



MEMORANDUM

FROM: Carrie A. Swain, Clerk
Board of Education

DATE: September 3, 2019

TO: Michael J. Dalton, City Clerk

SUBJECT: Notice of Committee Meetings – Thursday, September 5, 2019
5:30 p.m., Waterbury Arts Magnet School, Media Center
Notice of Regular Meeting – Thursday, September 19, 2019
6:30 p.m., Waterbury Arts Magnet School, Atrium

The Committees of the Board of Education will meet on Thursday, September 5, 2019, 5:30 p.m., Waterbury Arts Magnet School, Media Center, 16 South Elm Street, Waterbury, Connecticut.

AGENDA

SILENT PRAYER

PLEDGE ALLEGIANCE TO THE FLAG

PUBLIC SPEAKING

1. Committee of the Whole/5 minutes ~ Request of Wilby High School Alumni Association to name Wilby’s swimming pool in honor of Gilman “Gil” Cyr – Joseph Parisi.
2. Committee on Finance/5 minutes ~ Request approval of the submittal of the 2019-2020 Connecticut State Department of Education’s Carl D. Perkins Grant – L. Allen Brown.
3. Committee on Finance/10 minutes ~ Department of Education’s 2018/19 Expenditure Report (to be distributed) – D. Biolo.
4. Committee on Finance/5 minutes ~ Request approval of a Professional Services Agreement with Dave Leeper Consulting LLC for CISCO Network Engineering Services – W. Clark, W. Zhuta.
5. Committee on Finance/5 minutes ~ Request approval of a Professional Services Agreement with Utility Communications, Inc. for S2 Service and Maintenance Support – W. Clark, W. Zhuta.
6. Committee of the Whole/5 minutes ~ Request approval of a Student Intern Affiliation Agreement with Post University, Inc. for Psychology Student Internships – M. Baldwin, E. Skoronski.
7. Committee of the Whole/5 minutes ~ Request approval of a Student Intern Affiliation Agreement with Capella University for School Counseling Student Internships – M. Baldwin, E. Skoronski.

8. Committee of the Whole/15 minutes ~ Update: Curriculum and Instruction Initiatives (to be distributed) – D. Schwartz, et al.
9. Committee of the Whole/15 minutes ~ Summer School Report 2019 (to be distributed) – D. Schwartz, et al.
10. Committee of the Whole/5 minutes ~ Request approval of an Agreement with Southern Connecticut State University (SCSU) for Type C Tuition and Fee Waiver for District College-Level Course Offerings – Dr. Rodríguez.
11. Committee on Building & School Facilities/2 minutes ~ Use of school facilities by school organizations and/or City departments – W. Clark.
12. Committee on Building & School Facilities/2 minutes ~ Use of school facilities by outside organizations and/or waiver requests – W. Clark.
13. **SUPERINTENDENT'S UPDATE TO THE BOARD**
14. Superintendent's Notification to the Board/5 minutes:
 - a. Athletic appointments:
Clark, Michael – KHS Assistant Boys Soccer Coach, effective 08/29/19.
Scott, Michael – CHS Varsity Football Coach, effective 08/12/19.
 - b. Grant funded appointments:
Aidoo, Syreeta – Birth-3 Facilitator, full time, salary and benefits governed by the UPSEU Agreement, funded by IDEA Grant.
Davis, Nicole – HR Generalist, full time, salary and benefits governed by the UPSEU Agreement, funded by Title II Grant.
Donofrio, Robert – Adult Education, GED Youth Build Instructor, part time, \$33.00 p/hour, non-union and without benefits.
Markey, Stephanie – Adult Education, CNA Instructor, part time, \$33.00 p/hour, non-union and without benefits.
 - c. Teacher new hires 2019/2020:

<u>Name</u>		<u>Assignment</u>		<u>Effective</u>
Addona	Alyssa	North End	Guidance Couns.	8/29/2019
Aldarondo	Nayda	Bucks Hill	Bil Gr 1	8/22/2019
Barriera	Deisha	Chase	Social Worker	9/05/2019
Bergeron	Eric	Walsh	Gr 5 ELA	8/26/2019
Coppola	Lindsay	Reed	Gr. 4	8/22/2019
Davino	Melissa	Bunker Hill	Gr. K	8/26/2019
DelGobbo	Leah	North End	Gr 6 Science	8/26/2019
Dublin	Laurence	Wilson	Gr 5 ELA	8/22/2019
Dzikas	Anastasia	Sprague	Pre-K	8/26/2019
Faucher	Richard	W. Cross/Annex	Art	8/26/2019
Gabriel	Jill	Bucks Hill	Lib. Media Spec.	8/22/2019
Garcia	LiMattie	Carrington	Social Worker	9/05/2019
Howard	Patricia	Tinker	Lib. Media Spec.	8/22/2019
Manka	Michelle	DW-Bucks Hill	SLP Bilingual	8/22/2019
Marcucio	Frank	WCA	Health Services	8/26/2019
Moutinho	Ashley	Kennedy	Guidance Couns.	8/22/2019
Mulhall	Alexa	Driggs	Gr. 3	8/22/2019
O'Toole	Ami	Wallace	Art	8/22/2019
Pandolfi	Erica	Bunker Hill	Special Ed	8/22/2019
Plachcinski	Stephan	Gilmartin	Special Ed	9/03/2019
Roberts	Sharon	Crosby	Special Ed.	8/22/2019
Russell	Melissa	Bucks Hill	Music	8/29/2019
Sanabria Godoy	Nora	WAMS	Spanish	8/22/2019
Sokola	Maria	North End	Spanish	8/26/2019
Starks	Lisa	WAMS	General Science	8/26/2019

d. Retirements

Piccochi, Celia – Principal, Bunker Hill School, effective 06/30/20.

e. Resignations:

Ganley, Maureen – WSMS Numeracy Title I, effective 08/23/19.

Gerrish, Jessica – Bucks Hill Music, effective 08/23/19.

Giammatteo, Timothy – Academic Academy Computer Information Technology, effective 09/11/19.

Hittenmark, Stacy – Hopeville Special Education, effective 08/21/19.

Mango, Anthony – WHS Culinary Arts, effective 08/30/19.

Rumbin, Jennifer – Driggs School Psychologist, effective 09/20/19.

Sambrook, Nicole – Wilson Grade 5 ELA, effective 08/14/19.

Silva, Joseph – WSMS Music, effective 09/06/19.

Valente, Greg – WHS Science, effective 09/13/19.

EXECUTIVE SESSION

ADJOURNMENT

ATTEST: 
Carrie A. Swain, Clerk
Board of Education

Waterbury Public Schools

Request for Naming of School Buildings and/or School Spaces

Date: 8-26-19

Facility or Building Name: W.H.S

Proposed building or space to be named: Wilby-H. School
Swimming Pool

Requestor's Name: W.H.S OFFICIAL ALUMNI ASSOCIATION

Requestor's Address: 929-BOYDEN ST EXT

Requestor's Phone Number(s): 203-75-6226

Proposed individual(s) or group for whom the building or space is to be named:

MR GILMAN SR CLASS OF 1970

Reasons for naming (attach any additional information to this form):

If applicable, materials needed (plaque, etc) and cost of materials (please note any costs associated with this request are the sole responsibility of the requestor):

Please submit this form and any attachments to the Clerk of the Board of Education at 236 Grand Street, 3rd floor, Waterbury, Connecticut 06702 or via email at cswain@waterbury.k12.ct.us



Naming of School Spaces (inside and outside)

In accordance with its responsibility to maintain control of the public schools in its jurisdiction, the Waterbury Board of Education hereby adopts the following policy for naming spaces inside schools and on school properties:

1. All requests to name school spaces should be submitted by the requestor to the Clerk of the Board of Education. The request must be made on the "Request for Naming of School Buildings and/or School Spaces" form and should identify the individual(s) for whom the space is to be named, the proposed location, rationale, and any related cost and supporting information.
2. Such requests will be referred to the Committee of the Whole for consideration. The committee will confer with the Principal of the designated school.
3. Recommendations from the Committee will be considered for action by the Board of Education for a minimum of 60 calendar days prior to vote to allow for public input on the proposal.
4. The request for spaces in new facilities will not be accepted until the facility has been in operation for one (1) calendar year.
5. All spaces will be named in perpetuity. Once named, spaces cannot be renamed except in extreme cases in which the name brings dishonor to the space/facility. Such circumstances will require a two-thirds (2/3) majority vote of the Board of Education to remove the name.

NOTE: This policy does not apply to the naming of school buildings. A separate policy has been developed for that purpose. See policy 7551 – Naming of School Buildings.

August 26, 2019

Waterbury Board of Education:

As president of the Wilby High Alumni Association I wish to lend my support to naming the Wilby High pool after Gilman "Gil" Cyr.

Gil is a graduate of Wilby and achieved All American at Wilby as well as the University of Wisconsin. He is an educator at Kennedy High and continues to encourage and support students in education, swimming, and other sports.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Joseph M. Parisi". The signature is written in a cursive style with a large, stylized "J" and "P".

Joseph M. Parisi

President Wilby Alumni Association

To whom it may concern;

I am writing this letter in support of Gil Cyr and the naming of the Wilby Pool after Gil.

Wilby High School has had an illustrious athletic history with many great teams, athletes, coaches and teachers. Having worked at Wilby for over twenty five years, grown up in Waterbury and been involved in sports all my life, I feel comfortable in supporting Gil for this honor. In my opinion, Gil has set himself apart from many of the great athletes at Wilby, having achieved All American honors at Wilby and the University of Wisconsin. I don't remember any other athlete at Wilby achieving this accomplishment. He stands out above the rest!

Waterbury has always been known for honoring great athletic accomplishments and at Wilby alone, many distinguished people have facilities, fields, etc named after them. Now is the time to honor a man who is more than deserving, a man who has devoted his adult life as a teacher in Waterbury and continues to promote diving throughout the State of Connecticut.

Time to recognize and honor a well deserving individual. The Gil Cyr Pool at Wilby High School sounds awfully good to me.

Thank you in advance,

A handwritten signature in cursive script that reads "Edward Aston". The signature is written in dark ink and is positioned below the "Thank you in advance," line.

Edward Aston(Retired Guidance Counselor, Wilby High School



☆ Kennedy High School ☆
Home of the EAGLES

422 Highland Avenue Waterbury, Connecticut 06708
(203) 574-8150 fax (203) 574-8154

July 21, 2019

To Whom It May Concern:

I am writing on behalf of my colleague, Mr. Gilman Cyr, Science Department Chairperson at John F. Kennedy High School.

I have known Gil for the past twenty years both from the perspective of a colleague and a coach. As a veteran educator, Gil is the consummate professional who commands the respect of all of the students and staff at Kennedy High.

I have also known Gil from my 25 years of coaching high school sports. Before I transferred to JFK, I worked as an assistant baseball coach at Crosby High School. Gil was the varsity baseball coach at Kennedy. As an opposing coach, Gil displayed the same passion and professional character on the playing field as he does in the classroom.

As a varsity football and baseball coach, I held many conversations with Gil regarding sports. I discovered that Gil is fan of Big 10 athletics because he is an alumnus of the University of Wisconsin-Madison, where he earned All-American honors as a diver. I also learned from fellow teachers of Gil's extraordinary accomplishments as a student-athlete at Wilby High School.

The city of Waterbury, John F. Kennedy High School community, and the Wilby High School Alumni Association are all very fortunate to have Gil serve as an ambassador for what is great about this city. He continues to serve as a model of professionalism and to develop the minds of the city's youth both in and out of the classroom. And so, it is with a heightened sense of pride and without reservation that I recommend Mr. Gilman Cyr for your consideration.

Sincerely,

A handwritten signature in blue ink, reading "Christopher M. Sarlo". The signature is stylized with a large, flowing "S" and "L".

Christopher M. Sarlo
Social Studies Teacher
Varsity Football Head Coach
Varsity Baseball Head Coach
Winter Strength & Conditioning Coach
John F. Kennedy High School
sarlo@att.net

July 25, 2019

Waterbury Board of Education:

I am writing to the Board to lend my support to the effort of naming the Wilby High School pool in honor of Gil Cyr. Gil was an All American diver at Wilby, an excellent athlete and a great citizen student at our school.

I am a graduate of Wilby, Class of 1968, and was a couple of years ahead of Gil. As both of us were athletes at Wilby, we knew each other very well. Gil was respected as an excellent Diver, but also as a very good person.

I, along with many others, would very much like to see this honor bestowed on Gil. He is worthy of it, and will serve as an inspiration for the many young men and women who are athletes presently at Wilby.

Thank you for your consideration.

Sincerely,



Ronald J. Pugliese

Vice President, Wilby Alumni Association

8/14/19

To Whom It May Concern:

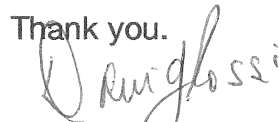
I am writing to you in support of a proposal to name the Wilby High School swimming pool in honor of Mr. Gilman (Gil) Cyr, a Wilby High alumnus who achieved star status in diving during all four of his high school years, including the honor of being chosen as an All State athlete.

Following his stellar career at Wilby, Gil went on to achieve even greater heights as a diver for the University of Wisconsin, where he was ultimately named as an All American, a feat attained by very few.

Mr. Cyr presently works at Kennedy High School, where he has distinguished himself as a well respected science teacher and also serves as the Science Department Head. He is a dedicated and trusted colleague, whose interest in improving himself and Kennedy High School is evident on a daily basis; throughout his years here, he has served on several committees, including NEASC and Curriculum. Gil is a well rounded individual, having gone beyond the classroom to instruct students, having served as a former JFK head baseball coach. He was also instrumental in guiding his own sons to become star divers in their own right.

As a person who has honorably represented Wilby High School as an alumnus and brought fame and pride to Waterbury through his All American status, I believe Gil Cyr is highly deserving to have the Wilby High School swimming pool carry his name. My hope is that your committee will approve the proposal.

Thank you.

A handwritten signature in cursive script that reads "D. Rossi".

David J. Rossi

J. F. Kennedy Athletic Director

August 1, 2019

Joe Parisi
929 Boyden Street Ext.
Waterbury, CT 06704

Dear Joe,

I would like to recommend the renaming of the Wilby High School swimming pool to honor the accomplishments of Gil Cyr. He was an alumni of Wilby and has accomplished a great history as a participating coach, teacher and parent in the sport of diving here in Connecticut.

I have known the Cyr family since my diving career began in Waterbury in 1953. Gil's father brought his sons to begin their diving careers under the guidance of Jim Garrett a former Waterbury YMCA aquatic director/coach. The Cyr boys who both became accomplished divers in Waterbury and Gil continued at the University of Wisconsin with remarkable results.

Gil continued his great devotion to diving while coaching at Hamden High School, Paradise Swim Club and also having diving clinics in other schools around Connecticut.

His own sons carried on in their father's footsteps in High School and College. Gil's nephew, Jessie Cyr also under Gil's coaching was an outstanding diver in high school and continued on at Southern CT State University. Jessie Cyr went on to be one of the best diving coaches in Connecticut with a long list of champion divers.

Gil has always worked with students academically as well as athletically. He is presently a department head at Kennedy High School as he nears retirement.

I would like to thank you if you would consider my recommendation to honor Gil. If I can be of any further help, please contact me at the following:

203.768.7737

billlapman@gmail.com


Best Regards,

Bill Lapman

Cheshire High School Diving Coach (Retired)



Waterbury Public Schools

Office of Competitive Grants
Louise Allen Brown, J.D., M.P.A., Grant Writer

September 3, 2019

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

RE: 2019-20 Carl D. Perkins Grant (CSDE)

Dear President Brown and Board of Education Commissioners:

Attached for your review and approval is the 2019-20 Carl D. Perkins Grant Application draft Budget Narrative. This document was prepared with input from the Career and Technical Education teachers and school administrators at the participating high schools (Crosby, Kennedy, WCA, Wilby), and approval from John Reed, Perkins Grant Administrator, central office leadership, and Superintendent of Schools, Dr. Verna D. Ruffin.

The amount of the grant request is \$462,655 the same amount as this year's final Perkins Grant allocation, per the grant application instructions. No matching funds are required.

The application will be submitted via eGrants to CSDE for the first time this year. The Perkins Grant Administrators from CSDE have projected a September deadline date. I anticipate that there may be minor adjustments to the budget prior to submission.

I respectfully request your approval of the 2018-19 Perkins grant application. Thank you for your consideration.

Very truly yours,

A handwritten signature in cursive script, reading "Louise Allen Brown", written over a horizontal line.

