approval of an Agreement with SNE Building Systems for Building Automation System.
- 10.5 *Committee on Building & School Facilities:* Use of school facilities by school organizations and/or City departments.
- 10.6 *Committee on Building & School Facilities:* Use of school facilities by outside organizations and/or waiver requests.

11. Items Removed from Consent Calendar

12. Committee on Policy & Legislation – Commissioner Sweeney

- 12.1 Request approval of the revised Mission Statement, Policy #0100.
- 12.2 Request approval of the revised Vision Statement, Policy #0200.
- 12.3 Request approval of the Core Values, Policy #0300.

13. Superintendent's Notification to the Board

13.1 Athletic appointments:

Francisco, Joseph – CHS Assistant Basketball Coach, effective 12/02/19.
 Hart, Richard – Duggan Intramural Girls Basketball, effective 01/22/20.
 Hart, Richard – Duggan Intramural Tennis, effective 04/01/20.
 Paradis, Sara – WCA Assistant Girls Basketball Coach, effective 12/18/19.

13.2 Grant Funded appointments:

Mercogliano, Cynthia – WMS Instructional Tutor, PT, \$33 p/hour, non-union and without benefits, funded by Title I.
 Pelosi, Emily – WMS Instructional Tutor, PT, \$33 p/hour, non-union and without benefits, funded by Title I.
 Overbye, Michael – Adult Basic Education Teacher, PT, \$33 p/hour, non-union and without benefits.

13.3 Teacher hires:

<u>Name</u>		<u>Position</u>		<u>Effective</u>
DeAngelis	Craig	Wilby	Phys Ed	1/20/2020
Devine	Michael	WAMS	PE/Health	1/27/2020
Gilday	Michael	Wallace	English	8/26/2019
Minty	Jessica	Rotella	Special Ed	12/16/2019
Nomoto	Emiko	Maloney	Japanese	11/22/2019
Richard	Taylor	WCA	Health Occ	11/1/2019
Tuelings	Catherine	NEMS	Art	12/9/2019

13.4 Teacher transfers effective 2020/21 School Year:

Name		From	To
Alexandrou	Steven	WMS - Math Lab	CHS - Math
Coy	Alana	WSMS - Math Grade 6	WSMS - ELA Grade 6
Cremins	Allison	Academic Acad. ELA Gr. 6-8	WSMS - ELA Grade 7
Fengler	Deanna	Chase - Pre-K Reg. Ed.	Wilson - Pre-K Reg. Ed.
Heidgerd	Rohn	WMS - Special Education	WCA - Special Education
Kitney	Dawn	Kingsbury - Grade 3	WSMS - Special Education
Magnavice	Jennifer	WMS – Gen. Science Gr. 6	WAMS – Gen. Science Gr. 9
Moscaritolo	Ashley	NEMS – Gen. Science Gr. 8	WAMS – Gen. Science Gr. 7
Quinlan	Stacey	Generali - Grade 2	WMS - ELA Grade 6
Rodriguez	Alberto	WSMS - Bilingual Grade 6-8	WCA - Spanish Grade 9-12
Sapone	Vincent	WCA - General Science	WCA - Science Physics

13.5 Teacher transfers effective 2020/21 School Year:

Name		From – temporary	To – permanent
Addona	Alyssa	NEMS - Guidance Counselor	NEMS - Guidance Counselor
Alagno	Elizabeth	Tinker - Grade 3	Tinker - Grade 3
Boucher	Jennifer	Tinker - Grade 3	Tinker - Grade 3
Bradley	Billie-Jo	Tinker - Grade 5	Tinker - Grade 5
Broggi	Jessica	Bucks Hill Annex - Pre-K Sp. Ed.	Bucks Hill Annex - Pre-K Sp. Ed.
Brown	Jennifer	Wilson - Library Media	Wilson - Library Media
Cadelina	Carissa	Rotella - Grade K	Rotella - Grade K
Campbell	Stephen	Gilmartin - ELA Grade 7-8	Gilmartin - ELA Grade 7-8
Caplash	Shobhna	WHS - Special Ed. - ABA	WHS - Special Ed. - ABA
Chasse	Jenny	Hopeville - Grade 2	Hopeville - Grade 2
Chieffo	Taylor	Chase - Grade 1	Chase - Grade 1
Cornacchio	Mark	CHS - Social Studies	CHS - Social Studies
Corsano	Laura	Tinker - Grade 3	Tinker - Grade 3
Davino	Melissa	Bunker Hill - Grade K	Bunker Hill - Grade K
Delgobbo	Leah	NEMS – Gen. Science Gr. 6	NEMS – Gen. Science Gr. 6
Dickey	Ryan	NEMS - Social Studies Gr. 6	NEMS - Social Studies Gr. 6
Dzikas	Anastasia	Sprague - Pre-K Regular Ed.	Sprague - Pre-K Regular Ed.
Farley	Amanda	Academic Acad.- ELA Gr. 6-8	Academic Acad.- ELA Gr. 6-8
Faucher	Richard	Wendell Cross/Bucks Hill Elementary Annex - Split Art	Wendell Cross/Bucks Hill Elementary Annex - Split Art
French	Gina	Driggs - Art	Driggs - Art
Galpin	Lindsay	NEMS - ELA Grade 8	NEMS - ELA Grade 8
Gilday	Michael	WMS - ELA Grade 6	WMS - ELA Grade 6
Grabowski	Leah	Maloney - Grade 2	Maloney - Grade 2
Griffin	Sean	CHS - Music	CHS- Music
Grendzinski	Katie	Wilson - Special Education	Wilson - Special Education
Guasp	Henry	Academic Acad. - Math Gr. 6-8	Academic Acad. - Math Gr. 6-8
Haas	Katie	Kingsbury - Grade 2	Kingsbury - Grade 2
Heckmann	Stephanie	Bucks Hill - Grade 3	Bucks Hill - Grade 3

Hodge	Jill	WAMS - Visual Arts	WAMS - Visual Arts
Howard	Patricia	Tinker - Library Media	Tinker - Library Media
Hubeny	Danielle	Bunker Hill/Sprague - Split ESL	Bunker Hill/Sprague - Split ESL
Izzo	Michelle	Wendell Cross - Grade K	Wendell Cross - Grade K
Jackson	Sarah	Bucks Hill - Bilingual Grade 2	Bucks Hill - Bilingual Grade 2
Jimenez	Nancy	Reed - Grade 3	Reed - Grade 3
Judkins	Jennifer	Hopeville - Grade K	Hopeville - Grade K
Kores	Lauren	Sprague - Grade K	Sprague - Grade K
Lehtinen	Zachary	WAMS - Theatre Arts	WAMS - Theatre Arts
Liu	Yee	Bucks Hill - Special Education - CBL Autism Grade 2-5	Bucks Hill - Special Education - CBL Autism Grade 2-5
Loi	Marisa	Maloney - Grade 3	Maloney - Grade 3
Lounsbury	Alan	WMS - General Science Gr. 7	WMS - General Science Gr. 7
Marcial	Kelly	Gilmartin - Grade 4	Gilmartin - Grade 4
Marcucio	Frank	WCA - Health Services	WCA - Health Services
Masayda	Rebecca	Districtwide - Speech Lang. Path.	Districtwide - Speech Lang. Path.
Mayo	Colin	Driggs/Kingsbury - Music	Driggs/Kingsbury - Music
Miller	Jamie	Hopeville – Bilingual Special Education	Hopeville – Special Education
Modeen	Brianne	Driggs Grade 4	Driggs Grade 4
Moutinho	Ashley	KHS - Guidance Counselor	KHS - Guidance Counselor
Negron	Emily	Maloney - Grade 3	Maloney - Grade 3
Nomoto	Emiko	Maloney - World Language - Japanese	Maloney - World Language - Japanese
O'Toole	Ami	WMS - Art	WMS - Art
Reinholz	Erica	Regan/Washington - Library Media	Regan/Washington - Library Media
Richard	Taylor	WCA - Health Services	WCA - Health Services
Rodrigues	Cindy	Washington - Special Education	Washington - Special Education
Rogers	Kimberly	Reed - Grade 1	Reed - Grade 1
Ruggiero	Rebecca	Bunker Hill - Music	Bunker Hill - Music
Russell	Melissa	Bucks Hill - Music	Bucks Hill - Music
Sanabria Godoy	Nora	WAMS - Spanish	WAMS - Spanish
Saunders	Keisha	Generali - Special Education	Generali - Special Education
Schumacher	Amber	Gilmartin - Math/General Science Grade 6	Gilmartin - Math/General Science Grade 6
Selmanaj	Fabian	Duggan - Math Grade 7 & 8	Duggan - Math Grade 7 & 8
Sickles	Meghan	Wendell Cross- Grade K	Wendell Cross - Grade K
Teulings	Catherine	NEMS - Art	NEMS - Art
Toussaint	Danielle	Rotella - ELA/Soc. Studies Gr. 5	Rotella - ELA/Soc. Studies Gr. 5
Tremaglio	Laura	Bucks Hill - Grade 5	Bucks Hill - Grade 5
Turecek	Rachel	NEMS - Art	NEMS - Art
Vinca	Valmira	Reed - Grade 2	Reed - Grade 2
Viscardi	Kristen	Bunker Hill – Sp. Educ. - BDLC	Bunker Hill – Sp. Educ. BDLC
Welch	Cody	WHS - PE/Health	WHS - PE/Health

13.6 Teacher involuntary transfers effective 2020/21 School Year:

Name		From	To
Doiron	Nicole	WSMS - ELA Grade 6	WSMS - ELA Grade 6
Pratt	Lena	WSMS - ELA Grade 7	WSMS - ELA Grade 7

13.7 Resignations:

Armour, Nadean – NEMS Special Ed/ABA, effective 01/10/2020.
Arnold, Jessica – State Street Special Ed, effective 01/17/2020.
Camilleri, Lisa – WMS Math, effective 01/03/2020.
Conway, Michael – KHS Tech Ed, effective 01/10/2020.
Decaminada, Amanda – RMS Special Education, effective 01/10/2020.
Garcia, LiMattie – Carrington Social Worker, effective 01/17/2020.
Hicock, Robyn – KHS ELA, effective 01/29/2020.
Martinez, Richard – WAMS Guidance Counselor, effective 01/14/2020.
McKirryher, Jonna – Reed Grade 6, effective 01/17/2020.
Morgan, Aidan – WMS ELA, effective 01/07/2020.
Snow, Sara-Beth – Duggan Kindergarten, effective 12/20/2019.
Thompson, Asia – CHS Special Education, effective 01/17/2020.

13.8 Retirements:

Dubois, Donna – WHS PE, effective 11/30/2019.
Morrissey, Sean – Kingsbury Grade 5, effective 12/20/2019.
Parker, Ressie – Wilson BDLC, effective 09/30/2020.

14. *Unfinished Business of Preceding Meeting Only*

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

16. *Executive Session*

17. *Adjournment*

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON SCHOOL PERSONNEL

Item #9.1

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee on School Personnel, the Superintendent of Schools recommends approval of the appointment of Peter McCasland as Principal, West Side Middle School, effective immediately.

Respectfully submitted,

Dr. Verna D. Ruffin
Superintendent of Schools

Approved:

Charles L. Stango

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.1

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends the Waterbury Board of Education approve a Construction Contract with J. A. Rosa Construction, LLC, funded by the Food Service Fund Balance Account, for fit-out of the Waterbury Public Schools Central Commissary.

Approved:

Rocco F. Orso

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.2

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends the Waterbury Board of Education approve a contract with Stanley Convergent Security Solutions, Inc., based on the terms and conditions as outlined in the attached memo of December 26, 2019, and subject to final approval of the Corporation Counsel.

Approved:

Rocco F. Orso



Waterbury Public Schools

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

Mr. William F. Clark, Esq.
Chief Operating Officer

MEMORANDUM

TO: Board of Education Commissioners

FROM: William F. Clark, Chief Operating Officer *WFC/mc*

DATE: December 26, 2019

SUBJECT: Professional Services Agreement for Monitoring and Servicing of Security Systems with **Stanley Convergent** Security Solutions, Inc.

The Education Department would like to enter into a contract with Stanley Convergent Security Solutions for monitoring and servicing of security systems at all Waterbury Public Schools, including audio surveillance. The contract term is for three years. We have allocated \$82,122.00 per year for a total contract amount of \$246,366.00.

Waterbury Public Schools has used Stanley (Sonitrol) for the past ten years and have been very pleased with their performance. Stanley Convergent Security Solutions is a sole source provider due to its monitoring capability to hear and record sounds in the buildings, such as voices, footsteps, etc.

Please feel free to contact me with any questions. Thank you for your consideration.

WFC/mc

Attachment

cc: File

School Inspectors of Waterbury - Sonitrol Alarm Monitoring & Service 3-Year PROPOSED Renewal 7/1/2019 through 6/30/2022

ACCOUNT:			
111123026149			
CONTRACT:			
111102614901			
INSTALLATION	RMR	SCHOOL	ADDRESS
111123018145	\$124.85	Crosby High School Addition	300 PIERPONT RD
111123000195	\$41.62	Crosby HS Broadcast Booth	300 PIERPONT RD
111123000245	\$208.08	Crosby HS	300 PIERPONT RD
111123038477	\$208.08	Rotella Magnet School	380 PIERPONT RD
111123032558	\$41.62	Rotella Magnet School Audio Visual	440 PIERPONT RD
111123029470	\$208.08	Wilby High School	568 BUCKS HILL RD
123135222800	\$97.02	Wilby High	568 BUCKS HILL RD
111123020872	\$124.85	Wilby Auditorium	460 BUCKS HILL RD
111123042966	\$41.62	Wilby High School TV Studio	568 BUCKS HILL RD
111123027430	\$124.85	Wilby High School Addition	560 BUCKS HILL RD
111123016480	\$208.08	Wilby Northend Middle School	500 BUCKS HILL RD
111123049953	\$208.08	Kennedy High School	422 HIGHLAND ST
111123017552	\$124.85	Kennedy Addition Media Ctr.	422 HIGHLAND ST
111123002138	\$74.22	Woodrow Wilson School	235 BIRCH ST
111123008277	\$74.22	Enlightenment School	30 CHURCH ST
111123011627	\$74.22	Chase School	80 WOODTICK RD
111123012564	\$31.21	Maloney Magnet School	233 S. ELM ST
111123012784	\$208.08	Sprague School	1443 THOMASTON AVE
111123013013	\$74.22	Washington School	685 BALDWIN ST
111123016698	\$74.22	Kingsbury School	220 COLUMBIA BLVD
111123019178	\$124.85	Tinker School	809 HIGHLAND AVE
111123019284	\$74.22	Driggs School	77 WOODLAWN TERR
111123021314	\$74.22	Barnard School	11 DRAHER AVE
111123021862	\$208.08	Westside Middle School	483 CHASE PKWY
111123025383	\$74.22	Notre Dame School	30-A CHURCH ST
111123027933	\$74.22	Generali School	3196 E. MAIN ST
111123028833	\$208.08	Wallace Middle School	3465 E. MAIN ST
111123031699	\$124.85	Driggs School	77 WOODLAWN TERR
111123031937	\$206.00	Walsh School	29 ASHLEY ST
111123000147	\$74.22	Hopeville School	2 CYPRESS ST
111123035856	\$74.22	Westside Middle School Pool	483 CHASE PKWY
111123036335	\$124.85	Wendall Cross School	1255 HAMILTON AVE
111123027910	\$74.22	Wendall Cross School Add-On	1255 HAMILTON AVE
111123036631	\$74.22	Bucks Hill School	330 BUCKS HILL RD
111123051525	\$74.22	Bucks Hill School Modular Bldg.	330 BUCKS HILL RD
111123037616	\$74.22	Bunker Hill School	170 BUNKER HILL AVE
111123038436	\$74.22	Notre Dame School - Convent	30-A CHURCH ST
111123040602	\$74.22	State Street School	30 CHURCH ST
111123046399	\$208.08	Maloney Magnet School	233 S. ELM ST
111123046683	\$74.22	Regan School	2780 N. MAIN ST
111123047131	\$124.85	School Inspectors Office	62 HARPER AVE
111123049742	\$31.21	Arts Magnet School (WAMS)	16 S. ELM ST
123133115500	\$267.90	Gilmartin	94 SPRING LAKE RD
123133150200	\$267.90	Waterbury Enlightenment	30-A CHURCH ST
123133969000	\$93.64	Washington School	635 BALDWIN ST
123134088300	\$327.73	Jonathan Reed School	33 GRIGGS ST
123135222500	\$267.90	Duggan School	952 BANK ST
123143249800	\$499.39	Waterbury Career Academy	235 BIRCH ST
123143121800	\$421.36	Carrington School	24 KENMORE AVE
MONTHLY TOTAL	\$6,843.50		

NOTE: 2019 MONTHLY AGREEMENT \$6,843.50 WITH A TERM OF 7/1/2019 THROUGH 6/30/22.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.3

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends the Waterbury Board of Education approve a contract with Facility Support Services, LLC., based on the terms and conditions as outlined in the attached memo of December 26, 2019, and subject to final approval of the Corporation Counsel.

Approved:

Rocco F. Orso



Waterbury Public Schools

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

Mr. William F. Clark, Esq.
Chief Operating Officer

MEMORANDUM

DATE: December 26, 2019
TO: Honorable Board of Education Commissioners
FROM: William F. Clark, Chief Operating Officer *WFC/mc*
SUBJECT: Agreement for Environmental Services with Facility Support Services, LLC

The Education Department would like to enter into an agreement with Facility Support Services for on-call environmental services, consultation & AHERA inspection. The contract term is for three years. The total amount of the contract is \$16,425.00, allotting \$3,800 per year for (2) six month AHERA inspections, and \$5,025 for a three year AHERA re-Inspection which includes Management Plans for each school to be completed in 2021. Rates are based on bid pricing on an as needed basis (rate schedule attached).