Louise Allen Brown
Grant Writer

cc: Dr. Verna D. Ruffin
Doreen Biolo
Dr. Janice Epperson
Darren Schwartz
John Reed

District Name **WPS DRAFT – 9.3.19**

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
Career and Technical Education (CTE)**

**Carl D. Perkins ED 114 and Budget Narrative
Secondary Education
2019-20 DRAFT**

Carl D. Perkins Career and Technical Education
Improvement Act of 2006
Public Law 109-270F



CONNECTICUT STATE
DEPARTMENT OF EDUCATION

Due: June 28, 2018
USING 2018-19 FORM USING 2018-19 FORM

**Connecticut State Department of Education
Academic Office
450 Columbus Boulevard, Suite 603
Hartford, CT 06103-1841**

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Academic Office



CARL D. PERKINS GRANT APPLICATION SECONDARY BASIC GRANT

GRANT PERIOD
July 1, 2018, to June 30, 2019

GRANT COVER PAGE

To Be Completed and Submitted with the Grant Application

<u>Applicant</u> (<i>Fiscal Agent</i>) Name: Doreen Biolo, CFO Waterbury Public Schools Address: 236 Grand Street Waterbury, CT 06702 Telephone: 203-574-8280 E-mail: <u>dbiolo@waterbury.k12.ct.us</u>	<u>Contact</u> Name: Louise Allen Brown, Grant Writer Waterbury Public Schools Address: 236 Grand Street Waterbury, CT 06702 Telephone: 203-346-3506 E-mail: <u>lbrown@waterbury.k12.ct.us</u>	<u>Check Program Areas Taught in School District:</u> <input type="checkbox"/> Agricultural Education <input checked="" type="checkbox"/> Business and Finance Technology <input type="checkbox"/> Cooperative Work Education <input checked="" type="checkbox"/> Family and Consumer Sciences <input checked="" type="checkbox"/> Marketing Education <input checked="" type="checkbox"/> Medical Careers <input checked="" type="checkbox"/> Technology Education
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Check if Consortium Application ☐

List Participating Districts:

Check if your district has a College Career Pathways (CCP) program with a Connecticut community college:

- ☒ **Yes, which community college?** **Naugatuck Valley Community College**
☐ **No, our district does not participate in CCP.**

I, **Verna D. Ruffin**, the undersigned authorized district chief administrative official, submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained herein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein.

**Signature of Authorized
Chief Administrative Official**

Name (typed):

Verna D. Ruffin Ed.D. , Superintendent

Date

Agency:

Waterbury Public Schools

**Carl D. Perkins Grant
Secondary
ED 114 and Budget Narrative**

Each district must complete the ED 114 utilizing the 2017-18 Perkins grant allocation, which will serve as the preliminary grant allocation until the 2018-19 allocations become final. The state will make adjustments to the 2018-19 budgets to reflect the final allocations.

Local plans will be evaluated based upon core indicator performance levels. Plans must target funds to:

- address specific strategies for improvement based on the overall, systemic goals for improvement and growth of the CTE Program; and
- assure that the program is such size, scope and quality to improve the quality of career and technical education.

If the local recipient fails to meet at least 90 percent of an agreed upon performance level for any of the indicators of performance, it will have to develop and implement a specific improvement plan for each area which indicates steps to be taken.

The State may, after an opportunity for a hearing, withhold all or part of a local recipient's funding if the local meets any one of the three criteria below:

- fails to implement the required improvement plan;
- makes no improvement within one year of implementing the improvement plan; or
- fails to meet at least 90 percent of a performance for the same performance indicator three years in a row.

The ED 114 should be entered and certified on the Connecticut State Department of Education (CSDE) Prepayment Grant System.

Each district, including each member of a consortium must submit the Continuous Improvement Plan (CIP), ED 114 and budget narrative, ***irrespective of means of transmittal or postmark date, by Friday, June 29, 2018.***

Proposals submitted become the property of the CSDE and a part of the public domain. **One original with original signatures, and one copy of all sections of the grant including the ED 114 and budget narrative, must be mailed to Suzanne Alicea at the address below.**

Mailing Address

Suzanne Alicea
Connecticut State Department of Education
Academic Office, Suite 603
P.O. Box 2219
Hartford, CT 06145-2219

BUDGET NARRATIVE INSTRUCTIONS

In preparing the budget narrative, provide a complete description of the expenditure for each of the codes being used. Refer to the Perkins Budget Buddy 2017-18 when completing the budget narrative.

- Program improvement line items in the budget narrative must stipulate the CTE program area and the course(s) being funded.
- Each line item in the budget narrative must give a detailed description of the item(s) that will be purchased, including quantity and unit cost. The personnel costs should be shown by the number of positions, time involved and hourly rate.
- Only institutions that have submitted indirect cost proposals for 2017-18 may apply for indirect costs.
- Compute all expenditures to the **nearest dollar** by line item. **Do not include cents.**

Administrative costs include all non-instructional stipends, salaries and benefits, and all clerical support. Staff travel is considered an administrative cost if the travel is solely related to grant administration. The total combined cost for all duties and expenses that are administrative, including indirect costs, may not exceed 5%.

KEY CHANGES TO THE CARL D. PERKINS GRANT APPLICATION FOR 2018-19

As defined by the Carl D. Perkins Act, funds must be expended only for career and technical education programs, services and activities. All aspects of use of Perkins funds must be supported by data and the district/college must have the capacity to measure improvement resulting from the use of Perkins funds. For the 2017-18 Perkins Grant, the CSDE is requiring the following:

- A portion of Perkins funds must be used to improve performance levels in any core indicator area that a CTE program has failed to meet minimum levels for the prior academic year. For example, if the district has low performance in technical skill attainment in marketing education programs, they must use the funds to improve marketing education and funds could be allocated to align the marketing curriculum to the 2015 CTE Performance Standards and Competencies;
- Secondary schools with College Career Pathways (CCP) programs must allocate a minimum of **5% to carry out the CCP Program**, preferably towards professional development for high school faculty with the affiliated community college faculty;
- Programs must have a **CTE two-course** sequence, with the exception of a course that leads to a certification, in order to fund any expenditures in a career cluster, pathway or program area. Academic courses do not count as part of the two-course sequence. Single course “programs” cannot receive funding, with exception noted above. However, expenses for developing the second course may be funded for curriculum development and faculty collaboration over the course of 2018-19 but cannot include funding equipment, supplies or other related expenditures. The second course must be in place for students in the 2019-20 school year;
- CTE Advisory Boards must be active, meet at least twice a year and include business and industry partners. Evidence of advisory board activity should be provided in the 2018-19 Continuous Improvement Plan(CIP) [i.e., list of members, meeting agendas, actions taken on meetings, committee involvement in program improvements and funding];
- Priority should be given to programs that lead to an industry-recognized credential, certificate or associate degree for high-skill, high-need, high-wage careers; and
- Stand-alone expenditures unrelated to the CIP and measurable improvement will not be funded.

ED 114 FISCAL YEAR 2019

BUDGET FORM

FUNDING STATUS:

GRANTEE NAME: Waterbury Public Schools		TOWN CODE: 151
GRANT TITLE: CARL D. PERKINS CAREER AND TECHNICAL EDUCATIONAL IMPROVEMENT ACT OF 2006		
PROJECT TITLE: SECONDARY BASIC GRANT		
CORE-CT CLASSIFICATION:	FUND: 12060	SPID: 20742 PROGRAM: 84010
BUDGET REFERENCE: 2019		CHARTFIELD1: 170002 CHARTFIELD2:
GRANT PERIOD: 7/1/2019 - 6/30/2020		AUTHORIZED AMOUNT: \$ (Note: Calculate in whole dollars and must equal total below)
CODES	DESCRIPTIONS	BUDGET (Note: Calculate Code Totals in whole dollars)
111A	NON-INSTRUCTIONAL	20,500
111B	INSTRUCTIONAL	23,165
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	2,374
320	PROFESSIONAL EDUCATION SERVICES	0
322	IN SERVICE	6,800
330-	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	17,163
510	STUDENT TRANSPORTATION SERVICES	19,226
580	TRAVEL	2,260
600	SUPPLIES	126,329
700	PROPERTY	244,838
917	INDIRECT COSTS	
	TOTAL	\$ 462,655
<div style="display: flex; justify-content: space-between; margin-top: 100px;"> <div> ORIGINAL REQUEST DATE _____ </div> <div> STATE DEPARTMENT OF EDUCATION PROGRAM MANAGER AUTHORIZATION _____ </div> <div> DATE OF APPROVAL _____ </div> </div>		

ED 114 Budget Form Object Code Descriptions and Budget Narrative

Code	Object				Amount of Code Line
111A	Non-Instructional Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature. <i>No more than 5% of the total grant may be used for administrative purposes including indirect costs (917). Line item 111A is considered an administrative cost, and administrative expenses in other budget code lines such as 200, 322, and 580 must be calculated into the 5% administrative cap.</i>				<u>\$20,500</u>
Check if CCP	Name of Position and Name of Staff Receiving Stipend	Description of Duties	Hourly Rate x Total Hours	How will this improve the CTE program?	Total
	Name of Staff Receiving Stipend: Brittany Biolo Name of Position: Perkins Grant Facilitator	Provides - administrative assistance for Perkins Grant preparation and implementation.	\$18/hour x up to 25 hours/wk x approx. 50 weeks = Not to exceed \$20,500	The Perkins Grant Facilitator performs administrative functions to assist the district in achieving its CTE goals, including applying for and implementing the Perkins Grant.	20,500
	Name of Staff Receiving Stipend: Name of Position:				
	Name of Staff Receiving Stipend: Name of Position:				
	Name of Staff Receiving Stipend: Name of Position:				
	Name of Staff Receiving Stipend: Name of Position:				

Code	Object				Amount of Code Line
111B	Instructional				
Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals <u>while they are on the grantee payroll</u> including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Individuals whose services are acquired through a contract are <u>not included</u> in the category. A person for whom the grantee is paying employee benefits and who is on the grantee payroll is included in this budget code; a person who is paid a fee (such as a private consultant) with no grantee obligation for benefits is not.					\$ 23,165
Check if CCP	Name of Staff and Name of Position	Description of Duties	Compensation Formula: Hourly Rate x Total Hours or Set Stipend	How will this improve the CTE program?	Total
	Name of Staff: Catherine Ieronimo Diane Forte Jeanne Bissonnette Paul Gwiazdoski Robert Stevens Tennyson Johnson Alyssa Generali John Edman Jose Ferreira Ken Sirois Christopher Saracento Jeanne Sasso Paula Desantis Howard Carr Lynne Palleria Steven Malusa Name of Position: CTE Teachers	CTE Teachers will review and revise CTE curricula.	Up to 100 hours x \$33/hr (WTA Contractual Rate)	Instruction will better align with CTE national and state standards.	100 x 33 = 3,300
	Names of Staff: Tennyson Johnson (Crosby SkillsUSA); Jeanne Sasso (Kennedy HOSA); Linda Richard (WCA HOSA); Alyssa Generali (WCA DECA); Anthony D'Agostino (Wilby DECA) Lynne Palleria (Wilby DECA) Anita Wa462tkins (Wilby, FCCLA) Name of Position: CTSO Advisors	Advisor to CTSOs. Encourage membership and participation in State Conferences. Organize and conduct activities.	Up to \$1,500/School CTSO	CTSO Advisors will promote and facilitate student participation in CTSO organizations that inform and educate students about CTE careers.	6 x 1,500.00 = 9,000

	<p>Name of Staff: Anthony Mango Alyssa Generali Tennyson Johnson Jeanne Bissonnette Anita Watkins Diana Byrd</p> <p>Name of Position: CTE Teachers</p>	<p>These teachers provide CTE instruction for students at Crosby High School, Waterbury Career Academy, Kennedy High School, and Wilby High School.</p>	<p>133.25 hours @ \$33/hr (WTA Contractual Extra Duty Rate)</p>	<p>Increased teacher knowledge of project based learning will result in improved CTE teaching and learning.</p>	<p>$133.25 \times 33 = 4,397$</p>
	<p>Name of Staff: Robert Stevens Christopher Saracento</p> <p>Name of Position: CTE Teachers</p>	<p>These teachers provide CTE instruction for students at Crosby High School and Kennedy High School.</p>	<p>36 hours @ \$33/hr (WTA Contractual Extra Duty Rate)</p>	<p>Increased teacher knowledge of project-based learning will result in improved CTE teaching and learning.</p>	<p>$36 \times 33 = 1,188$</p>
	<p>Name of Staff: Paul Gwiazdoski Dante DiMaio Steven Malusa Vincent Boucher</p> <p>Name of Position: CTE Teachers</p>	<p>These teachers provide CTE instruction for students at Crosby High School and Kennedy High School.</p>	<p>5 days x 8 hours x 4 teachers x \$33/hr (WTA Contractual Extra Duty Rate)</p>	<p>This course allows us to teach and certify our high school students in the NCCER Core Curriculum. The core curriculum consists of multiple subjects related to many different occupations in the trades. Students can get credit toward graduating from IMTI without having to pay for it or spend the time at IMTI. It saves money and time as well as giving them a useful certificate toward a career.</p>	<p>$160 \text{ hours} \times \\$33/ = 5,280$</p>

Code	Object				Amount of Code Line
200 					

Code	Object			Amount of Code Line
320	Professional Education Services			
	Service supporting the instructional program and its administration. Included are curriculum improvement services, assessment, counseling and guidance services, library and media support, contracted instructional services and substitute services.			\$_____
Check if CCP	Individual and/or Organization Providing Service	Description of Service	How will this improve the CTE program?	Total Cost
	Individual/Organization Name			
	Individual/Organization Name:			
	Individual/Organization Name:			
	Individual/Organization Name:			

Code	Object				Amount of Code Line
322	In-service (Instructional Program Improvement Services) Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll. List each contractor separately.				<u>\$ 6,800</u>
Check if CCP	Name of Individual/Organization Providing Service	Who will be receiving training? Include # of Staff	Title of Event, Location and Date	How will this improve the CTE program?	Per Person x Cost=Total
CHS, WCA, KHS, WHS	Name: Skyvue Aerial Photography and Video Services	Name of Staff: Christopher Saraceno Dante Dimaio Gina Pisani-Loomis Jeanne Bissonnette Jose Ferreira Kay Hewell Walker Ken Sirois Kevin Buda Kevin Danaher Kevin Sudell Paul Gwiazdoski Robert Mowen Steven Sudell Vincent Boucher Tennyson Johnson William Bataglia # of Staff: 16	Title of Event: Professional Development for Tech Ed: Arial Drone Photography Date: October 4, 2019 Location: Waterbury Career Academy Waterbury, CT	Teachers will learn the latest techniques in drone aerial photography to incorporate into engineering and video production courses.	2 instructors x 750 = 1,500+ 200 travel expenses = 1,700
CHS, WCA, KHS, WHS	Name: Barnas Montieth Tumblehome Books	Name of Staff: Christopher Saraceno Dante Dimaio Gina Pisani-Loomis Jeanne Bissonnette Jose Ferreira Kay Hewell Walker Ken Sirois Kevin Buda Kevin Danaher Kevin Sudell Paul Gwiazdoski Robert Mowen Steven Sudell Vincent Boucher Tennyson Johnson William Battaglia # of Staff: 16	Title of Event: Professional Development for Tech Ed: Artificial Intelligence Date: October 4, 2019 Location: Waterbury Career Academy Waterbury, CT	Teachers will learn how artificial intelligence is affecting every aspect of tech ed fields including construction, architecture, computers, and advanced Manufacturing.	1 instructor x 1,000 = 1,000
CHS, WCA, KHS,	Name: CREC	Name of Staff: Sonya Petteway Una Park	Title of Event: CTE Opportunities and Priorities	Guidance counselors will be brought up	1 consultant x 1,000 = 1,000

WHS		<p>Tricia Deer Lisa Bloom Jennifer Ortiz Terry McHale Craig Poulter Renee Mulligan David Basil Lurdes Gonzales Wendy Willard John Carucci Heather Hitchens Naree Toucet Jennifer Formato Lindsey Ferrari Jennifer Pelosi</p> <p># of Staff: 17</p>	<p>Date: October 4, 2019</p> <p>Location: Wallace Middle School Waterbury, CT</p>	to date on career pathways, Perkins V priorities, and scheduling of students in CTE courses.	
CHS, WCA	Name: Haas Factory Outlet, division of Trident Machine Tools	<p>Name of Staff: Robert Kuhsel John Edman Pat Guerino Paul Gwiazdoski William Battaglia Jeanne Bissonnette</p> <p># of Staff: 6</p>	<p>Title of Event: CNC training</p> <p>Date: October 3-4, 2019</p> <p>Location: Waterbury Career Academy Waterbury, CT</p>	Training will build on Haas CNC training in 2018-19 to give teachers greater expertise in CNC programming .	2 days x 1,550 = 3,100