Thank you for your consideration.

WFC/mc

Attachment

cc: File

THE CITY OF WATERBURY
ON-CALL ENVIROMENTAL SERVICES
AND AHERA INSPECTION

SECTION 00400

BID ITEMS

The Waterbury Board of Education is seeking the professional services of an environmental company/consultant to do the following:

Be available for on-call environmental issues and discussions with the State Department of Health.

- A. Provide specified services at the bid prices set forth below.
- B. Submit service rates by job classification; and laboratory, equipment and testing fees.

It is the intent of the City to enter into a three-year contract with Lowest Responsible Bidder.

The Bid Prices quoted on the Bid Form shall be all inclusive of any and all costs associated with the provision of the specified services by the Lowest Responsible Bidder.

Prices must be in effect for three (3) years.

All bidders must be licensed to do work in Connecticut, and must submit three (3) references.

<u>Service Rates</u> <u>Rate</u>	<u>Hourly Base Rate</u>	<u>Overtime</u>
Certified Industrial Hygienist (CIH)	\$ <u>135.00</u>	\$ <u>135.00</u>
Project Monitor/ Inspector Management Planner	\$ <u>60.00</u>	\$ <u>60.00</u>
Asbestos Project Designer	\$ <u>75.00</u>	\$ <u>75.00</u>
Lead Inspector/ Risk assessor	\$ <u>75.00</u>	\$ <u>75.00</u>

Laboratory & Equipment

Polarized Light Microscopy (PLM) Bulk	
1-day TAT	\$ <u>10.00</u>
5-day TAT	\$ <u>8.00</u>
Transmission Electron Microscopy (TEM) Bulk	

1-day TAT	\$ 62.50
5-day TAT	\$ 45.00
Phase Contrast Microscopy (PCM) Air	
3-hour TAT	\$ 20.50
24-hour TAT	\$ 8.00
Transmission Electron Microscopy (TEM) Air	
6-hour TAT	\$ 87.00
24-hour TAT	\$ 67.00
Lead/Chip/Wipe Analysis	
1-day TAT	\$ 10.00
5-day TAT	\$ 9.00
Lead TCLP Analysis (5-day TAT)	\$ 37.50
Non-viable Mold Analysis	
1-day TAT	\$ 61.00
3-day TAT	\$ 44.00
Poly-chlorinated Biphenyls (PCBs) by Soxhlet (Bulk)	
3-day TAT	\$ 134.00
5-day TAT	\$ 93.00
Poly-chlorinated Biphenyls (PCBs) with Homologs (Air) (3-day TAT)	\$ 287.00
Others (Please Specify)	\$ <u>NA</u>

Bid price for (2) six month AHERA inspections for each school listed below.

July 2019 to June 2020	YEAR 1	Total Price \$ 3,800.00
July 2020 to June 2021	YEAR 2	Total Price \$ 3,800.00
July 2021 to June 2022	YEAR 3	Total Price \$ 3,800.00

Bid Price for (1) three year AHERA re-inspection for each school listed below.

Total Price \$ 5,025.00

GRAND TOTAL for AHERA 6-Month & 3-Year Inspections \$ 16,425.00

The bid award will be based on the six-month and three-year AHERA inspections outlined above.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.4

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends the Waterbury Board of Education approve a contract with SNE Building Systems., based on the terms and conditions as outlined in the attached memo of December 26, 2019, and subject to final approval of the Corporation Counsel.

Approved:

Rocco F. Orso



Waterbury Public Schools

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

Mr. William F. Clark, Esq.
Chief Operating Officer

MEMORANDUM

TO: Honorable Board of Education Commissioners

FROM: William F. Clark, Chief Operating Officer *WFC/mc*

DATE: December 26, 2019

SUBJECT: Maintenance Services Agreement for Building Automation System (BAS) with SNE Building Systems, Incorporated

The Education Department would like to enter into an agreement with SNE Building Systems for Building Automation System at seven school locations (Laurel Hill and Bergin Complexes, Kennedy High School, Rotella and Maloney Magnet Schools, Gilmartin, Duggan, Reed K-8 Schools and State Street School). The contract has a three year term. The total amount of the agreement is \$216,000 (\$72,000 each year). Repair rates include \$115 for straight time and \$145 for overtime. SNE is the only authorized field installation and repair dealer in Connecticut for the aforementioned services.

Waterbury Public School has been using SNE since 2010 and have been very pleased with their service and performance during that time. Thank you for your consideration.

WFC/mc

cc: Chris Harmon, Inspector of School Buildings
File

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING AND SCHOOL FACILITIES

Item #10.5

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

GROUP	FACILITIES AND DATES/TIMES
D. Melendez	Chase gym: Thurs., Jan. 9, 4:00 - 9:00 pm (Spanish Celebration) Chase gym: Wed., Jan. 22, 5:00 - 8:00 pm (CPAC meeting)
C. Thompson	Wilby media ctr.: Tues., Jan. 14, 5:00 - 8:30 pm (Scholarship workshop) Wilby media ctr.: Tues., Feb. 11, 5:00 - 8:30 pm (Financial Aid workshop) Wilby media ctr.: Tues., Mar. 10, 5:00 - 8:30 pm (Resume Writing workshop) Wilby media ctr.: Wed., Apr. 8, 5:00 - 8:30 pm (Job fair workshop) Wilby media ctr.: Tues., 1/21, 2/18, 3/17, 4/21, & 5/19, 5:00 - 8:30 pm (Enlightening the mind – Book Club)
M. A. Marold	Wallace media ctr.: Wed., Feb. 5, 2:00 - 3:30 pm (Governance Council)
M. Bergin	Kennedy media ctr.: Fri., Mar. 6, 8 am – 3 pm (Pre Sch. Prof. Dev.) Rotella aud. & gym: Fri., Mar. 6, 8 am – 3 pm (Prof. Dev.) Sprague gym: Wed., Feb. 12, 5:00 - 7:30 (Family Night) (snow date: 2/19/20) Sprague gym: Wed., Mar. 18, 5:00 - 7:30 (Pre Sch. Family Night) Sprague gym: Thurs., Apr. 9, 5:00 - 7:30 (Pre Sch. Family Night)
*M.A. Marold	Wallace media ctr.: Tues., Mar. 10, 6:00 - 7:30 pm (Governance Council (Snow date: Wed., Mar. 11 th))
*P. Poulter	Regan room: Wed., Jan. 15, 5:30 - 7:30 pm (Family Night) Regan room: Wed., Feb. 5, 5:30 - 7:30 pm (Movie Night) (snow date: 2/5/20)
*K. Effes	WAMS atrium: Mar. 12 th & 13 th 6:00-7:30 pm (New student orientation - 6 th and 9 th grade students)
*K. Kaso	Generali gym, café: Wed., Jan. 29, 5:15 - 7:15 pm (snow date: 1/30/20) (Family literacy Night & Title I meeting)
*Human Resources C. Lamb	Maloney gym, cafe, classrooms: Saturday, March 7, 7 am – 12:30 pm (Fire Captain Exam)
*J. O'Toole	Career Academy café: Fri., Jan. 24, 4:00 - 7:30 pm (pasta fundraiser)
*Central Office	Crosby aud. & lobby: Wed., May 20, 2:00 - 8:00 pm (Teacher of the Year Awards)
*R. Hamel	Kennedy aud.: Tues., May 12, 2:00 - 8:00 pm (Superintendent's Student Recognition Awards Ceremony)

D. Bakewell	Sprague gym: Fri., Jan. 31, 5:00 - 9:30 pm (Family Movie Night)
*M. O'Neal	Rotella community rm.: Monday, Feb. 3, 12:00 - 3:00 pm (Speech dept. meeting)
*M. A. Petrillo	Bunker Hill café: Wed., Jan. 29, 5:30 - 7:00 pm (school pizza party) Bunker Hill gym: Fri., Jan. 31, 5:30 - 8:30 pm (movie night)

Approved:

Jason Van Stone

JAN - 2 2020

SCHOOL PERSONNEL USE ONLY

DATE:

Dec.18, 2019

TO: SCHOOL BUSINESS OFFICE

FROM: Mary Ann Marold Education Liaison to Government Business and Community

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

NAME OF SCHOOL REQUESTED: Wallace Middle School

☒ Library/Media Center

☐ Gymnasium

☐ Swimming Pool

☐ Café/

Auditorium

DATES REQUESTED: _____

Tues, March 10, 2020 _ (Snow Date *Mar. 11* , 2020)

FROM: 6:00p.m. TO: 7:30 p.m. /

FOR THE FOLLOWING PURPOSES:

Waterbury Public Schools will provide Module Training for the 28 School Governance Councils on "Attendance Matters". Ms. Jaclyn Davis District Climate and Attendance Coordinator will present. Equipment needed is a podium, screen, laptop and projector prior to discussion. This will allow members of the forum to gain information and ask questions..