Code	Object				Amount of Code Line
330	Employee Training and Development Services				
Services supporting the professional and technical development of school district personnel, including instructional, administrative, and service employees. Included are course registration fees (that are not tuition reimbursement), charges from external vendors to conduct training courses (at either school district facilities or off-site), and other expenditures associated with training or professional development by third-party vendors.					\$ 17,163
Check if CCP	Name of Individual/Organization Providing Service	Who will be receiving training? Include # of Staff	Title of Event, Location and Date	How will this improve the CTE program?	Per Person x Cost=Total
CHS	Name: CTE Business Education Association Conference (CEBA)	Name of Staff: Diane Forte Catherine Ieronimo # of Staff: 2	Title of Event: CTE Business Education Association Conference (CEBA) Date: October 19, 2019 Location: Plantsville, CT	Understand latest innovations in the field.	2 x 100.00 = 200
CHS	Name: New Jersey Institute of Technology	Name of Staff: Howard Carr # of Staff: 1	Title of Event: Pre College Program Date: December 6, 2019 Location: New Jersey	Teacher will have a better concept of how science and engineering work together.	1 x 300.00 = 300
CHS	Name: International Technology and Engineering Educators Association	Name of Staff: Howard Carr # of Staff: 1	Title of Event: Standard for Technological Literacy Date: March 11-14, 2020 Location: Baltimore, MD	Technology and engineering through an integrative STEM education approach learn about the technological world that inventors, engineers, and other innovators have created. The goal is to produce students with a more conceptual understanding.	1 x 1,000.00 = 1,000
CHS	Name: Pratt Institute	Name of Staff: Howard Carr	Title of Event: AIA AUTO DESK	Pratt's School of Continuing	1 x 800.00 = 800

		# of Staff: 1	Date: October 15, 2019 Location: Brooklyn, NY	and Professional Studies believes that learning is a lifelong process.	
WCA	Name: CT American Association of Family and Consumer Sciences	Name of Staff: Robbin Pierz # of Staff: 1	Title of Event: CTAAFCS Annual Conference Date: May, 2020 Location: Norwich Inn Norwich, CT	Develop pedagogy. Understand latest innovations in the field.	1 x 125.00 = 125
WCA √	Name: National Consortium for Health Science for Education (NCHSE)	Name of Staff: Linda Richard # of Staff: 1	Title of Event: National Health Science Fall Conference Date: November 6-8, 2019 Location: St. Louis, MO	NCHSE is gold standard for Health Science education. Workshops and presentations by educators from all over the country will inform Waterbury CTE instruction.	1 x 650.00 = 650
CHS, WCA, KHS, WHS	Name: Statewide CTE Conference (CSDE)	Name of Staff: Paul Gwiazdoski Linda Richard Christine Holley Lisa Durkin Vincent Boucher Diana Byrd Robbin Pierz Jeanne Sasso Cathy Ieronimo Diane Forte Robert McGrath William Battaglia Elaine Diaz Kay Ann Hewell Walker Paula DeSantis Anita Watkins John Reed # of Staff: 17	Title of Event: CTE Annual Statewide Conference Date: November 19, 2019 Location: Red Lion Inn Cromwell, CT	Increase CTE teacher knowledge of Perkins V and CT Career Clusters to improve CTE teaching and learning.	17 x 125.00 = 2,125
CHS, WCA, WHS	Name: Project Based Learning Workshop (CSDE)	Name of Staff: Anthony Mango Alyssa Generali Tennyson Johnson Jeanne Bissonnette	Title of Event: Project Based Learning Skill Institute	Increased teacher knowledge of project based learning will	6 x 75.00 = 450

		Anita Watkins Diana Byrd # of Staff: 6	Date: July 22-24 2019 Location: CREC Central, Hartford, CT	result in improved CTE teaching and learning.	
CHS, KHS, WHS	Name: NVCC Welding Classes	Name of Staff: Robert Stevens Christopher Saracento Vincent Boucher # of Staff: 3	Title of Event: NVCC Welding Classes Date: Session 1- Stick Welding, November 2019 Session 2- MIG Welding, February 2020 Location: NVCC Waterbury, CT	TIG welding is used in manufacturing and aerospace. Teachers will be able to introduce students to welding safety, electrodes, plasma cutting, and metal selection and preparation.	3 x 1,800.00 = 5,400
CHS, WCA, KHS, WHS	Name: Connecticut Center for Advanced Technology (CCAT)	Name of Staff: Christopher Saraceno Dante Dimaio Gina Pisani-Loomis Jeanne Bissonnette Jose Ferreira Kay Hewell Walker Ken Sirois Kevin Buda Kevin Danaher Kevin Sudell Paul Gwiazdoski Robert Mowen Steven Sudell Vincent Boucher Tennyson Johnson William Battaglia # of Staff: 16	Title of Event: Tour of the CCAT facility, visit to Pratt and Whitney, and workshop on additive technology Date: October 4, 2019 Location: East Hartford, CT	All tech ed teachers will gain knowledge of the CCAT advance manufacturing facilities, establish contacts and learn of employment opportunities at Pratt and Whitney, and experience additive and composite manufacturing using 3-D printers.	\$3,025
CHS, KHS, WHS	Name: Industrial Management Training Institute (IMTI)	Name of Staff: Paul Gwiazdoski Dante DiMaio Steve Malusa Vincent Boucher # of Staff: 4	Title of Event: National Center for Construction Education & Research Date: August 12- 16, 2019 Location: Industrial Management Training Institute Waterbury, CT	This course allows us to teach and certify our high school students in the NCCER Core Curriculum. The core curriculum consists of multiple subjects related to	\$3,088

				many different occupations in the trades. Students can get credit toward graduating from IMTI without having to pay for it or spend the time at IMTI. It saves money and time as well as giving them a useful certificate toward a career.	
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Code	Object				Amount of Code Line
510	Student Transportation Services				
Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.					<u>\$ 19,226</u>
Check if CCP	Faculty supervisor(s) of student travel	Courses utilizing student transportation Estimated # of students	Title of Event, Date and Location	How will this improve the CTE program?	Transportation Company Cost/per unit =Total
WCA √	Name of Staff: Alyssa Generali	Course Title: NVCC Introduction to Business DECA # of Students: 30	Title of Event: DECA Fall Leadership Conference Date: Fall 2019 Location: University of New Haven New Haven, CT	Students will attend special interest sessions and experience: Dress for Success Entrepreneurship; Learn, Serve and Earn; History of DECA; Sports Marketing; Community Service; Seeking State Office; How to Win Friends and Influence People; Careers; Chapter Campaigns. Skills introduced at DECA Sessions are transitioned into the classroom with various assessments	Durham School Services 350

				and activities post-conference.	
WCA √	Name of Staff: Alyssa Generali	Course Title: NVCC Introduction to Business Marketing DECA # of Students: 40	Title of Event: Business and Marketing Day Date: March 20, 2020 Location: Six Flags Jackson, NJ	Students are exposed to real-world career situations that develop into potential opportunities for their future. Students will meet with the Six Flags Marketing Department as we explore what it takes to market a theme park and make it in today's business world. Prior to the event, students will create a new challenge that asks students to design a business plan for everything from a new concert or sporting event to marketing non-profits.	US Coachways 2,300
WCA √	Name of Staff: Alyssa Generali	Course Title: NVCC Introduction to Business DECA # of Students: 40	Title of Event: Annual Sports Management Career Seminar Date: November 20, 2019 Location: XL Center Hartford, CT	Students will be able to learn about pursuing a career in Sports Management by hearing real life examples from top employees with the Hartford Wolf Pack and XL Center.	Durham School Services 350
WCA	Name of Staff: Robbin Pierz	Course Title: Child Development 1 # of Students: 60	Title of Event: Discovery Museum Date: May 19,2020 Location: Bridgeport, CT	Students will understand how to entertain children in a fun, safe learning environment, experience children in settings that cultivate the love of learning, and align with CTE standards.	Durham School Services 650
WCA √	Name of Staff: Elaine Diaz	Course Title: UConn Individual & Family Development # of Students: 20	Title of Event: UConn Waterbury tour & classroom experience Date: Spring 2020 Location: UConn Waterbury Campus Waterbury, CT	CTE teaching and learning will be enhanced by this experience. Students will tour the school and meet with college professors who are teaching the college class at UConn. Students will	Durham School Services 550

				be able to sit in on a class and experience the class at the college level to better understand the importance of the course.	
KHS	Name of Staff: Pedro DosSantos	Course Title: Sports Marketing # of Students: 30	Title of Event: Sports Management Program Date: October 17, 2019 Location: Basketball Hall of Fame Springfield, MA	Providing opportunities for youth to learn about and experience careers. Help students see the relevance of what they are learning and its connection to career opportunities. Making teaching and learning in secondary schools more rigorous, engaging, and relevant; ensuring that more students are college and career ready.	US Coachways 2,300
KHS	Name of Staff: Jeanne Sasso	Course Title: Accounting # of Students: 15	Title of Event: CTCPA AIM Career Conference Date: October 20, 2019 Location: UConn Storrs Campus Storrs, CT	Providing opportunities for youth to learn about and experience careers. Help students see the relevance of what they are learning and its connection to career opportunities. Making teaching and learning in secondary schools more rigorous, engaging, and relevant; ensuring that more students are college and career ready.	Durham School Services 350
KHS	Name of Staff: Jeanne Sasso	Course Title: Marketing/ DECA # of Students: 30	Title of Event: DECA Fall Leadership Conference Date: October 20, 2019 Location: University of New Haven New Haven, CT	Providing opportunities for youth to learn about and experience careers. Help students see the relevance of what they are learning and its connection to career opportunities Making teaching and learning in secondary	Durham School Services 350

				schools more rigorous, engaging, and relevant; ensuring that more students are college and career ready.	
KHS	Name of Staff: Jeanne Sasso	Course Title: Marketing/ DECA # of Students: 30	Title of Event: Sports Seminar and College Fair Date: November 20, 2019 Location: Webster Bank Arena Bridgeport, CT	Providing opportunities for youth to learn about and experience careers. Help students see the relevance of what they are learning and its connection to career opportunities. Making teaching and learning in secondary schools more rigorous, engaging, and relevant; ensuring that more students are college and career ready.	Durham School Services 350
KHS	Name of Staff: Jeanne Sasso	Course Title: Marketing/ DECA # of Students: 50	Title of Event: Business and Marketing Day Date: May 20, 2020 Location: Six Flags Jackson, NJ	Providing opportunities for youth to learn about and experience careers. Help students see the relevance of what they are learning and its connection to career opportunities. Making teaching and learning in secondary schools more rigorous, engaging, and relevant; ensuring that more students are college and career ready.	US Coachways 2,300
KHS	Name of Staff: Jeanne Sasso	Course Title: Accounting Marketing NVCC # of Students: 50	Title of Event: Wall Street Stock Market, 911 Memorial Tour Date: April 20,2019 Location: New York, NY	Providing opportunities for youth to learn about and experience careers. Help students see the relevance of what they are learning and its connection to career opportunities. Making teaching and learning in secondary schools more rigorous, engaging,	US Coachways 2,300

				and relevant; ensuring that more students are college and career ready.	
KHS	Name of Staff: Paula DeSantis	Course Title: Early Childhood Education # of Students: 40	Title of Event: Meet Our Buddies Date: October 2019 Location: Duggan School Waterbury, CT	Students will be exposed to elementary school students to facilitate students determining whether elementary level teaching is a fit for them.	Durham School Services 200
KHS	Name of Staff: Paula DeSantis	Course Title: Early Childhood Education # of Students: 80	Title of Event: Buddy Trip Date: November 2019 Location: Imagination Museum Bristol, CT	Students will interact with their buddies and have a chance to see how young children learn.	Durham School Services 600
KHS	Name of Staff: Paula DeSantis	Course Title: Early Childhood Education # of Students: 30-40	Title of Event: Trip to a Preschool Date: December 2019 Location: Child Care Center Waterbury, CT	Students will experience the Child Care Center to identify the teaching philosophy of the Child Development Center and the components of a good child care program.	Durham School Services 600
KHS	Name of Staff: Paula DeSantis	Course Title: Early Childhood Education # of Students: 80	Title of Event: Buddy Trip 2 Date: May 2020 Location: Science Center/Zoo	Students will interact with their buddies and observe how young children interact with their environment in Science Center setting.	Durham School Services 800
WHS	Name of Staff: Joyce Williams	Course Title: Allied Health 1 # of Students: 8	Title of Event: Elderly Care Component Date: Spring 2020 Location: Cheshire House Waterbury, CT	Measurable outcome for this transportation request is required completion of hours in a clinical setting for certification.	Durham School Services 6 trips @ 266.10 = 1,597

WHS	Name of Staff: Joyce Williams	Course Title: Allied Health 1 # of Students: 15	Title of Event: Alzheimer's Care Date: Spring 2020 Location: Village at East Farms Alzheimer's Unit Waterbury, CT	Students will gain a first-hand view of the care required for Alzheimer's clients.	Durham School Services 2 trips @ 266.10 = 532
WHS	Name of Staff: Lynne Palleria, Anthony D'Agostino	Course Title: Principles of Marketing Personal Finance # of Students: 50	Title of Event: New York Financial District/Macy's Tour Date: April 2020 Location: New York, NY	Students will gain valuable information as they explore the financial field at real world retail and marketing sites.	Land Jet 1,425
WHS	Name of Staff: Diana Byrd	Course Title: Computer Applications 1 # of Students: 20- 25	Title of Event: Microsoft Events Date: April 25, 2020 Location: West Farms Mall New Britain, CT	Students will attend a workshop within the innovation center, and learn about hardware and software used in gaming development, software applications, and business development.	Durham School Services 400
WHS	Name of Staff: Anita Watkins	Course Title: Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA) # of Students: 20	Title of Event: FCCLA In-State Conferences Date: November 2019, Spring 2020 Location: Middletown, CT	Providing opportunities for youth to learn about and experience careers. Help students see the relevance of what they are learning and its connection to career opportunities.	Durham School Services 2 trips @ 461 = 922

Code	Object				Amount of Code Line
580	Travel				
Expenditures for transportation, hotel and other expenses associated with staff travel.					
<ul style="list-style-type: none">Travel must be for instructional purposes, otherwise it is an administrative cost subject to the 5 percent cap.Travel for CTSO advisors to National CTSO Conferences cannot utilize Perkins funds.Perkins cannot pay for parking, rental cars, boat slips or docking fees.Meals are not fundable expenses.					<u>\$ 2,260</u>
Check if CCP	Name of Staff	Courses to be improved by attendance	Title of Event, Date and Location	How will this improve the CTE program?	Cost per unit- (list hotel, transportation, shuttles, etc.) x pp =Total
WCA √	Name of Staff: Linda Richard	Course Title: Foundations in Health Science and Technology, Medical Assistant, Pharmacy Technician, UCONN Medical Terminology, Nurse Assistant # of Students: 250	Title of Event: National Health Science Fall Conference Date: November 5-8, 2019 Location: St. Louis, MO	MCHSE is gold standard for Health Science education. Workshops and presentations by educators from all over the country will address hands on skill based labs, curriculum updates, and latest trends in health science education.	Hotel 150 x 3 nights = 450 Round trip airfare 500 x 1 passenger = 500 Total = 950
CHS, WCA, WHS	Name of Staff: Jeanne Bissonnette Tennyson Johnson Alyssa Generali Anthony Mango Anita Watkins Diana Byrd	Course Title: Computer Information Systems, Video Production 1, Video Production 2, Mechanical CADD, 1 Graphic Communications, Advanced Graphic Communications, Introduction to Business, Marketing 1, Computer Applications 1, Information Tech Exploratory, Culinary 1, Culinary 2 # of Students: 250	Title of Event: Project Based Learning Skill Institute Date: July 22-24 2019 Location: CREC Central, Hartford, CT	Increased teacher knowledge of project based learning techniques will result in improved teaching and learning.	36 miles' x 2 ways/day x 3 days' x .58 mile = 125/person 125 x 6 = 750

CHS, WCA, KHS, WHS	Name of Staff: Christopher Saraceno Dante Dimaio Gina Pisani-Loomis Jeanne Bissonnette Jose Ferreira Kay Hewell Walker Ken Sirois Kevin Buda Kevin Danaher Kevin Sudell Paul Gwiazdoski Robert Mowen Steven Sudell Vincent Boucher Tennyson Johnson William Battaglia	Course Title: Principles of Engineering, Engineering Design, CADD 1 and CADD 2, Electronics 1, Computer information Systems, # of Students: 260	Title of Event: Tour of the CCAT facility, visit to Pratt and Whitney, and workshop on additive technology Date: October 4, 2019 Location: East Hartford Connecticut	All tech ed teachers will gain knowledge of the CCAT advance manufacturing facilities, establish contacts and learn of employment opportunities at Pratt and Whitney, and experience additive and composite manufacturing using 3-D printers.	Durham School Services 1 bus x 560 = 560
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Code	Object				Amount of Code Line
600	Supplies				
Expenditures for non-consumable items purchased for instructional use. <u>List</u> each item separately.					\$126,329
Check if CCP	Career Pathway/ CTE Program Area	Name of Course(s)	List each supply item, including description of supply and vendor	How will this improve the CTE program?	Quantity x Cost per Unit = Total
CHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technical Education	Name of Course(s): Automotive Technology	Supply Item Name: Milwaukee Led Lantern/floodlight Supply Item Description: Item # mlw 2363-20 This is a portable flood light used to illuminate under the vehicles and in tight places. Supply Item Price: \$79.00 Supply Item Vendor: Tools Plus	This will allow students to see what they are doing when working on real world repair skills under a vehicle or in hard to see places.	1 x 79 = 79
CHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technical Education	Name of Course(s): Automotive Technology	Supply Item Name: Hitachi Angle Grinder Supply Item Description: Item # HTCG12SA This is a tool used for cutting or grinding. Supply Item Price: \$89.50 Supply Item Vendor: Tools Plus	This item will allow students to use real world skills when cutting or grinding is need to repair vehicles.	1 x 89.50 = 90
CHS	Pathway/ CTE Program Area: Transportation, Distribution, and	Name of Course(s): Automotive Technology	Supply Item Name: Jet Horizontal /Vertical Band Saw Supply Item	This item will allow students to use real world skills when cutting	1 x 679.00 = 679

	Logistics/ Technical Education		<p>Description: Item # 414458 Use to cut steel rods/pipes/and other parts</p> <p>Supply Item Price: \$679.00</p> <p>Supply Item Vendor: Tools Plus</p>	or grinding is need to repair vehicles	
CHS	<p>Pathway/ CTE Program Area:</p> <p>Transportation, Distribution, and Logistics/ Technical Education</p>	Name of Course(s): Automotive Technology	<p>Supply Item Name: Sait 06401 Crimped wire cup brush 2-3/4 x 5/8-11</p> <p>Supply Item Description: Item # SA106401 wire brush used on angle grinder to remove rust off of brake parts and other auto parts</p> <p>Supply Item Price: \$20.99</p> <p>Supply Item Vendor: Tools Plus</p>	This item will allow students to prepare various metal components for repair/welding when working on real world auto skills.	1 x 20.99 = 21
CHS	<p>Pathway/ CTE Program Area:</p> <p>Transportation, Distribution, and Logistics/ Technical Education</p>	Name of Course(s): Automotive Technology	<p>Supply Item Name: Sait 2-3/4 x 5/8-11 Knotted wire cup brush</p> <p>Supply Item Description: Item # SA106414 wire brush used on angle grinder to remove hard rust and debris from steel parts and bars before welding and/or brake parts</p> <p>Supply Item Price: \$22.29</p> <p>Supply Item Vendor: Tools Plus</p>	This item will allow students to prepare various metal components for repair/welding when working on real world auto skills.	1 x 22.29= 23
CHS	Pathway/	Name of Course(s):	Supply Item Name:	A necessary	1 x 13.99 =

	CTE Program Area: Transportation, Distribution, and Logistics/ Technical Education	Automotive Technology	Ullman 21X Magnetic Pick-Up Supply Item Description: Item # ULL21X Tool is used to locate and pick up small parts that fall into hard to reach spaces in an engine. Supply Item Price: \$13.99 Supply Item Vendor: Tools Plus	tool used to pick up and extract lost metal parts in an engine that have fallen into a hard to reach place.	14
CHS	Pathway/ CTE Program Area: Computer Info Systems and Communication/ Technical Education	Name of Course(s): Computer Info Systems Video Productions 1	Supply Item Name: Panasonic AG- CX350 4K Camcorder Supply Item Description: Panasonic AG- CX350 Supply Item Price: \$ 4,064.00 Supply Item Vendor: B & H	This high-end resolution camera will enable students to acquire the knowledge and technical skills to operate a professional video camera and to use the tools and features that are used in the film industry. Students will gain the skill for entry-level video production jobs and acquire the competency to pass the industry- recognized credential Adobe Certified Associate - Premiere Pro.	1 x 4,064 = 4,064
CHS	Pathway/ CTE Program Area:	Name of Course(s): Computer Info Systems	Supply Item Name: Panasonic HC-VX1 4K HD Camcorder	This item directly supports new	11 x 711.89 = 7,831

	Computer Info Systems and Communication/ Technical Education	Video Productions 1	<p>Supply Item Description: Panasonic HC-VX1 4K 4K30 MP4 HD Video & 26MP Stills</p> <p>Supply Item Price: \$ 711.89</p> <p>Supply Item Vendor: B & H</p>	curricula. Students will have the opportunity to gain the knowledge and skills they need to become career and college ready.	
CHS	<p>Pathway/ CTE Program Area:</p> <p>Computer Info Systems and Communication/ Technical Education</p>	<p>Name of Course(s): Computer Info Systems</p> <p>Video Productions 1</p>	<p>Supply Item Name: Magnus VT-300 Video Tripod with Fluid Head</p> <p>Supply Item Description: The Magnus VT-300 Video Tripod with Fluid Head</p> <p>Supply Item Price: \$ 79.95</p> <p>Supply Item Vendor: B & H</p>	This item will facilitate students' experiential learning.	15 x 79.95 = 1,200
CHS	<p>Pathway/ CTE Program Area:</p> <p>Computer Info Systems and Communication/ Technical Education</p>	<p>Name of Course(s): Computer Info Systems</p> <p>Video Productions 1</p>	<p>Property Item Name: Magnus VT-4000 Tripod System with Fluid Head</p> <p>Supply Item Description: The Magnus VT-4000 Tripod System with Fluid Head is a stable, sturdy video tripod made from anodized aluminum that can support loads up to 8.8 lb.</p> <p>Supply Item Price: \$ 159.95</p> <p>Supply Item Vendor: B & H</p>	This item will facilitate students' experiential learning.	1 x 159.95 = 160
CHS	<p>Pathway/ CTE Program Area:</p>	<p>Name of Course(s): Computer Info Systems</p>	<p>Supply Item Name: Nikon D3500 DSLR</p>	This item will facilitate	9 x 396.95 = 3,573

	Computer Info Systems and Communication/ Technical Education	Video Productions 1	<p>Camera with 18-55mm Lens</p> <p>Supply Item Description: Nikon D3500 DSLR</p> <p>Supply Item Price: \$ 396.95</p> <p>Supply Item Vendor: B & H</p>	students' experiential learning.	
CHS	<p>Pathway/ CTE Program Area:</p> <p>Transportation, Distribution, and Logistics/ Technical Education</p>	Name of Course(s): Computer Information Systems	<p>Supply Item Name: HP Color Laser Jet M653n</p> <p>Supply Item Description: Item # J8A04A</p> <p>Supply Item Price: \$ 1,796.25</p> <p>Supply Item Vendor: SBC Tech Partners</p>	This item will facilitate student use of technical equipment used in Information Technology related careers.	1 x 1,796.25 = 1,797
CHS	<p>Pathway/ CTE Program Area:</p> <p>Computer Info Systems and Communication/ Technical Education</p>	<p>Name of Course(s): Video Production 1</p> <p>Video Production 2</p>	<p>Supply Item Name: Adobe Creative Cloud</p> <p>Supply Item Description: 1 Year Creative Cloud All Apps for K-12 education device license for 100 computers</p> <p>Supply Item Price: \$ 2,496.00</p> <p>Supply Item Vendor: Adobe Systems Incorporated</p> <p>(Shipping and handling is \$100.00 for current line item)</p>	Adobe Creative Cloud is a cloud based platform. You have access to all the applications adobe offers including Photoshop, Adobe Premiere Pro, Illustrator and others. These programs are industry standard and offer adobe curriculum and certification when curriculum is completed. Students will have access to the most up to date programs as	1 x 2,496.00 = 2,496 + S&H 100 = 2,596

				Adobe Creative Cloud provides free updates throughout the span of the license.	
CHS	Pathway/ CTE Program Area: Computer Info Systems and Communication/ Technical Education	Name of Course(s): Video Production 1 Video Production 2	Supply Item Name: DJI Phantom 4 Pro+ Quadcopter-include OCUsync Remote with 5.5' screen Supply Item Description: Sku # CP.PT.000549.O Supply Item Price: \$ 1,799.00 Supply Item Vendor: Dronenerds.com	These items will provide exposure to a multitude of technological subjects. Using the drones for educational purposes in transportation (flight) and graphics and video production.	2 x 1,799.00 = 3,598
CHS	Pathway/ CTE Program Area: Restaurants/ Food Marketing and Management/ Family and Consumer Sciences	Name of Course(s): Culinary Arts 1 Culinary Arts 2	Supply Item Name: Tuxton Duratex China Souffle Swirl Side Dish Supply Item Description: Item # TXNBEX0804 Supply Item Price: \$ 124.14 Supply Item Vendor: WB Mason	This item will facilitate a practical baking experience with professional bakeware.	6 x 124.14 = 745
CHS	Pathway/ CTE Program Area: Restaurants/ Food Marketing and Management/ Family and Consumer Sciences	Name of Course(s): Culinary Arts 1 Culinary Arts 2	Supply Item Name: Winco 6QT Storage Container Supply Item Description: Item # WNCPCSC6C Clear plastic storage container Supply Item Price: \$ 11.09 Supply Item	This item will facilitate a practical baking experience with professional bakeware.	10 x 11.09 = 111 + S&H 40.00 = 151

			Vendor: WB Mason (Shipping of \$40.00 for last 2 items)		
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technical Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering and Design	Supply Item Name: Epson PowerLite 109W Projector Supply Item Description: Epson PowerLite 109W - 3LCD projector - portable – LAN Supply Item Price: \$ 749.00 Supply Item Vendor: CDW-G	This product will allow the instructor to project important information from hard copies so students can visually see instructor handouts. This will enhance CTE teaching and learning.	1 x 749.00 = 749
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: VERMONT AMERICAN 75- Piece Carbon Steel Tap and Die Set Supply Item Description: PN- 2LKN7 Property Item Price: \$ 302.55 Supply Item Vendor: Grainger Industrial	This equipment will be used to enhance the safety of equipment, across the curriculum. This equipment is industry standard, and will facilitate creation of student enterprise opportunities.	1 x 302.55 = 303
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: GREENFIELD THREADING Right Hand High Speed Steel Drill/Tap/Countersink Set, SAE, Bright Finish Supply Item Description: PN- 445M43 Supply Item Price: \$ 238.35 Supply Item	This equipment will be used to enhance the safety of equipment, across the curriculum. This equipment is industry standard, and will facilitate creation of student enterprise opportunities.	1 x 238.35 = 239

			Vendor: Grainger Industrial		
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: SELLSTROM Eyewear Germicidal Cabinet Supply Item Description: Item # 2KMG1 Eyewear Germicidal Cabinet, Holds (48) Glasses, (40) Goggles or a combination of (36) Glasses Supply Item Price: \$ 1,034.12 Supply Item Vendor: Grainger Industrial	This is an important safety item for the labs at Crosby High School. To teach to industry standards, proper safety equipment is required.	3 x 1,034.12 = 3,103
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: DORIAN Tool Post & Holder Set, 14 PC, SDN 35 Supply Item Description: Item # 3CYH7 DORIAN Tool Post & Holder Set Supply Item Price: \$ 1,002.28 Supply Item Vendor: Grainger Industrial	This equipment will be used to enhance the safety of equipment, across the curriculum. This equipment is industry standard, and will facilitate creation of student enterprise opportunities.	1 x 1,002.28 = 1,002
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: DAYTON Milling Machine Starter Kit, R8,99 Pc Supply Item Description: Item # 4LEY1 Supply Item Price: \$ 1,237.00 Supply Item Vendor: Grainger Industrial	This equipment will be used to enhance the safety of equipment, across the curriculum. This equipment is industry standard, and will facilitate creation of student enterprise	1 x 1,237.00 = 1,237

CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: SANDVIK COROMANT Triangle Turning Insert, Finishing, Triangle, CP-A, CP-A, A11, L5- 4325 Supply Item Description: Item # 403Z48 Package of 10 Supply Item Price: \$ 23.64 Supply Item Vendor: Grainger Industrial	opportunities. This is an important safety item for the labs at Crosby High School. To teach to industry standards, proper safety equipment is required.	10 x 23.64 = 237
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: WESTWARD 14' Carbide Metal Cutting Circular Saw Blade Supply Item Description: Item # 24EM33 14' Carbide Metal Cutting Circular Saw Blade, Number of Teeth: 90 Supply Item Price: \$ 170.10 Supply Item Vendor: Grainger Industrial	This equipment is industry standard and will allow the department the opportunity to create enterprising experiences within the classroom.	2 x 170.10 = 340
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: Vblock and Clamps Supply Item Description: PN - 86419645 472 4-84 TPI STARRETT SCREW PITCH GAGE Supply Item Price: \$ 65.90	This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible student enterprises. This	2 x 65.90 = 132

			Supply Item Vendor: MSC Industrial	equipment is industry standard.	
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: Scribers 3 Point Supply Item Description: PN - 86403359 67A 3 POINT STARRETT SCRIBERS Supply Item Price: \$ 30.39 Supply Item Vendor: MSC Industrial	This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible student enterprises. This equipment is industry standard.	2 x 30.39 = 61
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: Depth Micrometer Property Item Description: PN - 86417136 440Z-3RL 0-3"RS LN CS STARRETT DEPTH MICROMETER Supply Item Price: \$ 212.03 Supply Item Vendor: MSC Industrial	This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible student enterprises. This equipment is industry standard.	2 x 212.03 = 424
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: 5pc Starrett Punch Supply Item Description: PN - 86405008 S117PC 5 PC (1/16-5/32) STARRETT PUNCH Supply Item Price: \$ 33.26 Supply Item Vendor: MSC Industrial	This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible student enterprises. This equipment is industry standard.	2 x 33.26 = 67
CHS	Pathway/	Name of Course(s):	Supply Item Name:	This	2 x 41.06 =

	<p>CTE Program Area:</p> <p>Engineering and Technology/ Technology Education</p> <p>Manufacturing Production Process Development/ Technology Education</p>	<p>Principles of Engineering</p> <p>Engineering Design</p>	<p>¼ Tap Wrench</p> <p>Property Item Description: PN - 00265363 91A 6" 1/16-1/4" TAP STARRETT TAP WRENCH</p> <p>Supply Item Price: \$ 41.06</p> <p>Supply Item Vendor: MSC Industrial</p>	<p>equipment will be used across the curriculum and will facilitate development of new course offerings, including possible student enterprises. This equipment is industry standard.</p>	82
CHS	<p>Pathway/ CTE Program Area:</p> <p>Engineering and Technology/ Technology Education</p> <p>Manufacturing Production Process Development/ Technology Education</p>	<p>Name of Course(s):</p> <p>Principles of Engineering</p> <p>Engineering Design</p>	<p>Supply Item Name: ½ Tap Wrench</p> <p>Supply Item Description: PN - 00265371 91B 9" 3/16-1/2" TAP STARRETT TAP WRENCH</p> <p>Supply Item Price: \$ 60.15</p> <p>Supply Item Vendor: MSC Industrial</p>	<p>This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible student enterprises. This equipment is industry standard.</p>	2 x 60.15 = 121
CHS	<p>Pathway/ CTE Program Area:</p> <p>Engineering and Technology/ Technology Education</p> <p>Manufacturing Production Process Development/ Technology Education</p>	<p>Name of Course(s):</p> <p>Principles of Engineering</p> <p>Engineering Design</p>	<p>Supply Item Name: Starrett Small Hole Gages</p> <p>Supply Item Description: PN - 86425378 S829EZ SET OF 4 W/CS STARRETT SMALL HOLE GAGES</p> <p>Supply Item Price: \$ 132.03</p> <p>Supply Item Vendor: MSC Industrial</p>	<p>This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible student enterprises. This equipment is industry standard.</p>	2 x 132.03 = 264
CHS	<p>Pathway/ CTE Program Area:</p> <p>Engineering and Technology/ Technology Education</p>	<p>Name of Course(s):</p> <p>Principles of Engineering</p> <p>Engineering Design</p>	<p>Supply Item Name: Starrett Telescoping Gage</p> <p>Supply Item</p>	<p>This equipment will be used across the curriculum and</p>	2 x 219.67 = 440