Mary Ann Marold
Education Liaison to
Government, Business and
Community
APPLICANT

Mary Ann Marold

SCHOOL USE FORM

JAN - 2 2020

DATE:

1/2/2020

TO: SCHOOL BUSINESS OFFICE
(ATTN: SANDY MCCASLAND)
FX #: 574-8032 PHONE #: 574-8034

FROM:

Regan School

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

NAME OF SCHOOL REQUESTED:

Regan School

AUDITORIUM

GYMNASIUM

SWIMMING POOL

CAFE/ROOMS

DATE(S) REQUESTED:

Wednesday Jan 15, 2020

FROM

5:30

am/pm

TO

7:30

am/pm

FOR THE FOLLOWING PURPOSE:

* Snowdate Thursday Jan 16th 5:30 - 7:30 pm

Family Night (Animal Embassy)

"Teaching Kindness with Creatures"

Patty Poulter-Parent Liaison

APPLICANT

Please note the following provisions:

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

SCHOOL USE FORM

JAN - 8 2020

DATE:

1/8/20

TO: SCHOOL BUSINESS OFFICE
(ATTN: SANDY MCCASLAND)
FX #: 574-8032 PHONE #: 574-8034

FROM:

Regan School

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

NAME OF SCHOOL REQUESTED:

Regan School

AUDITORIUM

GYMNASIUM

SWIMMING POOL

CAFE/ROOMS

DATE(S) REQUESTED:

Wednesday, Feb 5th 2020
~~snow date Thursday Feb 6th~~

FROM 5:30 am/pm TO 7:30 am/pm

FOR THE FOLLOWING PURPOSE:

PTO movie Night

Patty Poulter
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 police and fire headquarters.

JAN - 8 2020

SCHOOL PERSONNEL USE ONLYDATE: 1-8-2020

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS

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

NAME OF SCHOOL REQUESTED: WAMS☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Café/Rooms☒ AtiumDATES REQUESTED: 5-12-2020 & 5-13-2020FROM: 6 am/pm TO: 7³⁰ am/pmFOR THE FOLLOWING PURPOSES:New Student Orientation for Incoming
6th & 9th grade students
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.

SCHOOL PERSONNEL USE ONLY

JAN - 8 2020

DATE: 01/08/2020

TO: SCHOOL BUSINESS OFFICE
FROM: Klea Kaso

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

NAME OF SCHOOL REQUESTED: Generali Elementary School

☒ Auditorium ☒ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: January 29th, 2020 Snow date Jan 30th, 2020
FROM: 5:15 am/pm TO: 7:15 am/pm

FOR THE FOLLOWING PURPOSES:

Family Literacy Night
Title I meeting

Klea Kaso
APPLICANT

Please note the following provisions:

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

Cancel Knights

JAN - 9 2020

SCHOOL PERSONNEL USE ONLY

DATE: January 8, 2020

TO: SCHOOL BUSINESS OFFICE

FROM: Cherrie Lamb, Human Resources

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

NAME OF SCHOOL REQUESTED: MALONEY SCHOOL



Auditorium/Theater Arts



Gym



Swimming Pool



Classrooms

DATES REQUESTED: Saturday, March 7, 2020

FROM: 7:00 am TO: 12:30 pm

FOR THE FOLLOWING PURPOSES:

- Fire Captain Oral Examination
- Expecting approximately 20-33 Candidates
- Session Begins at 8:00am
- 6 foot sign in table in main entrance
- Clear all Teacher's desk on top floor and basement level


APPLICANT

Please note the following provisions:

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

Book

SCHOOL PERSONNEL USE ONLY

JAN 10 2020

DATE: 1/10/20

TO: SCHOOL BUSINESS OFFICE

FROM: WCA

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

NAME OF SCHOOL REQUESTED: WCA☐ Auditorium

Gymnasium



Swimming Pool



Café/Rooms

DATES REQUESTED: 1/24/20FROM: 4:00am/pm (p)TO: 7:30am/pm (p)FOR THE FOLLOWING PURPOSES:

Pasta Dinner Fundraiser for
Softball Team

John O'Boyle
APPLICANT

Please note the following provisions:

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

Book

SCHOOL PERSONNEL USE ONLY

JAN 10 2020

DATE: 1-10-20

TO: SCHOOL BUSINESS OFFICE

FROM:

Central Office

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



CAFE/ROOMS

+Lobby

DATES REQUESTED:

Wed. May 20, 2020

FROM 2:00

am/pm

TO

8:00

am/pm

FOR THE FOLLOWING PURPOSES:

Teacher of the Year Awards

APPLICANT

SM

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.

Event begins at 4:30pm
Time includes time to set-up.

[Handwritten signature]

SCHOOL PERSONNEL USE ONLY

JAN 10 2020

DATE: 1/10/20
TO: SCHOOL BUSINESS OFFICE
FROM: Rochelle Hamel

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

NAME OF SCHOOL REQUESTED: Kennedy High School

☒ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Tuesday, 5/12/20

FROM: 2:00 am/pm TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

Superintendent's Student Recognition Awards Ceremony

Rochelle Hamel
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.

JAN 10 2020

SCHOOL PERSONNEL USE ONLYDATE: Jan. 10, 2020

TO: SCHOOL BUSINESS OFFICE

FROM: D. Bakewell

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

NAME OF SCHOOL REQUESTED: Sprague☐ Auditorium☒ Gymnasium☐ Swimming Pool☐ Café/RoomsDATES REQUESTED: Jan. 31, 2020FROM: 5:00 am/pm TO: 9:30 am/pmFOR THE FOLLOWING PURPOSES:PTO Family Movie Night

D. Bakewell
APPLICANT

Please note the following provisions:

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

Cancel PAL

JAN 13 2020

SCHOOL PERSONNEL USE ONLY

DATE: 1/13/2020

TO: SCHOOL BUSINESS OFFICE

FROM: Monica Oneal

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

NAME OF SCHOOL REQUESTED: Rotella - Community Room

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Cafeteria

DATES REQUESTED: Monday, Feb 3rd, 2020

FROM 12:00 noon TO 3:00 pm

FOR THE FOLLOWING PURPOSES:

Hold a Speech Dept. meeting

Monica Oneal
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.

Made with Scanner for Me

SCHOOL PERSONNEL USE ONLY

JAN 13 2020

DATE: 1/13/2020

TO: SCHOOL BUSINESS OFFICE

FROM: MaryAnn Petrillo Parent Liaison

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

NAME OF SCHOOL REQUESTED: Bunker Hill

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Cafeteria/Rooms

DATES REQUESTED: January 29

FROM: 5:30 am/pm

TO: 7:00 am/pm

FOR THE FOLLOWING PURPOSES:

Bunker Event WATCH D.O.G.S. Program
Launch (PIZZA PARTY)

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.

JAN 13 2020

SCHOOL PERSONNEL USE ONLY

DATE: 1/13/2020

TO: SCHOOL BUSINESS OFFICE

FROM: MaryAnn Petrillo Parent Liaison

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

NAME OF SCHOOL REQUESTED: Bunker Hill

☐ Auditorium

☒ Gymnasium

☐ Swimming Pool

☐ Café/Rooms

DATES REQUESTED: January 31

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

FOR THE FOLLOWING PURPOSES:

Bunker Hill's PTO is having a
Movie Night.

MaryAnn Petrillo
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.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #10.6

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

GROUP	FACILITIES AND DATES/TIMES	
REQUESTING WAIVERS:		
Wtby. Ballers T. Lott	Maloney gym: Sundays, 1/26 – 3/15, 9:30 am - 3:00 pm (basketball program)	(\$2,184.)
Neighborhood Housing Services K. Taylor	Reed café: Sat., Feb. 15, 12:00 - 4:00 pm (Dr. Martin Luther King program)	(\$210.)
*Distinguished Women of CT. L. Thomas	Crosby aud.: Sat. & Sun., 2/29 & 3/1, 8:00 am - 6:00 pm (scholarship program)	(\$1,680.)
*Wtby. Knights Cheerleading S. Clements	Kingsbury gym: Sat., Jan 11, 9 am - 12:30 pm Career Academy gym: Sat. Jan. 18 and 25 1:30-5:30 pm (cheerleading practice)	(\$189.) (\$420.)
*CT. Special Olympics K. Dennett	Kennedy gym & café – WSMS gym & café – Crosby gym & café Sat., March 21, 7:30 am - 5:30 pm (basketball tournament)	(\$2,772.)