	Technology Education Manufacturing Production Process Development/ Technology Education		Description: PN - 86421039 S579HZ SET OF 6 W/CASE STARRETT TELESCOPING GAGE Supply Item Price: \$ 219.67 Supply Item Vendor: MSC Industrial	will facilitate development of new course offerings, including possible student enterprises. This equipment is industry standard.	
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: Starrett 8" Pin Punch Supply Item Description: PN - 86411147 S248PC 1/8-3/8W/CS 5PC STARRETT 8" PIN PUNCH Supply Item Price: \$ 41.20 Supply Item Vendor: MSC Industrial	This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible student enterprises. This equipment is industry standard.	2 x 41.20 = 83
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: SPI MAGNETIC BASE Supply Item Description: PN - 36886265 WITH FINE ADJUSTMENT SPI MAGNETIC BASE Supply Item Price: \$ 46.69 Supply Item Vendor: MSC Industrial	This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible student enterprises. This equipment is industry standard.	2 x 46.69 = 94
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: Starrett Steel Rule Supply Item Description: PN - 86412822 C305R-6 6" FLEX	This equipment will be used across the curriculum and will facilitate development	2 x 20.53 = 41

	Manufacturing Production Process Development/ Technology Education		STARRETT STEEL RULE Supply Item Price: \$ 20.53 Supply Item Vendor: MSC Industrial	of new course offerings, including possible student enterprises. This equipment is industry standard.	
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: Hout Metal Dr Index Case Supply Item Description: PN - 01694017 3-IN-1 115 SIZES HUOT METAL DR INDEX CASE Supply Item Price: \$ 36.44 Supply Item Vendor: MSC Industrial	This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible student enterprises. This equipment is industry standard.	2 x 36.44 = 73
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: HYCX ¼ - ¾ X Set Supply Item Description: PN - 60287422 HYCX ¼ - ¾ X Set 4 1/82D Sev. HSS 6FL.CHAT.CSK Supply Item Price: \$ 82.81 Supply Item Vendor: MSC Industrial	This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible student enterprises. This equipment is industry standard.	2 x 82.81 = 166
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: 030X 005" 1" Dial, W/F B&S Test Indicator Supply Item Description: PN - 06433478 030X 005" 1" Dial, W/F B&S Test Indicator	This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible	2 x 175.07 = 350

	Education		Supply Item Price: \$ 175.07 Supply Item Vendor: MSC Industrial	student enterprises. This equipment is industry standard.	
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: T226XRL-2 2" .0001" RSLN Starrett OD Micrometers Supply Item Description: PN - 58697988 T226XRL-2 2" .0001" RSLN Starrett OD Micrometers Supply Item Price: \$ 202.48 Property Item Vendor: MSC Industrial	This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible student enterprises. This equipment is industry standard.	2 x 202.48 = 405
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: 1/64" –1/2' Starrett Radius Gage Set Supply Item Description: PN - 86406188 S167CHZ 1/64" – 1/2' Starrett Radius Gage Set Supply Item Price: \$ 149.00 Supply Item Vendor: MSC Industrial	This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible student enterprises. This equipment is industry standard.	2 x 149.00 = 298
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: 4 PC 3/8' .200-.500' Edge Finder Set Supply Item Description: PN - 84033356 4 PC 3/8' .200-.500' Edge Finder Set	This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible	2 x 47.93 = 96

	Technology Education		Supply Item Price: \$ 47.93 Supply Item Vendor: MSC Industrial	student enterprises. This equipment is industry standard.	
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: 6" x .001 Grad 100" Rev Brown & Sharpe Dial Caliper Supply Item Description: PN- 06369078 6" x .001 Grad 100" Rev Brown & Sharpe Dial Caliper Supply Item Price: \$ 138.41 Supply Item Vendor: MSC Industrial	This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible student enterprises. This equipment is industry standard.	2 x 138.41 = 277
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: 11 Drawer Machinists' Kennedy Cabinet Supply Item Description: PN- 89759708 11 Drawer Machinists' Kennedy Cabinet Supply Item Price: \$ 687.30 Supply Item Vendor: MSC Industrial	This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible student enterprises. This equipment is industry standard.	2 x 687.30 = 1,375
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Supply Item Name: 22 PC In/Met DBL PCK Paramount HEX L-WR Set Supply Item Description: PN- 36742575 22 PC In/Met DBL PCK Paramount HEX L-WR Set	This equipment will be used across the curriculum and will facilitate development of new course offerings, including possible	2 x 17.54 = 35

	Technology Education		Supply Item Price: \$ 17.54 Supply Item Vendor: MSC Industrial	student enterprises. This equipment is industry standard.	
CHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/ Family Consumer Sciences	Name of Course(s): Food and Nutrition 1	Supply Item Name: Whirlpool Dishwasher Supply Item Description: Front Control Built in Tall Tub Dishwasher with Monochromatic Stainless Steel. 1 Hour Wash Cycle, 55 dBA Supply Item Price: \$ 457.00 Supply Item Vendor: Home Depot	This item will promote student understanding of appliances, and their utilization in relation to food safety and sanitation procedures.	1 x 457.00 = 457
CHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/ Family Consumer Sciences	Name of Course(s): Food and Nutrition 1	Supply Item Name: Food Dehydrator Supply Item Description: 12 Rack Dehydrator Supply Item Price: \$ 329.00 Supply Item Vendor: Restaurantsupply.com	This equipment will enable students to perform an additional preparation method as outlined in CTE Standards.	1 x 329.00 = 329
CHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/ Family Consumer Sciences	Name of Course(s): Food and Nutrition 1	Supply Item Name: Tri-Stone Sharpener Supply Item Description: Knife Sharpener Kit Supply Item Price: \$ 181.99 Supply Item Vendor: Restaurantsupply.com	This item will be used to maintain a safe and professional finish on knife blades. It will improve the learning experience and better maintain equipment.	1 x 181.99 = 182

WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Electronics 1 Electronics 2	m Supply Item Name: "AA" Plastic Battery Holder with Solder Lugs Supply Item Description: Item # 2801AA1PSL AA Battery Holder Express Part Supply Item Price: \$0.40 Supply Item Vendor: Electronix Express	These holders are used to secure the small batteries used in the instruction of electronics via the construction of electronic circuits and devices.	40 x 0.40 = 16
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Electronics 1 Electronics 2	Supply Item Name: Electronix Express BBC MicroBit Basic Kit Supply Item Description: Programming Kit Supply Item Price: \$ 16.50 Supply Item Vendor: Electronix Express	This item will be used to introduce programming languages as they apply to the programming of basic controllers (microcompute r type devices).	15 x 16.50 = 248
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Electronics 1 Electronics 2	Supply Item Name: RSR Digital Multimeter- Autoranging w/ Resettable Fuse Supply Item Description: Part # 01DMMS8268 Digital Multimeter Express Supply Item Price: \$ 35.95 Supply Item Vendor: Electronix Express	These are instruments used in the instruction of electronics, including construction of electronic circuits and devices.	15 x 35.95 = 540
WCA	Pathway/	Name of Course(s):	Supply Item Name:	These are	10 x 47.20 =

	CTE Program Area: Computer Info Systems and Communications/ Technology Education	Electronics 1 Electronics 2	Weller Soldering Station Model WLC 100 Supply Item Description: Soldering Station Supply Item Price: \$ 47.20 Supply Item Vendor: Electronix Express	instruments used in the instruction of electronics, including construction of electronic circuits and devices.	472
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Programming with Microcontrollers	Supply Item Name: Velleman Headphones Deluxe Model Supply Item Description: Express Part # 045HP924 Velleman DELUXE MODEL: Hi-fi monitor headphones 40mm super-thin diaphragm Impedance - 32 ohm Sensitivity: 106db S.P.L. @ 1KHz Cord length - 9'. Supply Item Price: \$ 16.95 Supply Item Vendor: Electronix Express	Headphones will be used to assist students with avoiding environmental distractions. They will also facilitate access to CTE curriculum related videos and podcasts.	30 x 16.95 = 509
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Electronics 1 Electronics 2	Supply Item Name: 365 Piece Resistor Kit 1/2 Watt in Plastic Box with Dividers Supply Item Description: Part #13RK7305 Resistor Kit Express Supply Item Price: \$ 12.90	These are parts used in the construction and teaching of electronics with project based circuitry and devices.	20 x 12.90 = 258 + S&H 11.00 = 269

			Supply Item Vendor: Electronix Express (Shipping \$11.00 for the last 5 line items)		
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Programming with Microcontrollers	Supply Item Name: 25'HDMI Non-Plen Cable Supply Item Description: HD- HD-25PROBLK Supply Item Price: \$ 36.00 Supply Item Vendor: RnB	This item is required for the 75" SMART monitor listed in Line 700.	1 x 36.00 = 36
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Programming with Microcontrollers	Supply Item Name: Peerless LCD Build-Out (over chalkboard) Mounting Bracket Supply Item Description: Item # Peerless IWB 680- W Supply Item Price: \$ 255.00 Property Item Vendor: RnB	This item is required for the 75" SMART monitor listed in Line 700.	1 x 255.00 = 255
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Information Technology Essentials Cisco 1 Information Technology Essentials Cisco 2	Supply Item Name: Case for iPad Supply Item Description: Part # BMTA2LL/A STM Case for iPad (5 th & 6 th Gen) – Red 10 pack Supply Item Price: \$ 349.50 Supply Item Vendor: APPLE INC	This item will assist the student in meeting the objective of understanding and troubleshootin g mobile devices and their operational systems. Additionally the classroom	3 x 349.50= 1,048

				environment will become more efficient for troubleshooting, testing, and quality assurance processes.	
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Information Technology Essentials Cisco 1 Information Technology Essentials Cisco 2	Supply Item Name: LocknCharge iQ 30 Cart™ for iPad and iPad mini - Sync and Charge Supply Item Description: Part # HGRW2LL/A Supply Item Price: \$ 2,299.95 Supply Item Vendor: APPLE INC (Shipping/ handling \$1,648.85 for the last 2 line items & iPads in Line 700)	This item will assist the student in meeting the objective of understanding and troubleshooting mobile devices and their operational systems. Additionally the classroom environment will become more efficient for troubleshooting, testing, and quality assurance processes.	1 x 2,299.95= 2,300 + S&H 1,648.85 = 3,949
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Information Technology Essentials Cisco 1 Information Technology Essentials Cisco 2	Supply Item Name: Antec ATX Computer Case Supply Item Description: Manufacturer # VSK4000E-U3 CDW # 5094250 Supply Item Price: \$ 36.99 Supply Item Vendor: CDW	Students will develop technical knowledge and skills in designing, developing, and managing hardware, software, and systems integration services.	15 x 36.99 = 555

WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Information Technology Essentials Cisco 1 Information Technology Essentials Cisco 2	Supply Item Name: EVGA 400w Power Supply Supply Item Description: Manufacturer # 100-n1-0400-L1 CDW # 3749016 Supply Item Price: \$ 42.99 Supply Item Vendor: CDW	Students will develop technical knowledge and skills in designing, developing, and managing hardware, software, and systems integration services.	15 x 42.99 = 645
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Information Technology Essentials Cisco 1 Information Technology Essentials Cisco 2	Supply Item Name: MSI B250M Gaming PRO Motherboard Supply Item Description: Manufacturer # B250M GAMING PRO CDW # 3749016 UNSPSC # 43201513 Supply Item Price: \$ 89.99 Supply Item Vendor: CDW	Students will develop technical knowledge and skills in designing, developing, and managing hardware, software, and systems integration services.	10 x 89.99 = 900
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Information Technology Essentials Cisco 1 Information Technology Essentials Cisco 2	Supply Item Name: Intel Core i5 8400/2.8 GHz Processor Supply Item Description: Manufacturer # BX80684I58400 CDW # 4859906 Supply Item Price: \$ 201.99 Supply Item Vendor: CDW	Students will develop technical knowledge and skills in designing, developing, and managing hardware, software, and systems integration services.	20 x 201.99 = 4,040
WCA	Pathway/	Name of Course(s):	Supply Item Name:	Students will	10 x 86.99 =

	CTE Program Area: Computer Info Systems and Communications/ Technology Education	Information Technology Exploratory Information Technology Essentials Cisco 1 Information Technology Essentials Cisco 2	Gigabyte 1.0 Motherboard Micro ATX LGA1151 Socket Supply Item Description: Manufacturer # GA-H110M-S2H GSM CDW # 3984027 Supply Item Price: \$ 86.99 Supply Item Vendor: CDW	develop technical knowledge and skills in designing, developing, and managing hardware, software, and systems integration services.	870
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory	Supply Item Name: Kensington Hi-Fi Headphone – Black Supply Item Description: Manufacturer # K33137 CDW Part: 744081 UNSPSC: 52161514 Supply Item Price: \$ 14.99 Supply Item Vendor: CDW	Students will have multiple ways of digital accessibility within the classroom. This will enhance student engagement.	30 x 14.99 = 450
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Information Technology Essentials Cisco 1 Information Technology Essentials Cisco 2	Supply Item Name: Crucial- DDR4-8GB-DIMM 288-pin-unbuffered Supply Item Description: Manufacturer # CT8G4DFD824A CDW # 4067397 UNSPSC # 32101602 Supply Item Price: \$ 52.99 Supply Item Vendor: CDW	Students will develop technical knowledge and skills in designing, developing, and managing hardware, software, and systems integration services.	20 x 52.99 = 1,060

WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Information Technology Essentials Cisco 1 Information Technology Essentials Cisco 2	Supply Item Name: Western Digital Black 500GB Internal HDD Supply Item Description: Manufacturer # WD5003AZEX CDW # 2823868 UNSPSC # 43201803 Supply Item Price: \$ 72.99 Supply Item Vendor: CDW	Students will develop technical knowledge and skills in designing, developing, and managing hardware, software, and systems integration services.	10 x 72.99 = 730
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Information Technology Essentials Cisco 1 Information Technology Essentials Cisco 2	Supply Item Name: 1.5g Metal Oxide Thermal CPU Paste Compound Tube Startech.com Supply Item Description: Manufacturer # SILVGREASE1 CDW # 355065 UNSPSC # 40101604 Supply Item Price: \$ 3.99 Supply Item Vendor: CDW	Students will develop technical knowledge and skills in designing, developing, and managing hardware, software, and systems integration services.	20 x 3.99 = 80
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Information Technology Essentials Cisco 1 Information Technology Essentials Cisco 2	Supply Item Name: Port PCI 32 Bit Gigabit Ethernet Network Adapter Card Startech.com Supply Item Description: Manufacturer # ST1000BT32 CDW # 543699 UNSPSC # 43201404	Students will develop technical knowledge and skills in designing, developing, and managing hardware, software, and systems integration services.	20 x 12.99 = 260

			Supply Item Price: \$ 12.99		
			Supply Item Vendor: CDW		
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Information Technology Essentials Cisco 1 Information Technology Essentials Cisco 2	Supply Item Name: EVGA GeForce 8400 Supply Item Description: Manufacturer # 01G-P3-1302-LR CDW # 2244025 UNSPSC # 43201401 Supply Item Price: \$ 39.99 Supply Item Vendor: CDW	Students will develop technical knowledge and skills in designing, developing, and managing hardware, software, and systems integration services.	20 x 39.99 = 800
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Information Technology Essentials Cisco 1 Information Technology Essentials Cisco 2	Supply Item Name: HTC VIVE 3D Virtual Reality Headset Supply Item Description: Manufacturer # 99HALN002-00 CDW # 4244234 Supply Item Price: \$ 629.99 Supply Item Vendor: CDW	Students will explore technology through an immersive experience.	2 x 629.99 = 1,260
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Information Technology Essentials Cisco 1 Information Technology Essentials Cisco 2	Supply Item Name: HTC Virtual Reality Headset Wireless Adapter Supply Item Description: Manufacturer # 99HANN010-00 CDW # 5344111 Supply Item Price: \$ 344.99	This item will facilitate teaching and learning in the classroom.	1 x 344.99 = 345+ S&H 1,227.04 =1,572

			Supply Item Vendor: CDW (Shipping of 1,227.04 for last 13 line items)		
WCA √	Pathway/ CTE Program Area: Supportive Services/ Medical Careers Education	Name of Course(s): Foundations in Health Science and Technology Medical Assistant UCONN Medical Terminology UCONN Intro to AH Professions Pharmacy Technician CNA Physical Therapy	Supply Item Name: iPad Cart Supply Item Description: Part # HK252LL/A Lock n Charge iC 30 Cart Supply Item Price: \$ 1,799.95 Supply Item Vendor: APPLE INC	This cart will be used to secure and charge iPads. iPads allow students to access the internet for career exploration, OSHA 10 certification exams, apps for body systems, and course content certification exams.	2 x 1,799.95 = 3,600
WCA √	Pathway/ CTE Program Area: Supportive Services/ Medical Careers Education	Name of Course(s): Foundations in Health Science and Technology Medical Assistant UCONN Medical Terminology UCONN Intro to AH Professions Pharmacy Technician CNA Physical Therapy	Supply Item Name: Case for iPad Supply Item Description: Part # BMTA2LL/A STM Case for iPad (5 th & 6 th Gen) – Red 10 pack Supply Item Price: \$ 349.50 Supply Item Vendor: APPLE INC	The cases will be used to secure iPads. iPads allow students to access the internet for career exploration, OSHA 10 certification exams, apps for body systems, and course content certification exams.	6 x 349.50 = 2,097

WCA √	Pathway/ CTE Program Area: Supportive Services/ Medical Careers Education	Name of Course(s): Foundations in Health Science and Technology Medical Assistant UConn Medical Terminology Pharmacy Technician CNA Physical Therapy	Supply Item Name: Precision Exams – Site License Supply Item Description: Health Science Bundle of Unlimited Certification Exams for Pre and Post Content Assessments Supply Item Price: \$ 2,500.00 Supply Item Vendor: Precision Exams, LLC	Content based online certification exams aligned with National Health Science Standards (CT-SDE approved) Provides student data for SLO student achievement and measures effectiveness of course curricula.	1 x 2,500.00 = 2,500
WCA √	Pathway/ CTE Program Area: Supportive Services/ Medical Careers Education	Name of Course(s): Foundations in Health Science and Technology UConn Medical Terminology Physical Therapy	Supply Item Name: Anatomy in Clay Supply Item Description: Item # ZSV-MA-0012 MANKIEN Student Body Systems Series (2 DVD set) Supply Item Price: \$ 117.60 Supply Item Vendor: Zahourek Systems	Teacher resource - Anatomy in Clay is a nationally recognized hands on educational lab to build human body systems.	1 x 117.60 = 118
WCA √	Pathway/ CTE Program Area: Supportive Services/ Medical Careers Education	Name of Course(s): Foundations in Health Science and Technology UConn Medical Terminology Physical Therapy	Supply Item Name: Anatomy in Clay Supply Item Description: Item # ZSP-MA-0015-CD Workbook on CD- Arm Breast and Lymphatics Supply Item Price: \$ 55.95 Supply Item Vendor: Zahourek Systems	Teacher resource - Anatomy in Clay is a nationally recognized hands on educational lab to build human body systems.	1 x 55.95 = 56
WCA √	Pathway/ CTE Program Area:	Name of Course(s): Foundations in Health	Supply Item Name: Anatomy in Clay	Teacher resource - Anatomy in	1 x 410.95 = 411

	Supportive Services/ Medical Careers Education	Science and Technology UCONN Medical Terminology Physical Therapy	Supply Item Description: Item # ZSP-MA-0201Starla on MANIKEN Teachers Guide to Curriculum with Atlas CD Supply Item Price: \$ 410.95 Supply Item Vendor: Zahourek Systems	Clay is a nationally recognized hands on educational lab to build human body systems.	
WCA √	Pathway/ CTE Program Area: Supportive Services/ Medical Careers Education	Name of Course(s): Foundations in Health Science and Technology UCONN Medical Terminology Physical Therapy	Supply Item Name: Anatomy in Clay Supply Item Description: Item # ZSP-MA-0013-CD Workbook on CD- Arm Basic Muscles, Nerves, and Blood vessels Supply Item Price: \$ 78.40 Supply Item Vendor: Zahourek Systems	Teacher resource - Anatomy in Clay is a nationally recognized hands on educational lab to build human body systems.	1 x 78.40 = 79
WCA √	Pathway/ CTE Program Area: Supportive Services/ Medical Careers Education	Name of Course(s): Foundations in Health Science and Technology UCONN Medical Terminology Physical Therapy	Supply Item Name: Anatomy in Clay Supply Item Description: Item #ZSP-MA-0014-CD Workbook on CD- Leg Basic Muscles, Nerves, and Blood vessels Supply Item Price: \$ 78.40 Supply Item Vendor: Zahourek Systems	Teacher resource - Anatomy in Clay is a nationally recognized hands on educational lab to build human body systems.	1 x 78.40 = 79
WCA √	Pathway/ CTE Program Area: Supportive Services/	Name of Course(s): Foundations in Health Science and Technology	Supply Item Name: Anatomy in Clay Supply Item	Anatomy in Clay, a nationally recognized	5 x 576.65 = 2,883

	Medical Careers Education	UCONN Medical Terminology Physical Therapy	Description: Item # ZSR-MA 6010WSB MANKIEN Student Body Systems Supply Item Price: \$ 576.65 Supply Item Vendor: Zahourek Systems	hands on educational lab to build human body systems, will enhance instruction and student learning.	
WCA √	Pathway/ CTE Program Area: Supportive Services/ Medical Careers Education	Name of Course(s): Foundations in Health Science and Technology UCONN Medical Terminology Physical Therapy	Supply Item Name: EZ- Squeeze Clay Handle with Adapter and Extruder Supply Item Description: Item # ZSR-316CP EZ- Squeeze Clay Handle with Adapter and Extruder Supply Item Price: \$ 35.75 Supply Item Vendor: Zahourek Systems	Anatomy in Clay, a nationally recognized hands on educational lab to build human body systems, will enhance instruction and student learning.	4 x 35.75 = 143
WCA √	Pathway/ CTE Program Area: Supportive Services/ Medical Careers Education	Name of Course(s): Foundations in Health Science and Technology UCONN Medical Terminology Physical Therapy	Supply Item Name: Anatomy in Clay Supply Item Description: Item # ZSR-237 Clay Cutting Mat Supply Item Price: \$ 17.85 Supply Item Vendor: Zahourek Systems	Anatomy in Clay, a nationally recognized hands on educational lab to build human body systems, will enhance instruction and student learning.	20 x 17.85 = 357
WCA √	Pathway/ CTE Program Area: Supportive Services/ Medical Careers Education	Name of Course(s): Foundations in Health Science and Technology UCONN Medical Terminology	Supply Item Name: MANIKEN Classic Series II Supply Item Description: Item # ZSA- MA-1150BB	Anatomy in Clay, a nationally recognized hands on educational lab to build human body	1 x 570.05 = 570

		Physical Therapy	Half- Model- INSTRUCTOR MODEL Supply Item Price: \$ 570.05 Supply Item Vendor: Zahourek Systems	systems, will enhance instruction and student learning.	
WCA √	Pathway/ CTE Program Area: Supportive Services/ Medical Careers Education	Name of Course(s): Nurse Assistant	Supply Item Name: Linen Cart with Mesh Cover Supply Item Description: Item # 04-25-8524 Supply Item Price: \$ 509.57 Supply Item Vendor: Pocket Nurse (Shipping of 25.00 for the current line item)	This item is used in long term care facilities and will simulate real workplace environment and reinforce infection control procedures.	1 x 509.57 = 510 + S&H 25.00 = 535
WCA	Pathway/ CTE Program Area: Teaching/Training/ Family Consumer Sciences	Name of Course(s): Child Development 1 Child Development 2	Supply Item Name: Breakout Box Supply Item Description: Breakout Box School Bundle (Six kits with six platform access codes) Supply Item Price: \$ 800.00 Supply Item Vendor: Breakout EDU	Improve critical thinking skills. Reinforce curriculum. Attract students to strand.	2 x 800.00 = 1,600
WCA	Pathway/ CTE Program Area: Teaching/Training/ Family Consumer Sciences	Name of Course(s): Child Development 1 Child Development 2	Supply Item Name: Child Development: Early Stages- 12 Instructor's Resource CD-Rom Supply Item Description: Item # WA33564 Resources to assist in teaching Child	This resource will help create additional resources for teaching early childhood practices. It is a disk of resources, which can be shared with	1 x 333.50 = 334

			<p>Development 1</p> <p>Supply Item Price: \$ 333.50</p> <p>Supply Item Vendor: NASCO</p>	multiple teachers in the Child Development department.	
WCA	<p>Pathway/ CTE Program Area:</p> <p>Teaching/Training/ Family Consumer Sciences</p>	<p>Name of Course(s):</p> <p>Child Development 1</p> <p>Child Development 2</p>	<p>Supply Item Name: Science Adventures: Nature Activities for Young Children</p> <p>Supply Item Description: Item # SB46156 Resource book</p> <p>Supply Item Price: \$ 23.95</p> <p>Supply Item Vendor: NASCO</p>	This resource helps give new ideas on how to teach science to young children using nature. It would be used by the teacher during lesson planning.	1 x 23.95 = 24
WCA	<p>Pathway/ CTE Program Area:</p> <p>Teaching/Training/ Family Consumer Sciences</p>	<p>Name of Course(s):</p> <p>Child Development 1</p> <p>Child Development 2</p>	<p>Supply Item Name: Teaching STEM Outdoors: Activities for Young Children</p> <p>Supply Item Description: Item # EL 15662 Resource book that supports STEM concepts in early childhood programs</p> <p>Supply Item Price: \$ 34.95</p> <p>Supply Item Vendor: NASCO</p>	This item will support students to learn how to incorporate STEM units in preschool situations.	1 x 34.95 = 35
WCA	<p>Pathway/ CTE Program Area:</p> <p>Teaching/Training/ Family Consumer Sciences</p>	<p>Name of Course(s):</p> <p>Child Development 1</p> <p>Child Development 2</p>	<p>Supply Item Name: Child Development Theory Poster Set</p> <p>Supply Item Description: Item # WA28722H281 Learn about four different child development theories and the stages of cognitive</p>	Students will gain a deeper understanding of the theorist's by using visuals which have each stage written out to be seen; this will help them in classes.	1 x 24.95 = 25

			development Supply Item Price: \$ 24.95 Supply Item Vendor: NASCO		
WCA √	Pathway/ CTE Program Area: Teaching/Training/ Family Consumer Sciences	Name of Course(s): Child Development 1 Child Development 2 UConn Individual and Family Development	Supply Item Name: Uterus/Fetus Model Set Supply Item Description: Item # SB32704H191 Model provides an added dimension to childbirth education classes. 5 lifelike uterus/ fetus models illustrate fetal development at 8,10,16, 22, and 40 weeks. Supply Item Price: \$ 437.95 Supply Item Vendor: NASCO	Students will be able to visually see the stages of pregnancy at 8,10,16,22 and 40 weeks. By having a visual the students will gain a stronger understanding of the progression of pregnancy.	1 x 437.95 = 438
WCA	Pathway/ CTE Program Area: Teaching/Training/ Family Consumer Sciences	Name of Course(s): Child Development 2	Supply Item Name: Expanded RD Intern Kit Supply Item Description: Item # WA29742H191 Great kits for all nutrition educators, and perfect for college students and recent grads preparing for their first job or internship. Supply Item Price: \$ 449.95 Supply Item Vendor: NASCO	Students will learn nutrition, portion sizes and MYPlate through interactive hands on manipulatives.	1 x 449.95 = 450

KHS	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Electronics	Supply Item Name: 3200FUN LIGHT Regular Kit Supply Item Description: 3200FUN LIGHT Regular Kit Supply Item Price: \$ 4.95 Supply Item Vendor: Electronix Express	Students will expand their electronics knowledge and improve their tactile skills.	50 x 4.95 = 248
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Electronics	Supply Item Name: Solder Practice Kit Supply Item Description: Item # 3200SPB2 Solder Practice Kit Supply Item Price: \$ 3.95 Supply Item Vendor: Electronix Express	Students will expand their electronics knowledge and improve their tactile skills.	75 x 3.95 = 296
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Electronics	Supply Item Name: Electronic Piano Kit Supply Item Description: Item # 32PMW270032 Electronic Piano Kit Supply Item Price: \$ 7.95 Supply Item Vendor: Electronix Express	Students will expand their electronics knowledge and improve their tactile skills.	36 x 7.95 = 286
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Electronics	Supply Item Name: Electric Motor Kit Supply Item Description: Item # 32SM806 Electric Motor Kit Supply Item Price: \$ 6.95	Students will expand their electronics knowledge and improve their tactile skills.	90 x 6.95 = 626

			Supply Item Vendor: Electronix Express		
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Electronics	Supply Item Name: Brain Game Supply Item Description: Item #32VKMK112 Brain Game Supply Item Price: \$ 10.25 Supply Item Vendor: Electronix Express (Shipping of 87.74 for the last 5 line items)	Students will expand their electronics knowledge and improve their tactile skills.	72 x 10.25 = 738 + S&H 87.74 = 826
KHS	Pathway/ CTE Program Area: Marketing Info, Management and Research/ Marketing Education	Name of Course(s): Graphic Communications	Supply Item Name: Kensington Safe Stand iMac Supply Item Description: K67822WW Kensington Safe Stand iMac Supply Item Price: \$ 83.49 Supply Item Vendor: CDW-G	Improve security of equipment	27 x 83.49 = 2,254
KHS	Pathway/ CTE Program Area: Design/Pre- Construction/ Technology Education	Name of Course(s): Construction 1 Construction 2	Supply Item Name: 10 inch Rikon Band Saw Supply Item Description: Stock # 49-0713 10 inch Rikon Band Saw Supply Item Price: \$ 380.00 Supply Item Vendor: Paxon and Patterson	This item will allow students to perform hands on detail work.	2 x 380.00 = 760
KHS	Pathway/ CTE Program Area:	Name of Course(s):	Supply Item Name: Rikon 4x36 Belt	This item will allow students	2 x 225.00 = 450

	Design/Pre-Construction/Technology Education	Construction 1 Construction 2	Sander Supply Item Description: Stock # 49-0715 Manufacturer # 50-112 Rikon 4x36 Belt/6inch disc sander Supply Item Price: \$ 225.00 Supply Item Vendor: Paxon and Patterson	to perform hands on detail work.	
KHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: Autel scan tool DS708 Supply Item Description: Item # BKNAUTMS9081Y R Update for software Supply Item Price: \$ 719.99 Supply Item Vendor: Napa Auto Parts	This item is needed to diagnose and communicate with vehicles in shop. This item will enhance student knowledge and skills acquisition with Fueltrim, Evaporative Emissions, and CAN Communication networks for American, European, and Asian vehicles.	1 x 719.99 = 720
KHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: Scan Tool/ Diagnostic Subscription Encore 1 Year Subscription w/ Lifetime Warranty(Included) Supply Item Description: Item # BK 7002614 Supply Item Price: \$ 577.79	This tool is needed to diagnose and communicate with vehicles in shop. This item will enhance student knowledge and skills acquisition with Fueltrim, Evaporative Emissions, and CAN	1 x 577.79 = 578

			Supply Item Vendor: Napa Auto Parts	Communication networks for American, European, and Asian vehicles.	
KHS	Pathway/ CTE Program Area: Supportive Services/ Medical Careers Education	Name of Course(s): Allied Health 1 Allied Health 2	Supply Item Name: CARES-Complete access to all programs Supply Item Description: Online training and in class activities, Dementia Basics, Dementia Advanced Care ADL, End of Life Dementia Care. 1 location unlimited users for 2-year access. Supply Item Price: \$ 3,999.95 Supply Item Vendor: Health Care Interactive	Students will learn about dementia care and receive certifications to increase their qualifications for health careers.	1 x 3,999.95 = 4,000
KHS	Pathway/ CTE Program Area: Supportive Services/ Medical Careers Education	Name of Course(s): Allied Health 1 Allied Health 2	Supply Item Name: OSHA 10-Hour General Industry Healthcare Supply Item Description: OSHA 10-Hour Certification Course Supply Item Price: \$ 25.00 Supply Item Vendor: Career Safe	Students will graduate from high school with a certificate in safety making the students more qualified in the workforce.	38 x 25.00 = 950
KHS	Pathway/ CTE Program Area: Business Management/ Business and Finance	Name of Course(s): Computer Applications 1 Computer Applications 2	Supply Item Name: Learn-By-Doing Google Apps Supply Item Description: Item # TB-GAPPS-TG-5Y ISBN	Making teaching and learning more engaging and relevant; ensuring that more students are college and career	1 x 449.95 = 450 + 10.00 = 460