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

*Girl Scouts of CT. D. Dzicek	West Side M/S parking lot: Sat., Feb. 29, 7:00 am – 3:00 pm (cookie pick-up)
*Wtby. Knights Cheerleading S. Clements	Kingsbury gym: Wed., Feb. 5, 5:45 - 8:30 pm (cheerleading practice)

Approved:

Jason Van Stone

JAN - 3 2020

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 Laura L. Thomas NAME OF ORGANIZATION Distinguished Young Women of Connecticut
ADDRESS 133 Lincoln St Hudson MA 01749 TELEPHONE # 860.992.5139
(street) (city) (state) (zip code)
SCHOOL REQUESTED Crosby DATES 2/29 + 3/1 ROOM(S) auditorium, weight room, theatre room
OPENING TIME 8am CLOSING TIME 10 PM PURPOSE scholarship program
ADMISSION (if any) \$10 adult / \$5 kids CHARGE TO BE DEVOTED TO Distinguished Young Women of CT scholarship fund
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 100 CHILDREN 20
SIGNATURE OF APPLICANT Laura L. Thomas DATE January 3, 2019
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Mia Nardini 133 Lincoln St Hudson MA 01749
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 \$

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. 574-6983 FIRE DEPT. 597-3432

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 Building Permit)



APPLICANT/ORGANIZATION: Distinguished Young Women of Connecticut

Please check below specific item(s):

Building Usage Fees ☒

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Crosby Auditorium, Weight room, theatre room

DATE(S): 2/29

TIMES: 8:00 AM - 6:00 PM

DATE(S): 3/1

TIMES: 8:00 AM - 6:00 PM

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

January 3 2019
Date

[Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____
Building Usage Fees

\$ 1,680.
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

JAN - 2 2020

CONTRACT#

APPLICANT Devon Dacek NAME OF ORGANIZATION Girl Scouts of CT
ADDRESS 74 G. Sherman Waterbury CT 06702 TELEPHONE # 203-757-1348 3339
(street) (city) (state) (zip code)
SCHOOL REQUESTED Westside Middle DATES SAT. 12/29/19 ROOM(S) parking lot
OPENING TIME 7 AM CLOSING TIME 3 PM PURPOSE girl scout cookie depot
ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO n/a
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS TBD CHILDREN 0
SIGNATURE OF APPLICANT Devon Dacek DATE 12/18/19
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: *

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. MB (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT 0 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. 574-5983 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- Permitted Goldenrod-School Business Office Pink-Principal Blue-Custodian

Parking
Lot
Only
7 AM -
3 PM

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#

JAN - 6 2020

APPLICANT Shenouda Clements NAME OF ORGANIZATION Knights
ADDRESS 120 Washington St Apt 2 Waterbury CT TELEPHONE # 203 811 3766
(street) (city) (state) (zip code) 06706
SCHOOL REQUESTED Concordia DATES 1/11/2020 ROOM(S) Cym
OPENING TIME 9am CLOSING TIME 1230p PURPOSE Chess
ADMISSION (if any) 0 CHARGE TO BE DEVOTED TO 0
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 11
SIGNATURE OF APPLICANT Shenouda Clements DATE 01/06/2020
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

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. RC (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$40/HR plus 1 HR SERVICE (B184)

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.

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



APPLICANT/ORGANIZATION: Wethershead

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Kindergarten / Gym

DATE(S): 09/01/2020 TIMES: 9:00 - 12:00

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

09/01/2020
Date

Steenmet
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____	\$ <u>189.</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 Shebaquana Clements NAME OF ORGANIZATION White Knights
ADDRESS 120 Washington St (street) Waterbury (city) CT (state) 06706 (zip code) TELEPHONE # 379 3766
SCHOOL REQUESTED W100 DATES Jan 15, 25 ROOM(S) C-100
OPENING TIME 1:30p CLOSING TIME 5:30p PURPOSE Char
ADMISSION (if any) 1 CHARGE TO BE DEVOTED TO 0
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 13 CHILDREN 11
SIGNATURE OF APPLICANT Shebaquana Clements DATE 1/11/2010
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

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. (S.S.) (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.

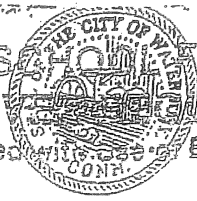
IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

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.

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



APPLICANT/ORGANIZATION: Waterbury Knights

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Gym / 1000

DATE(S): Jun 18

TIMES: 130-530

DATE(S): Jun 25

TIMES: 130-530

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

01/08/2020

Date

Seemonds

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____

Building Usage Fees

\$ 420.

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

DEC - 5 2019

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 Katie Dennett NAME OF ORGANIZATION Special Olympics Connecticut
ADDRESS 244 State Street Ste 1 Hamden CT 06437 TELEPHONE # (203) 238-1301 x245
(street) (city) (state) (zip code)
SCHOOL REQUESTED Kennedy HS DATES March 21, 2020 ROOM(S) Gymnasium & Cafeteria
OPENING TIME 7:30 am CLOSING TIME 5:30 pm PURPOSE Basketball Tournament
ADMISSION (if any) None CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 30 CHILDREN _____
SIGNATURE OF APPLICANT Katie Dennett DATE 12/5/19
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

same as above

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. 697-3452

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

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

APPLICANT/ORGANIZATION: Special Olympics Connecticut

Please check below specific item(s):

Building Usage Fees ☒

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Kennedy HS Gymnasium & Cafeteria

DATE(S): 3/21/20

TIMES: 7:30am - 5:30pm

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

12/5/19
Date

Katie Penney
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____
Building Usage Fees

\$ 924.
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

DEC 6 1919

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 Katie Donnett NAME OF ORGANIZATION Special Olympics Connecticut
ADDRESS 214 State Street Ste 1 Hamden CT 06117 TELEPHONE # (203) 238-1201 x245
(street) (city) (state) (zip code)
SCHOOL REQUESTED West Side DATES March 21, 2020 ROOM(S) Gymnasium & Cafeteria
OPENING TIME 7:30 am CLOSING TIME 5:30 pm PURPOSE Basketball Tournament
ADMISSION (if any) None CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 105 CHILDREN 35
SIGNATURE OF APPLICANT Katie Donnett DATE 12/5/19
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Same as above

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. 697-3452

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

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

APPLICANT/ORGANIZATION: Special Olympics Connecticut

Please check below specific item(s):

Building Usage Fees ☒

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: West Side Gymnasium & Cafeteria

DATE(S): 3/21/20

TIMES: 7:30 am - 5:30 pm

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

12/5/19
Date

Kate Lennard
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____
Building Usage Fees

\$ 924.
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
238 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

APPLICANT Katie Donnett NAME OF ORGANIZATION Sporel Olympics Connecticut
ADDRESS 244 State Street Ste 1 Hartford CT 06117 TELEPHONE # (203) 238-1201 x245
(street) (city) (state) (zip code)
SCHOOL REQUESTED Crosby HS DATES March 21, 2020 ROOM(S) Gymnasium & Cafeteria
OPENING TIME 7:30 am CLOSING TIME 5:30 pm PURPOSE Basketball Tournament
ADMISSION (if any) None CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 120 CHILDREN _____
SIGNATURE OF APPLICANT Katie Donnett DATE 12/5/19
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

same as above
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. 697-3452

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 674-8210 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 School Building Permit)

APPLICANT/ORGANIZATION: Special Olympics Connecticut

Please check below specific item(s):

Building Usage Fees ☒

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Crosby HS Gymnasium & Cafeteria

DATE(S): 3/21/20

TIMES: 7:30 AM - 5:30 PM

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

12/5/19

Date

Katie Anne

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

924.

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

JAN - 7 2020

CONTRACT#

APPLICANT Sherrydye Clements NAME OF ORGANIZATION Willy Knights

ADDRESS 129 Washington St (street) Waterbury (city) CT (state) 06706 (zip code) TELEPHONE # 203-819-3766

SCHOOL REQUESTED Kingsbury DATES Feb 5 - 2020 ROOM(S) Gym

OPENING TIME 945 CLOSING TIME 330 PURPOSE Choir

ADMISSION (if any) 11 CHARGE TO BE DEVOTED TO R

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 11

SIGNATURE OF APPLICANT Sherrydye Clements DATE 01/07/2020

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

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. CC (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.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON POLICY & LEGISLATION

Item #12.1

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy & Legislation recommends the Waterbury Board of Education approve the revised Mission Statement, Policy #0100, as attached.

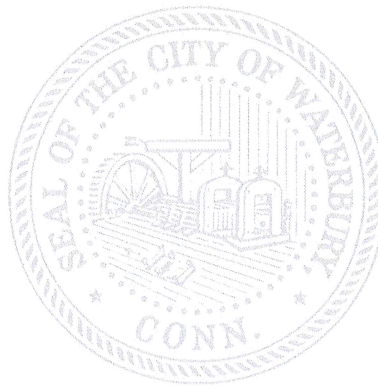
Approved:

Ann M. Sweeney

Mission Statement

~~The Mission of the Waterbury School System is to establish itself as the leader in Connecticut for urban education reform in partnership with the State Department of Education and the entire Waterbury community. The School System will provide opportunities for all students to maximize their skills and talents in an atmosphere where teaching and learning flourish under the never wavering belief that all students can be exemplary students, while becoming respectful, responsible, productive citizens vital to our community.~~

The Mission of Waterbury Public Schools is to inspire and prepare every student to be successful in and beyond school.



BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON POLICY & LEGISLATION

Item #12.2

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy & Legislation recommends the Waterbury Board of Education approve the revised Vision Statement, Policy #0200, as attached.

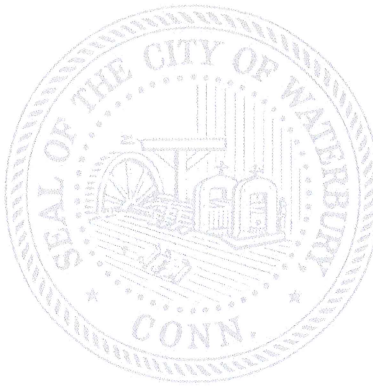
Approved:

Ann M. Sweeney

Vision Statement

~~The Vision of the Waterbury Public Schools is to equip its students with the tools needed to conquer their future.~~

ALL Waterbury Public Schools students will graduate ready to transform their world.



BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON POLICY & LEGISLATION

Item #12.3

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy & Legislation recommends the Waterbury Board of Education approve the new Core Values, Policy #0300, as attached.

Approved:

Ann M. Sweeney

Core Values

- Holds high expectations for excellence in teaching and learning
- Promotes equity in policy, practice and resources
- Provides students a quality learning experience aligned to our Portrait of a Graduate
- Acts as stewards for community resources and managing our assets to ensure equity and excellence
- Recognizes that meaningful relationships are the foundation of a high-quality education
- Committed to embracing a diverse community
- Committed to civility, honesty, responsibility and transparency

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.1

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

Francisco, Joseph – CHS Assistant Basketball Coach, effective 12/02/19.
Hart, Richard – Duggan Intramural Girls Basketball, effective 01/22/20.
Hart, Richard – Duggan Intramural Tennis, effective 04/01/20.
Paradis, Sara – WCA Assistant Girls Basketball Coach, effective 12/18/19.

Respectfully submitted,

Dr. Verna D. Ruffin
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.2

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

Mercogliano, Cynthia – WMS Instructional Tutor, PT, \$33 p/hour, non-union and without benefits, funded by Title I.

Pelosi, Emily – WMS Instructional Tutor, PT, \$33 p/hour, non-union and without benefits, funded by Title I.

Overbye, Michael – Adult Basic Education Teacher, PT, \$33 p/hour, non-union and without benefits.

Respectfully submitted,

Dr. Verna D. Ruffin
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.3

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

<i>Name</i>		<i>Position</i>		<i>Effective</i>
DeAngelis	Craig	Wilby	Phys Ed	1/20/2020
Devine	Michael	WAMS	PE/Health	1/27/2020
Gilday	Michael	Wallace	English	8/26/2019
Minty	Jessica	Rotella	Special Ed	12/16/2019
Nomoto	Emiko	Maloney	Japanese	11/22/2019
Richard	Taylor	WCA	Health Occ	11/1/2019
Tuelings	Catherine	NEMS	Art	12/9/2019

Respectfully submitted,

Dr. Verna D. Ruffin
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.4

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following teacher transfers effective 2020/21 school year:

Name		From	To
Alexandrou	Steven	WMS - Math Lab	CHS - Math
Coy	Alana	WSMS - Math Grade 6	WSMS - ELA Grade 6
Cremins	Allison	Academic Acad. ELA Gr. 6-8	WSMS - ELA Grade 7
Fengler	Deanna	Chase - Pre-K Reg. Ed.	Wilson - Pre-K Reg. Ed.
Heidgerd	Rohn	WMS - Special Education	WCA - Special Education
Kitney	Dawn	Kingsbury - Grade 3	WSMS - Special Education
Magnavice	Jennifer	WMS - Gen. Science Gr. 6	WAMS - Gen. Science Gr. 9
Moscaritolo	Ashley	NEMS - Gen. Science Gr. 8	WAMS - Gen. Science Gr. 7
Quinlan	Stacey	Generali - Grade 2	WMS - ELA Grade 6
Rodriguez	Alberto	WSMS - Bilingual Grade 6-8	WCA - Spanish Grade 9-12
Sapone	Vincent	WCA - General Science	WCA - Science Physics

Respectfully submitted,

Dr. Verna D. Ruffin
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.5

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following teacher transfers effective 2020/21 school year:

Name		From – temporary	To – permanent
Addona	Alyssa	NEMS - Guidance Counselor	NEMS - Guidance Counselor
Alagno	Elizabeth	Tinker - Grade 3	Tinker - Grade 3
Boucher	Jennifer	Tinker - Grade 3	Tinker - Grade 3
Bradley	Billie-Jo	Tinker - Grade 5	Tinker - Grade 5
Broggi	Jessica	Bucks Hill Annex - Pre-K Sp. Ed.	Bucks Hill Annex - Pre-K Sp. Ed.
Brown	Jennifer	Wilson - Library Media	Wilson - Library Media
Cadelina	Carissa	Rotella - Grade K	Rotella - Grade K
Campbell	Stephen	Gilmartin - ELA Grade 7-8	Gilmartin - ELA Grade 7-8
Caplash	Shobhna	WHS - Special Ed. - ABA	WHS - Special Ed. - ABA
Chasse	Jenny	Hopeville - Grade 2	Hopeville - Grade 2
Chieffo	Taylor	Chase - Grade 1	Chase - Grade 1
Cornacchio	Mark	CHS - Social Studies	CHS - Social Studies
Corsano	Laura	Tinker - Grade 3	Tinker - Grade 3
Davino	Melissa	Bunker Hill - Grade K	Bunker Hill - Grade K
Delgobbo	Leah	NEMS – Gen. Science Gr. 6	NEMS – Gen. Science Gr. 6
Dickey	Ryan	NEMS - Social Studies Gr. 6	NEMS - Social Studies Gr. 6
Dzikas	Anastasia	Sprague - Pre-K Regular Ed.	Sprague - Pre-K Regular Ed.
Farley	Amanda	Academic Acad.- ELA Gr. 6-8	Academic Acad.- ELA Gr. 6-8
Faucher	Richard	Wendell Cross/Bucks Hill Elementary Annex - Split Art	Wendell Cross/Bucks Hill Elementary Annex - Split Art
French	Gina	Driggs - Art	Driggs - Art
Galpin	Lindsay	NEMS - ELA Grade 8	NEMS - ELA Grade 8
Gilday	Michael	WMS - ELA Grade 6	WMS - ELA Grade 6
Grabowski	Leah	Maloney - Grade 2	Maloney - Grade 2
Griffin	Sean	CHS - Music	CHS - Music
Grendzinski	Katie	Wilson - Special Education	Wilson - Special Education
Guasp	Henry	Academic Acad. - Math Gr. 6-8	Academic Acad. - Math Gr. 6-8
Haas	Katie	Kingsbury - Grade 2	Kingsbury - Grade 2
Heckmann	Stephanie	Bucks Hill - Grade 3	Bucks Hill - Grade 3
Hodge	Jill	WAMS - Visual Arts	WAMS - Visual Arts
Howard	Patricia	Tinker - Library Media	Tinker - Library Media