			<p>9781626892323 Instructor resource to Google Apps</p> <p>Supply Item Price: \$ 449.95</p> <p>Supply Item Vendor: BE Publishing</p> <p>(Shipping of 10.00 for current line item)</p>	ready. Instructional material for Google Apps to improve teaching and learning in computer app courses.	
KHS	<p>Pathway/ CTE Program Area:</p> <p>Teaching/Training/ Family and Consumer Sciences</p>	<p>Name of Course(s):</p> <p>Early Childhood Education</p>	<p>Supply Item Name: Activities for Child Care</p> <p>Supply Item Description: Item # WA09321 A Book of Activity Ideas</p> <p>Supply Item Price: \$ 39.95</p> <p>Supply Item Vendor: NASCO</p>	This item can be used by students as a resource for examples of activities that can be used when writing a lesson plan for preschool curriculum.	1 x 39.95 = 40
KHS	<p>Pathway/ CTE Program Area:</p> <p>Teaching/Training/ Family and Consumer Sciences:</p>	<p>Name of Course(s):</p> <p>Early Childhood Education</p>	<p>Supply Item Name: Child Development Stages Tablet</p> <p>Supply Item Description: Item # WA23291 Poster</p> <p>Supply Item Price: \$ 12.95</p> <p>Supply Item Vendor: NASCO</p>	This item will help to remind students of the stages of development which will aid them in writing their lesson plans for the preschool curriculum.	1 x 12.95 = 13
KHS	<p>Pathway/ CTE Program Area:</p> <p>Teaching/Training/ Family and Consumer Sciences</p>	<p>Name of Course(s):</p> <p>Early Childhood Education</p>	<p>Supply Item Name: Child Development Stages Poster</p> <p>Supply Item Description: Item # WA20849 Poster</p> <p>Supply Item Price: \$ 14.95</p>	This item is a visual aid that will help remind students of the stages of development which will aid them in writing their lesson plans of the	1 x 14.95 = 15

			Supply Item Vendor: NASCO	preschool curriculum.	
KHS	Pathway/ CTE Program Area: Teaching/Training/ Family and Consumer Sciences	Name of Course(s): Early Childhood Education	Supply Item Name: Resources for Early Childhood Classroom Supply Item Description: Item # SB30780 A resource book of theme ideas for the ECE classroom Supply Item Price: \$ 149.95 Supply Item Vendor: NASCO	This item is a visual aid that will help remind students of the stages of development which will aid them in writing their lesson plans of the preschool curriculum.	1 x 149.95 = 150
KHS	Pathway/ CTE Program Area: Teaching/Training/ Family and Consumer Sciences	Name of Course(s): Child Development 1	Supply Item Name: Complete Child Development Poster Set Supply Item Description: Item # WA27318 Poster Set Supply Item Price: \$ 52.45 Supply Item Vendor: NASCO	This item is a visual aid that will help remind students of the stages of development which will aid them in their understanding of the stages of Child Development.	1 x 52.45 = 53
KHS	Pathway/ CTE Program Area: Teaching/Training/ Family and Consumer Sciences	Name of Course(s): Child Development 1	Supply Item Name: Actions & Consequences for Teens Supply Item Description: Item # WA23886 Situation Cards Supply Item Price: \$ 25.95 Supply Item Vendor: NASCO	This item can be used as a resource for discussion of covered in Child Development 1.	1 x 25.95 = 26
KHS	Pathway/ CTE Program Area:	Name of Course(s):	Supply Item Name: What I Wish I Knew	This item is a teacher	1 x 15.95 = 16

	Teaching/Training/ Family and Consumer Sciences	Child Development 1	at 18 Supply Item Description: Item # WA32023 Teacher Edition Supply Item Price: \$ 15.95 Supply Item Vendor: NASCO	resource that can be used in conjunction with the Child Development textbook to supplement comprehensio n and to increase understanding of how choices made now can affect them.	
KHS	Pathway/ CTE Program Area: Teaching/Training/ Family and Consumer Sciences	Name of Course(s): Child Development 1	Supply Item Name: Child Development Activities Supply Item Description: Item # WA31782 Activity Book Supply Item Price: \$ 39.95 Supply Item Vendor: NASCO	This item will be used by students as a resource for examples of activities that can be used when writing a lesson plan for the preschool curriculum or for instruction by the teacher to aid in explaining activities used in the E.C.E. curriculum.	1 x 39.95 = 40
KHS Paula DeSantis	Pathway/ CTE Program Area: Teaching/Training/ Family and Consumer Sciences	Name of Course(s): Child Development 1	Supply Item Name: 5 Minute Living on Your Own Activities Supply Item Description: Item # WA27905 Theme Related Questions Supply Item Price: \$ 29.95 Supply Item Vendor: NASCO	This item will be used as a resource for discussion, pertaining Child Development 1.	1 x 29.95 = 30
KHS	Pathway/ CTE Program Area: Teaching/Training/ Family and Consumer Sciences	Name of Course(s): Child Development 1	Supply Item Name: Life Skills Inventory Supply Item Description: Item # WA33280 Skills Question Book	This item will be used to gage the student's prior knowledge and to drive instruction and discussions	1 x 59.95 = 60

			Supply Item Price: \$ 59.95 Supply Item Vendor: NASCO	pertaining to Child Development 1.	
KHS	Pathway/ CTE Program Area: Teaching/Training/ Family and Consumer Sciences	Name of Course(s): Child Development 1	Supply Item Name: Life Skills 225 Activities Supply Item Description: Item # WA23894 Supply Item Price: \$ 33.95 Supply Item Vendor: NASCO	This item will be used both as a resource to gauge the student's prior knowledge and to drive instruction and discussions pertaining to Child Development 1 expand understanding of these topics.	1 x 33.95 = 34
KHS	Pathway/ CTE Program Area: Teaching/Training/ Family and Consumer Sciences	Name of Course(s): Child Development 1	Supply Item Name: F.A.C.S Life Skills Poster Supply Item Description: Item # WA32949 Poster Supply Item Price: \$ 15.45 Supply Item Vendor: NASCO	This item is to be used as visual aid for students.	1 x 15.45 = 16
KHS	Pathway/ CTE Program Area: Teaching/Training/ Family and Consumer Sciences	Name of Course(s): Child Development 1	Supply Item Name: What I Wish I knew at 18 Supply Item Description: Item # WA32024 Student Workbook Supply Item Price: \$ 17.95 Supply Item Vendor: NASCO	This item is to be used as a resource for class activities.	1 x 17.95 = 18
KHS	Pathway/ CTE Program Area:	Name of Course(s): Early Childhood	Supply Item Name: Califone Multimedia Listening Center	This item is to be used with books on CD	1 x 284.95 = 285 + S & H 48.23

	Teaching/Training/ Family and Consumer Sciences	Education	with 6 Headphones Supply Item Description: Item # Z45805 Listening Center Supply Item Price: \$ 284.95 Supply Item Vendor: NASCO (Shipping of 48.23 for last 13 line items)	to foster and encourage reading.	= 333
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communication/ Technology Education Marketing Info, Management and Research/ Marketing Education	Name of Course(s): Video Production 1 Graphic Communications 1	Supply Item Name: Belkin Universal Home Charger Supply Item Description: Belkin Universal Home Charger with Micro USB ChargeSync Cable Supply Item Price: \$ 10.00 Supply Item Vendor: B&H	This item will be used to upload student videos for editing.	6 x 10.00= 60
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communication/ Technology Education Marketing Info, Management and Research/ Marketing Education	Name of Course(s): Video Production 1 Graphic Communications 1	Supply Item Name: Apple Lighting Male USB Type C- Male Cable 6.6' Supply Item Description: Item # APMKQ42AMA MFR # MKQ42AM/A Supply Item Price: \$ 34.99 Supply Item Vendor: B&H	This item will be used to upload student videos for editing.	4 x 34.99 = 140
KHS	Pathway/ CTE Program Area: Computer Info	Name of Course(s): Video Production 1	Supply Item Name: Sony ECM-VG1 Electret Condenser Shotgun	This item will be used to develop video production	2 x 219.00 = 438

	<p>Systems and Communication/ Technology Education</p> <p>Marketing Info, Management and Research/ Marketing Education</p>	Graphic Communications 1	<p>Microphone</p> <p>Supply Item Description: Sony ECM-VG1 Electret Condenser Shotgun Microphone</p> <p>Supply Item Price: \$ 219.00</p> <p>Supply Item Vendor: B&H</p>	skills.	
KHS	<p>Pathway/ CTE Program Area:</p> <p>Computer Info Systems and Communication/ Technology Education</p> <p>Marketing Info, Management and Research/ Marketing Education</p>	<p>Name of Course(s):</p> <p>Video Production 1</p> <p>Graphic Communications 1</p>	<p>Supply Item Name: Senal SMH-1000 Professional Field and Studio Monitor Headphones</p> <p>Supply Item Description: Senal SMH-1000 Professional Field and Studio Monitor Headphones</p> <p>Supply Item Price: \$ 65.00</p> <p>Supply Item Vendor: B&H</p>	This item will be used to develop video production skills.	2 x 65.00 = 130
KHS	<p>Pathway/ CTE Program Area:</p> <p>Computer Info Systems and Communication/ Technology Education</p> <p>Marketing Info, Management and Research/ Marketing Education</p>	<p>Name of Course(s):</p> <p>Video Production 1</p> <p>Graphic Communications 1</p>	<p>Supply Item Name: Manfrotto MVH500A Fluid Drag Video Head</p> <p>Supply Item Description: Manfrotto MVH500A Fluid Drag Video Head with MVT502AM Tripod and Carry Bag</p> <p>Supply Item Price: \$ 307.00</p> <p>Supply Item Vendor: B&H</p>	This item will be used to develop video production skills.	2 x 307.00 = 614
KHS	<p>Pathway/ CTE Program Area:</p>	<p>Name of Course(s):</p>	<p>Supply Item Name: Tucano Nido Hard-</p>	This item will be used for	2 x 25.00 = 50

	<p>Computer Info Systems and Communication/ Technology Education</p> <p>Marketing Info, Management and Research/ Marketing Education</p>	<p>Video Production 1</p> <p>Graphic Communications 1</p>	<p>shell Case</p> <p>Supply Item Description: Tucano Nido Hard-shell Case for MacBook Pro 15' with Touch bar (Clear)</p> <p>Supply Item Price: \$ 25.00</p> <p>Supply Item Vendor: B&H</p>	the Macbook Pro.	
KHS	<p>Pathway/ CTE Program Area:</p> <p>Computer Info Systems and Communication/ Technology Education</p> <p>Marketing Info, Management and Research/ Marketing Education</p>	<p>Name of Course(s):</p> <p>Video Production 1</p> <p>Graphic Communications 1</p>	<p>Supply Item Name: Tucano Nido Hard-shell Case</p> <p>Supply Item Description: Tucano Nido Hard-shell Case for MacBook Pro 13' with Touch bar (Sky Blue)</p> <p>Supply Item Price: \$ 40.00</p> <p>Supply Item Vendor: B&H</p>	This item will be used for the Macbook Pro.	6 x 40.00 = 240
KHS	<p>Pathway/ CTE Program Area:</p> <p>Computer Info Systems and Communication/ Technology Education</p> <p>Marketing Info, Management and Research/ Marketing Education</p>	<p>Name of Course(s):</p> <p>Video Production 1</p> <p>Graphic Communications 1</p>	<p>Supply Item Name: Beats by Dr. Dre in Ear Headphones with Lightning Connector (Matte Silver)</p> <p>Supply Item Description: Item # BEU3ELSS MFK # MU9A2LL/A</p> <p>Supply Item Price: \$ 45.00</p> <p>Supply Item Vendor: B&H</p>	This item will be used to record and edit audio for soundtrack.	6 x 45.00 = 270
KHS	<p>Pathway/ CTE Program Area:</p> <p>Computer Info</p>	<p>Name of Course(s):</p> <p>Video Production 1</p>	<p>Supply Item Name: LaCie 2TB Rugged Mini Portable Hard Drive</p>	This item will be used to store large video files for	1 x 80.00 = 80

	Systems and Communication/ Technology Education Marketing Info, Management and Research/ Marketing Education	Graphic Communications 1	Supply Item Description: Item # LARMD2 MFK # LAC9000298 Supply Item Price: \$ 80.00 Supply Item Vendor: B&H	production.	
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communication/ Technology Education Marketing Info, Management and Research/ Marketing Education	Name of Course(s): Video Production 1 Graphic Communications 1	Supply Item Name: G-Technology 4TB G-Drive USB G1 USB 3.0 Hard Drive Supply Item Description: Item # GT0G03594 MFK # 0G03594 Supply Item Price: \$ 130.00 Supply Item Vendor: B&H	This item will be used to store large video files for production.	3 x 130.00 = 390
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communication/ Technology Education Marketing Info, Management and Research/ Marketing Education	Name of Course(s): Video Production 1 Graphic Communications 1	Supply Item Name: Savage Accent Muslin Background Kit (10 x12', Chroma Green) Supply Item Description: Item # SAAMK1012CG MFK # 46PAS-12 Supply Item Price: \$ 164.99 Supply Item Vendor: B&H	This item be used in the studio as a green screen.	3 x 164.99 = 495
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communication/ Technology Education	Name of Course(s): Video Production 1 Graphic Communications 1	Supply Item Name: Angler Chromakey Green Background (10 X 12') Supply Item Description: Item # AN2425CG1012	This item be used in the studio as a green screen.	2 x 39.95 = 80

	Marketing Info, Management and Research/ Marketing Education		MFK # 2425-CG- 1012 Supply Item Price: \$ 39.95 Supply Item Vendor: B&H		
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communication/ Technology Education Marketing Info, Management and Research/ Marketing Education	Name of Course(s): Video Production 1 Graphic Communications 1	Supply Item Name: Westcott X-Drop Background (5 x 7' Green Screen) Supply Item Description: Item # WE579 MFK # 579 Supply Item Price: \$ 49.90 Supply Item Vendor: B&H	This item will be used in the studio as a green screen.	2 x 49.90 = 100
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communication/ Technology Education Marketing Info, Management and Research/ Marketing Education:	Name of Course(s): Video Production 1 Graphic Communications 1	Supply Item Name: Hamiltonbuni Lab Pack of Primo Student Headphones (Set of 24, Blue) Supply Item Description: Item # HAHMC24PPM MFK # HMC- 24PPM Supply Item Price: \$ 364.40 Supply Item Vendor: B&H	This item will be used to record and edit audio for film projects.	1 x 364.40 = 364
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communication/ Technology Education Marketing Info, Management and	Name of Course(s): Video Production 1 Graphic Communications 1	Supply Item Name: Manfrotto Windsor Camera Reporter Bag for DSLR (Gray) Supply Item Description: Item # MAMBLFWNRP MFK # MB LF-WN-	This item will be used to protect a camera.	1 x 129.88 = 130

	Research/ Marketing Education		RP Supply Item Price: \$ 129.88 Supply Item Vendor: B&H		
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communication/ Technology Education Marketing Info, Management and Research/ Marketing Education	Name of Course(s): Video Production 1 Graphic Communications 1	Supply Item Name: Belkin Standard Mousepad (Gray) Supply Item Description: Item # BEF8E081GRY MFK # F8E081-GRY Supply Item Price: \$ 1.99 Supply Item Vendor: B&H	This item will be used with Perkins granted computer listed in Line 700.	30 x 1.99 = 60
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communication/ Technology Education Marketing Info, Management and Research/ Marketing Education	Name of Course(s): Video Production 1 Graphic Communications 1	Supply Item Name: Mount Bracket for SmartBoard Supply Item Description: ST-680 Supply Item Price: \$ 121.00 Supply Item Vendor: RnB Enterprises Inc.	Hardware needed for Line 700 Smartboard installation.	1 x 121.00 = 121
WHS	Pathway/ CTE Program Area: Design Pre-Construction/ Technology Education	Name of Course(s): Construction 1 Construction 2 Advanced Construction	Supply Item Name: Medium Duty Spring Retractable Hose Reel Supply Item Description: Stock # 688410 Manufacturer # RT435-OLP Reelcraft retractable hose reel for compressor 1/4 x25' Supply Item Price:	This item will enhance shop safety. It will keep the compressed air hose out from under foot.	4 x 205.00 = 820