Hubeny	Danielle	Bunker Hill/Sprague - Split ESL	Bunker Hill/Sprague - Split ESL
Izzo	Michelle	Wendell Cross - Grade K	Wendell Cross - Grade K
Jackson	Sarah	Bucks Hill - Bilingual Grade 2	Bucks Hill - Bilingual Grade 2
Jimenez	Nancy	Reed - Grade 3	Reed - Grade 3
Judkins	Jennifer	Hopeville - Grade K	Hopeville - Grade K
Kores	Lauren	Sprague - Grade K	Sprague - Grade K
Lehtinen	Zachary	WAMS - Theatre Arts	WAMS - Theatre Arts
Liu	Yee	Bucks Hill - Special Education - CBL Autism Grade 2-5	Bucks Hill - Special Education - CBL Autism Grade 2-5
Loi	Marisa	Maloney - Grade 3	Maloney - Grade 3
Lounsbury	Alan	WMS - General Science Gr. 7	WMS - General Science Gr. 7
Marcial	Kelly	Gilmartin - Grade 4	Gilmartin - Grade 4
Marcucio	Frank	WCA - Health Services	WCA - Health Services
Masayda	Rebecca	Districtwide - Speech Lang. Path.	Districtwide - Speech Lang. Path.
Mayo	Colin	Driggs/Kingsbury - Music	Driggs/Kingsbury - Music
Miller	Jamie	Hopeville - Bil. Special Education	Hopeville - Special Education
Modeen	Brianne	Driggs Grade 4	Driggs Grade 4
Moutinho	Ashley	KHS - Guidance Counselor	KHS - Guidance Counselor
Negron	Emily	Maloney - Grade 3	Maloney - Grade 3
Nomoto	Emiko	Maloney - World Lang. - Japanese	Maloney - World Lang. - Japanese
O'Toole	Ami	WMS - Art	WMS - Art
Reinholz	Erica	Regan/Washington - Libr. Media	Regan/Washington - Libr. Media
Richard	Taylor	WCA - Health Services	WCA - Health Services
Rodriguez	Cindy	Washington - Special Education	Washington - Special Education
Rogers	Kimberly	Reed - Grade 1	Reed - Grade 1
Ruggiero	Rebecca	Bunker Hill - Music	Bunker Hill - Music
Russell	Melissa	Bucks Hill - Music	Bucks Hill - Music
Sanabria Godoy	Nora	WAMS - Spanish	WAMS - Spanish
Saunders	Keisha	Generali - Special Education	Generali - Special Education
Schumacher	Amber	Gilmartin - Math/General Science Grade 6	Gilmartin - Math/General Science Grade 6
Selmanaj	Fabian	Duggan - Math Grade 7 & 8	Duggan - Math Grade 7 & 8
Sickles	Meghan	Wendell Cross- Grade K	Wendell Cross - Grade K
Teulings	Catherine	NEMS - Art	NEMS - Art
Toussaint	Danielle	Rotella - ELA/Soc. Studies Gr. 5	Rotella - ELA/Soc. Studies Gr. 5
Tremaglio	Laura	Bucks Hill - Grade 5	Bucks Hill - Grade 5
Turecek	Rachel	NEMS - Art	NEMS - Art
Vinca	Valmira	Reed - Grade 2	Reed - Grade 2
Viscardi	Kristen	Bunker Hill - Sp. Educ. - BDLC	Bunker Hill - Sp. Educ. BDLC
Welch	Cody	WHS - PE/Health	WHS - PE/Health

Respectfully submitted,

 Dr. Verna D. Ruffin
 Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.6

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following teacher involuntary transfers effective 2020/21 School Year:

Name		From	To
Doiron	Nicole	WSMS - ELA Grade 6	WSMS - ELA Grade 6
Pratt	Lena	WSMS - ELA Grade 7	WSMS - ELA Grade 7

Respectfully submitted,

Dr. Verna D. Ruffin
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.7

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

Armour, Nadean – NEMS Special Ed/ABA, effective 01/10/2020.
Arnold, Jessica – State Street Special Ed, effective 01/17/2020.
Camilleri, Lisa – WMS Math, effective 01/03/2020.
Conway, Michael – KHS Tech Ed, effective 01/10/2020.
Decaminada, Amanda – RMS Special Education, effective 01/10/2020.
Garcia, LiMattie – Carrington Social Worker, effective 01/17/2020.
Hicock, Robyn – KHS ELA, effective 01/29/2020.
Martinez, Richard – WAMS Guidance Counselor, effective 01/14/2020.
McKirryher, Jonna – Reed Grade 6, effective 01/17/2020.
Morgan, Aidan – WMS ELA, effective 01/07/2020.
Snow, Sara-Beth – Duggan Kindergarten, effective 12/20/2019.
Thompson, Asia – CHS Special Education, effective 01/17/2020.

Respectfully submitted,

Dr. Verna D. Ruffin
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.8

January 16, 2020

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

Dubois, Donna – WHS PE, effective 11/30/2019.

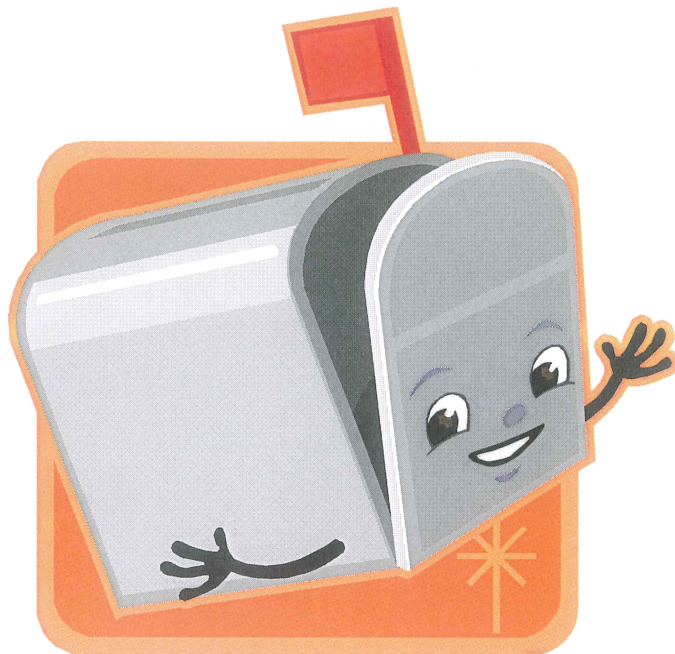
Morrissey, Sean – Kingsbury Grade 5, effective 12/20/2019.

Parker, Ressie – Wilson BDLC, effective 09/30/2020.

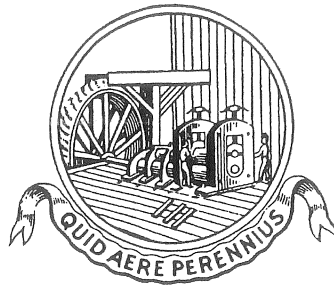
Respectfully submitted,

Dr. Verna D. Ruffin
Superintendent of Schools

Communications



Packet week ending: 1/14/2020



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

January 6, 2020

Pamela Ifill
222 Bradley Ave., 5-5B
Waterbury, CT 06708

Dear Ms. Ifill:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional @ Bucks Hill Elementary School (Req. #2020356) at \$16.68 per hour. Please contact Kathleen Gabrielson, Director of Pupil Services (203) 574-8017 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, January 9, 2020 at 9:15 a.m. at the Silas Bronson Library Auditorium, 267 Grand Street in Waterbury. Park in the Buckingham parking garage and bring the ticket with you to orientation for validation. The parking garage can be accessed via Bank Street, Cottage Place or Field Street. We do not recommend that you park on the street as we will not be able to validate or allow departure from the orientation to feed the meter.

You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be January 10, 2020 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. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

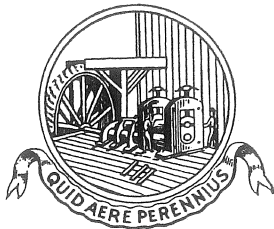
Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Jennifer Palazzo
Human Resources Generalist
JP/sd

cc Board of Education
Dr. Ruffin, Supt. of Schools
Kathleen Gabrielson, Director of Pupil Services



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

236 Grand Street
Waterbury, CT 06702
203-574-6761 Phone
203-574-8087 Fax

January 7, 2020 (Revised)

Tanya Bombero
28 Highpoint Rd.
Woodbury, CT 06798

Dear Ms. Bombero:

Congratulations, you have been selected for employment with the City of Waterbury for the position of Executive Administrative Assistant in the Department of Education (Requisition #2020460). In this position, your starting compensation will be **\$63,000.00 per year**. In addition, as a Waterbury Municipal Administrators Association Union employee, you will be eligible for benefits. Please visit our website at www.waterburyct.org for more information and a recent copy of your union contract (Local 2090).

This is a conditional offer pending satisfactory results of the pre-employment process. This process includes a urine drug screen administered by Concentra Medical Services, which must be completed within 48 hours of the initial offer of the position by the Human Resources/Civil Service Department. If you do not adhere to the specified instructions, you will no longer be eligible for certification for the above mentioned position, and your conditional offer will be rescinded.

Please provide the following items, which are necessary for completing your pre-employment requirements for final certification:

- Three employment references
- Verification of all employment listed on your signed application
- New employment paperwork
- Identification to satisfy the Federal I9 requirement
- Proof of residency (Waterbury residents only)
- Fingerprint packet (certain fees apply)
- National Criminal Background Check
- DCF background check (if applicable)
- ESSA requirement (if applicable)

You will be initially certified to this position when you have successfully passed all of the above mentioned pre-employment requirements. Once the Human Resources/Civil Service Office receives and verifies the above information, you will be contacted regarding your start date.

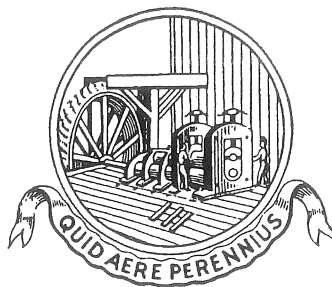
Please note, under the Civil Service Rules and Regulations, your name will be removed from the eligibility list if you decline this offer of appointment unless within three days of the date of this letter you furnish satisfactory evidence justifying your decision. Please call the Civil Service Office at (203) 574-6761 with any questions that you may have.

Sincerely,

Scott Morgan
Director of Human Resources

SM/sd

cc: Board of Education
Dr. Ruffin, Supt. of Schools
Lee Palmer, Director of Pers - Educ



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

January 7, 2020

Marvin Newell
67 Piedmont St.
Waterbury, CT 06706

Dear Mr. Newell:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional @ Wilson Elementary School (Req. #2020233) at \$16.68 per hour. Please contact Kathy Gabrielson, Director of Pupil Services at (203) 574-8017 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, January 9, 2020 at 9:15 a.m. in the Silas Bronson Library Auditorium, 267 Grand Street in Waterbury. Park in the Buckingham parking garage and bring the ticket with you to orientation for validation. The parking garage can be accessed via Bank Street, Cottage Place or Field Street. We do not recommend that you park on the street as we will not be able to validate or allow departure from the orientation to feed the meter.

You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be January 10, 2020 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. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Jennifer Palazzo
Human Resources Generalist
JP/sd

cc Board of Education
Dr. Ruffin, Supt. of Schools
Kathy Gabrielson, Director of Pupil Services



Connecticut Association of Boards of Education

Vincent A. Mustaro, Senior Staff Associate for Policy Services

PRESENTS POLICY HIGHLIGHTS

January 10, 2020

Volume 19 – Issue #15

School Use of Automatic Calling and Text-Messaging Services: Many Connecticut school districts use automated calling and text-messaging services to communicate with parents, students and staff about various issues. Today's digital communication channels help parents/guardians stay connected to their child's school experience.

The Telecommunications Consumer Protection Act (TCPA) governs the transmission of certain automated calls and text messages to cell phones, including calls and texts from public schools to parents/guardians. The TCPA law and implementing rules from the Federal Communications Commission ("FCC") and specifically the interpretation of limits regarding public schools, have been in effect for several years.

The law prohibited any non-emergency calls using an automatic telephone dialing system (auto-dialer) or an artificial or prerecorded voice to a wireless number without the prior consent of the recipient. These are the calls commonly known as "robocalls." Such calls, according to the FCC encompass both voice calls and text messages.

The FCC issued a Declaratory Ruling (CG Docket No. 02-278 Declaratory Ruling FCC 16-88) on August 4, 2016 that clarified when schools may make certain robocalls to student family wireless phones without prior express consent. The ruling states that "school callers may lawfully make robocalls and send automated texts to student family wireless phones pursuant to an 'emergency purpose' exception in the law or with prior express consent without violating the Telephone Consumer Protection Act (TCPA)." The declaratory ruling further clarified that the "emergency exception" applies to "emergencies including weather closure, fire, health risks, threats and unexcused absences." Therefore, school districts do not need to have express written consent before placing robocalls or sending automated text messages in the case of these enumerated emergencies.

In addition, the FCC stated that schools generally may place robocalls or automated text messages for matters that are closely related to the mission of the school. Such matters include parent-teacher conferences, school events, and school surveys, if the parent/guardian has not opted out of such communications. The FCC found that no prior express consent is required for these communications because providing a cell phone number amounts to providing implied consent to receive such communications. The FCC stated that "persons who knowingly release their telephone numbers have in effect given their invitation or permission to be called at the number which they have given, absent instruction to the contrary."

Schools are encouraged by the FCC to disclose the full range of potential calls and messages that a parent/guardian should expect to receive. The ruling stated, "We confirm that school callers may lawfully make robocalls and send automated texts to student family wireless phones pursuant to an 'emergency purpose' exception or with prior express consent without violating the Telephone Consumer Protection Act." The FCC acknowledged that a person merely giving out his/her telephone number could constitute consent, but only as long as the robocalls is closely related to the purpose for which the person gave out the number. Further, the FCC has reaffirmed that schools must honor all revocation requests and opt-out requests from parents/guardians who do not wish to receive such communications.

Therefore, in the school context, robocalls that relate to a situation affecting the health and safety of students and faculty fall under the emergency purpose exception and do not require prior consent. The FCC also provided examples of situations that affect the health and safety of students and faculty or situations closely related to the school's mission. These include messages or calls relating to the following:

- Weather-related closures
- Incidents of danger to the school due to fire
- Dangerous persons or health risks (such as a toxic spill)
- Unexcused absences
- Notification of an upcoming teacher conference or general school activity
- Surveys to provide input on school-related issues

Regarding unexcused absences, the FCC noted that this type of situation affects student safety because a missing child could be in danger and that some states require schools to notify parents of an unexcused absence for safety reasons.

The FCC also encouraged schools to regularly update their emergency contact list so that these types of calls, which do not require prior express consent, reach the intended party to whom the call may be very important. Robocalls to the wrong party implicate the privacy of those who mistakenly receive it and may violate the privacy of students or their safety. In addition, the sending of robocalls to the wrong parties could result in significant financial penalties levied against the school district. Therefore, districts have a vested interest in ensuring that they do not send robocalls to incorrect parties.

School districts that have agreements with vendors for their robocalls should review their contracts in order to be sure that the vendors, not the school district, are responsible for the vendors' mistakes. Districts should also be assured that the vendors with whom they are working, have processes for updating wrong numbers immediately. The school district's attorney should also review agreements with telecommunications vendors in advance of their signing.

In conclusion, to minimize some risks involving robocalls, consider the following:

- Robocalls are permitted without prior consent if the district limits such calls to notice of emergency items.
- If informational items will be sent, either work with legal counsel to limit the subjects to those closely related to school operations or obtain prior effective consent for the calls.

- Establish a clear protocol between the district and its vendor, if any, to correct wrong numbers immediately.
- Seek legal review of the district's vendor agreement for robocalls in order to ensure that the vendor, not the district will be responsible for errors.

Policy Implications: Policy, #1110.4, "Automated Telephone Calls/Text Messages," pertains to this issue. This is considered an optional policy for inclusion in the district's manual. However, it is imperative, even if districts do not place such a policy in their manual, to be aware of the legal restrictions pertaining to the use of this rapidly expanded use of the available technology for automated communication.

Training Program for Sexual Harassment Training Released: P.A. 19-16, An Act Combatting Sexual Assault and Sexual Harassment, made various changes concerning sexual harassment, sexual assault and the filing of discrimination complaints with the Commission on Human Rights and Opportunities ((CHRO). The legislation became effective on October 1, 2019.

Sections 1, 3 & 9 of this lengthy legislation expanded the requirements for employers on training employees about sexual harassment laws and providing related information, and required CHRO to make related training materials available.

Previous law required employers with at least 50 employees to provide supervisory employees with two hours of training on federal and state sexual harassment laws and remedies available to victims. The Act expands this requirement to cover employers of any size and also non-supervisory employees for employers with at least three employees.

Such training must occur within one year of October 1, 2019, except that any employer who provided the Act's training after October 1, 2018, is not required to provide it a second time.

The Act required CHRO to develop and make available to employers a free, online training and education video or other interactive method that fulfills the Act's training requirements. As long as CHRO does so, the Act's required employee training must take place within six months of the hiring date, starting October 1, 2019, for all new hires by employers with at least three employees and all new supervisory hires by smaller employers.

CHRO has released the sexual harassment prevention training in accordance with the legislation. It also offered some additional guidance on implementing the new law. The additional guidance makes clear that the scope of P.A. 19-16 is intended to reach any employer that employs any individual in Connecticut, provided it also employs at least three employees in total, regardless of location.

CHRO has also taken the position that current employees must complete the required training within one year, or by October 1, 2020.

In addition, employers required to provide this training must provide supplemental training at least every 10 years to update employees on the content of the training and education.

Also, employers with three or more employees have been required to post in a prominent and accessible place a notice stating that sexual harassment is illegal and the remedies available to victims. This Act requires these employers to also send a copy of this information to employees by email within three months of their hire if the employer has provided an email account to the employee or the employee has provided the employer with an email address. If an employer has not provided email accounts to employees, it must post the information on its website, if it has one.

The Act required CHRO to develop and include on its website a link about the illegality of sexual harassment and the remedies available to victims. An employer can comply with the requirement above by providing this link to employees by email, text message, or in writing.

Policy Implications: This new legislation impacts policy #4118.112/4218.112, “Sexual Harassment” and its accompanying administrative regulation and forms. This is a recommended policy for placement in a district’s policy manual. Due to the total number of changes made by this legislation, previous CAGE samples of these materials have been removed from CAGE’s resource file and replaced by new samples. Districts are urged to replace their existing policy and administrative regulation with the new models and to fully comply with the training requirements.

Food for Thought:

“My research suggests that all too often when others are talking, we’re getting ready to speak instead of listening. As a result, we get into conflicts that could be avoided, miss opportunities to advance the conversation, alienate the people who haven’t been heard and diminish our teams’ effectiveness.”

Source: “Cracking the Code of Sustained Collaboration: Six Tools for Training People to Work Together Better” by Francesca Gino in *Harvard Business Review*, November-December 2019 (Vol. 97, #6, pp. 72-81).