			\$ 205.00		
			Supply Item Vendor: Reelcraft		
WHS	Pathway/ CTE Program Area: Design Pre- Construction/ Technology Education	Name of Course(s): Construction 1 Construction 2 Advanced Construction	Supply Item Name: Full Spectrum P- Series 20' x 12' CO2 Laser Cutter Supply Item Description: Designed for professional production and heavy use environments. Powerful RetinaEngrave 3D Ethernet + USB controller with Direct Print Drivers allows you to engrave from any Windows application that can print to a standard printer including CorelDraw, Adobe Illustrator, AutoCAD, Inkscape and even MS Word and Ms Paint. For cutting wood and acrylic the machine has a honeycomb table and exhaust port. Stk. 416156 Mfg. PRO20X12 Supply Item Price: \$ 4,995.00 Supply Item Vendor: Midwest Technology	This item will be used for cutting intricate templates for manufacturing. This item combines design and manufacturing to facilitate hands – on manufacturing experience for students.	1 x 4,995.00 = 4,995
WHS	Pathway/ CTE Program Area: Design Pre- Construction/ Technology Education	Name of Course(s): Construction 1 Construction 2 Advanced Construction	Supply Item Name: Full Spectrum Radiator Water Chiller Supply Item Description: Keeps the laser tube cool	Vital for the Laser engraver to operate.	1 x 600.00 = 600

			<p>and is essential for repeatable professional cut and engraving quality. Recommended for non-temperature controlled environment for lasers 60W and over. Includes a radiator and integrated water pump. Stk. 416162 Mfg. RWC</p> <p>Supply Item Price: \$ 600.00</p> <p>Supply Item Vendor: Midwest Technology</p>		
WHS	<p>Pathway/ CTE Program Area:</p> <p>Design Pre-Construction/ Technology Education</p>	<p>Name of Course(s):</p> <p>Video Production 1</p>	<p>Supply Item Name: Interfit F5 Three-Head Fluorescent Lighting Kit with Boom Arm</p> <p>Supply Item Description: Item #ININT503 Phot/Video Lighting Kit</p> <p>Supply Item Price: \$ 272.99</p> <p>Supply Item Vendor: B&H</p>	<p>This item will enable the teacher to properly teach the concept of 3-point lighting to Video Production students.</p>	<p>1 x 272.99 = 273</p>

WHS	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Video Production 1	Supply Item Name: DJI Mavic 2 Pro B&H Supply Item Description: Item # DJMAVIC2P Drone with video recording capabilities Supply Item Price: \$ 1,499.95 Supply Item Vendor: B&H	This item will allow the teacher to introduce video production students to emerging drone technology.	1 x 1,499.95 = 1,500
WHS	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Video Production 1	Supply Item Name: ikan 12V 2A Power Supply Supply Item Description: Item # IKAC12V2AUS Power supply for studio or field monitor Supply Item Price: \$ 14.95 Supply Item Vendor: B and H	AC power supply needed for Elvid 7" 4K On-Camera Monitor	4 x 14.95 = 60
WHS	Pathway/ CTE Program Area: Supportive Services/ Medical Careers Education	Name of Course(s): Allied Health 2	Supply Item Name: PEAK Development articles and competency assessment tool for Nursing Assistants Annual License Supply Item Description: Monthly articles with comprehension assessment	These content- specific articles support the Allied Health curriculum and will assist the teacher in providing instruction related to state competencies, including the following: A. Health	1 x 200.00 = 200

			<p>Supply Item Price: \$ 200.00</p> <p>Supply Item Vendor: Peak Development for Nursing Assistants</p>	<p>Science: Understand and apply the academic subject matter required for entrance into health science. B. Disease Processes: Demonstrate the concepts of basic disease processes.</p>	
WHS	<p>Pathway/ CTE Program Area:</p> <p>Supportive Services/ Medical Careers Education</p>	<p>Name of Course(s):</p> <p>Allied Health 2</p>	<p>Supply Item Name: Brayden CPR Training Manikin</p> <p>Supply Item Description: Item # SB51965K191 Lighted (red) for performance assessment</p> <p>Supply Item Price: \$ 490.00</p> <p>Supply Item Vendor: NASCO</p>	<p>CPR is a necessary foundation skill for all health care workers and is a state performance competency (N 57: Demonstrate the following skills: vital signs, basic CPR/AED principles, basic first aid, basic client transfers, height/weight, and appropriate medical language.) This will allow for student practice throughout the school year.</p>	1 x 490.00 = 490
WHS	<p>Pathway/ CTE Program Area:</p> <p>Restaurants/Food Marketing and Management/ Family and Consumer Sciences</p>	<p>Name of Course(s):</p> <p>Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA)</p>	<p>Supply Item Name: Goodcook Masher</p> <p>Supply Item Description: WA28469H191</p> <p>Supply Item Price: \$ 2.60</p> <p>Supply Item Vendor:</p>	<p>This item will be used for project based learning in accordance with CTE standards for food preparation.</p>	3 x 2.60 = 8

			NASCO		
WHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/ Family and Consumer Sciences	Name of Course(s): Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA)	Supply Item Name: OXO Can Opener Supply Item Description: Can opener Supply Item Price: \$ 17.00 Supply Item Vendor: NASCO	This item will be used for project based learning in accordance with CTE standards for food preparation.	3 x 17.00 = 51
WHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/ Family and Consumer Sciences	Name of Course(s): Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA)	Supply Item Name: OXO Good Grips Scoop Supply Item Description: WA34097(X)H191 Supply Item Price: \$ 6.00 Supply Item Vendor: NASCO	This item will be used for project based learning in accordance with CTE standards for food preparation.	2 x 6.00 = 12
WHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/ Family and Consumer Sciences	Name of Course(s): Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA)	Supply Item Name: OXO Expandable Utensil Organizer Supply Item Description: WA35079H191 Supply Item Price: \$ 14.99 Supply Item Vendor: NASCO	This item will be used for project based learning in accordance with CTE standards for food preparation.	3 x 14.99 = 45
WHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/ Family and Consumer Sciences	Name of Course(s): Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA)	Supply Item Name: Goodcook Knives Supply Item Description: WA29186H191 Set of Knives Supply Item Price: \$ 36.50 Supply Item Vendor: NASCO	This item will be used for project based learning in accordance with CTE standards for food preparation.	3 x 36.50 = 110

WHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/ Family and Consumer Sciences	Name of Course(s): Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA)	Supply Item Name: Ingredient Bins Supply Item Description: WA3186H191 Rubbermade 100 Cups Supply Item Price: \$ 180.95 Supply Item Vendor: NASCO	This item will be used for project based learning in accordance with CTE standards for food preparation.	2 x 180.95 = 362
WHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/ Family and Consumer Sciences	Name of Course(s): Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA)	Supply Item Name: 5 Piece Drip Pans Supply Item Description: WA31563H191 Stove Drip Pans Supply Item Price: \$ 12.50 Supply Item Vendor: NASCO	This item will be used for project based learning in accordance with CTE standards for food preparation.	3 x 12.50 = 38
WHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/ Family and Consumer Sciences	Name of Course(s): Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA)	Supply Item Name: Funnel Set Good Grips Supply Item Description: WA31369H191 Supply Item Price: \$ 8.25 Supply Item Vendor: NASCO	This item will be used for project based learning in accordance with CTE standards for food preparation.	3 x 8.25 = 25
WHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/ Family and Consumer Sciences	Name of Course(s): Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA)	Supply Item Name: OXO Nylon Turner Supply Item Description: WA24536H191 Flexible Nylon Turner Supply Item Price: \$ 7.00	This item will be used for project based learning in accordance with CTE standards for food preparation.	3 x 7.00 = 21

			Supply Item Vendor: NASCO		
WHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/ Family and Consumer Sciences	Name of Course(s): Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA)	Supply Item Name: Cuisinart Nonstick 11 Piece Set Supply Item Description: WA31346H191 Supply Item Price: \$ 109.50 Supply Item Vendor: NASCO	This item will be used for project based learning in accordance with CTE standards for food preparation.	3 x 109.50 = 329
WHS	Pathway/CTE Program Area: Restaurants/Food Marketing and Management/ Family and Consumer Sciences	Name of Course(s): Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA)	Supply Item Name: Winco EMW- 1000ST 1000w Commercial Microwave Supply Item Description: Item #080- EMW1000ST Microwave w/ Touch Pad, 120v Supply Item Price: \$ 218.00 Supply Item Vendor: Katom Resturant Supply INC.	This item will be used for hands-on project based learning in accordance with CTE standards for food preparation.	3 x 218.00 = 654
WHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/ Family and Consumer Sciences	Name of Course(s): Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA)	Supply Item Name: Eurodib DSP3 High Temp Rack Undercounter Glass Washer Supply Item Description: Item # 027-DSP3 Eurodib DSP3 High Temp Rack Undercounter Glass Washer (30) Racks/hr, 208- 240v/1ph Supply Item Price: \$ 1,720.00	This item will be used for hands-on project based learning in accordance with CTE standards for food preparation.	1 x 1,720.00 = 1,720

			Supply Item Vendor: Katom Resturant Supply INC.		
WHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/ Family and Consumer Sciences	Name of Course(s): Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA)	Supply Item Name: Imperial IR-6-E 36' Sealed Element Electric Range Supply Item Description: Item # 406-IR6E2083 MPN # IR-6-E 208/3 Supply Item Vendor: Katom Restaurant Supply INC. (Shipping and handling of \$368.96 for current line item)	This item will be used for hands-on project based learning in accordance with CTE standards for food preparation.	3 x 2,293.40 = 6,880.20 + S&H 368.96 = 7,249
WHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/ Family and Consumer Sciences	Name of Course(s): Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA)	Supply Item Name: Basic Chef Coats Supply Item Description: Item # BAST Bastille Basic Chef Coat Supply Item Price: \$ 15.95 Supply Item Vendor: Chef Works	Professional dress for career development activities: school events such as open houses, student member recruitment activities, events held in/for the larger community. Chef coats will be kept at the school and used by multiple groups of students.	25 x 15.95 = 399
WHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/	Name of Course(s): Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA)	Supply Item Name: White or Black Chef Beanie Supply Item Description: BNBK Black	Professional dress for career development activities: school events such as open	25 x 4.25 = 107

	Family and Consumer Sciences		BNWH White Supply Item Price: \$ 4.25 Supply Item Vendor: Chef Works	houses, student member recruitment activities, events held in/for the larger community. Chef beanies will be kept at the school and used by multiple groups of students.	
WHS	Pathway/ CTE Program Area: Restaurants/Food Marketing and Management/ Family and Consumer Sciences	Name of Course(s): Foods & Nutrition Cats Den Family, Career and Community Leaders of America (FCCLA)	Supply Item Name: Embroidered FCCLA Logo for Chef Coats and Chef Beanies Supply Item Description: EMBL Embroidered FCCLA Logo on Beanies and Chef Coats Supply Item Price: \$ 4.50 Supply Item Vendor: Chef Works	Professional dress for career development activities: school events such as open houses, student member recruitment activities, events held in/for the larger community. Chef coats and beanies will be kept at the school and used by multiple groups of students.	50 x 4.50 = 225
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: Black Probe Kit Supply Item Description: LIS64900 Back Probe Kit Supply Item Price: \$ 35.00 Supply Item Vendor: AES Wave	This tool will allow students to explore the mathematical relationship between electrical voltage, current and resistance.	1 x 35.00 = 35
WHS	Pathway/ CTE Program Area:	Name of Course(s):	Supply Item Name: Fuse Extensions	This tool will allow students	1 x 85.00 = 85

	Transportation, Distribution, and Logistics/ Technology Education	Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	for diagnosing vehicles Supply Item Description: pt-pp967 Full set of Fuse Extensions Supply Item Price: \$ 85.00 Supply Item Vendor: AES Wave	to explore the mathematical relationship between electrical voltage, current and resistance.	
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: Fluke 88V Automotive Multimeter Combo Kit Supply Item Description: F-88-5/A Kit Supply Item Price: \$ 499.00 Supply Item Vendor: AES Wave	This tool will allow students to explore the mathematical relationship between electrical voltage, current and resistance.	1 x 499.00 = 499
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: Break out box (BOB) for Automotive Diagnosis Supply Item Description: 08-200 AES LineSPI (Smart BOB) Supply Item Price: \$ 199.00 Supply Item Vendor: AES Wave (Shipping of 21.07 for last 4 line items)	This tool will allow the students to problem solve automotive computer systems.	1 x 199.00 = 199 + S&H 21.07 = 220
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/	Name of Course(s): Automotive Technology 1	Supply Item Name: Regulator/ Lubricator Supply Item Description:	These units will help students to understand the safe use of pneumatics.	10 x 195.11 = 1,951 + S&H 50.00 = 2,001

	Technology Education	Automotive Technology 2 Advanced Automotive Technology	Item # 7D728 Speedaire Regulator/Lubricator Pneumatic air system Supply Item Price: \$ 195.11 Supply Item Vendor: Grainger (Shipping of 50.00 for current line item)		
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: Tire Pressure Monitor System Tool Supply Item Description: Bartech 1000 Supply Item Price: \$ 1,860.00 Supply Item Vendor: Bartech (Shipping of 60.00 for current line item)	This tool will help students diagnose tire pressure monitor issues.	1 x 1,860.00 = 1,860 + S&H 60.00 = 1,920
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: Performance Tool W84010 Serpentine Belt Tool Supply Item Description: Item # 9094032 Remove/Install serpentine drive belts Supply Item Price: \$ 24.99 Supply Item Vendor: Northern Tool and Equipment	This tool will assist students in diagnosing cooling and electrical system repairs.	1 x 24.99 = 25
WHS	Pathway/ CTE Program Area:	Name of Course(s):	Supply Item Name: Tru Pac Truck	This tool will help students	1 x 529.99 = 530

	Transportation, Distribution, and Logistics/ Technology Education	Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Jump Starter Supply Item Description: Item # 1677503 ES1224 12/24-volt jump starting system Supply Item Price: \$ 529.99 Supply Item Vendor: Northern Tool and Equipment	while problem solving vehicle's starting system issues.	
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: Ironton Truck Service Step Supply Item Description: Item # 44946 Ironton 300lb Truck Tire Step Supply Item Price: \$ 27.99 Supply Item Vendor: Northern Tool and Equipment (Shipping of 50.00 for last 3 line items)	This tool will assist students in performing operations on small trucks safely.	1 x 27.99 = 28 + S&H 50.00 = 78
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: OTC 3880X Supply Item Description: OTC 3880X Borescope inspection camera Supply Item Price: \$ 368.80 Supply Item Vendor: Toolsource.com (Shipping of 60.00 for current line item)	This tool will increase students' knowledge of engine diagnosis.	1 x 368.80 =369 + S&H 60.00 = 429
WHS	Pathway/	Name of Course(s):	Supply Item Name:	This tool will	1 x 106.29 =

	CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	OTC 7 Piece Locknut Set Supply Item Description: 4542 7 Piece Locknut Set Supply Item Price: \$ 106.29 Supply Item Vendor: Century Tool & Equipment	allow students to learn about 4 wheel drive automotive systems.	107
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: OTC 100 Amp Battery Load Test Kit Supply Item Description: 3180 100 Amp Battery Load Test Kit Supply Item Price: \$ 34.90 Supply Item Vendor: Century Tool & Equipment	This tool will allow students to learn about automotive starting and charging systems.	1 x 34.90 = 35
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: OTC 11 Piece Noid Light Set Supply Item Description: 3054E 11 Piece Noid Light Set Supply Item Price: \$ 42.50 Supply Item Vendor: Century Tool & Equipment	This tool will allow students to learn how to diagnose automotive electrical systems.	1 x 42.50 = 43
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology	Supply Item Name: Lisle Brake Return Spring Tool Supply Item Description: 45100 Brake	This tool will allow students to learn modern brake service procedures.	1 x 13.15 = 13

	Education	2 Advanced Automotive Technology	Return Spring Tool Supply Item Price: \$ 13.15 Supply Item Vendor: Century Tool & Equipment		
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: OTC Fuel Injector Cleaning Kit Supply Item Description: 7649A OTC Fuel Injector Cleaning Kit Supply Item Price: \$ 354.87 Supply Item Vendor: Century Tool & Equipment	This tool will allow students to explore the chemistry of automotive technology.	1 x 357.87 = 358
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: OTC Professional Master Fuel Injector Fitting Kit Supply Item Description: 6550PRO Professional Master Fuel Injector Fitting Kit Supply Item Price: \$ 600.05 Supply Item Vendor: Century Tool & Equipment	This tool will allow students to explore the chemistry of automotive technology.	1 x 600.05 = 600
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: OTC Heated Oxygen Sensor Socket Supply Item Description: 4673-6 Heated Oxygen Sensor Socket	This tool will allow students to learn about automotive exhaust systems.	1 x 19.02 = 19

			Supply Item Price: \$ 19.02		
			Supply Item Vendor: Century Tool & Equipment		
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: OTC Side Terminal Battery Brush Supply Item Description: 4617 Side Terminal Battery Brush Supply Item Price: \$ 6.90 Supply Item Vendor: Century Tool & Equipment	This tool will allow students to learn about automotive electrical systems.	1 x 6.90 = 7
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: OTC Low Range Amp Probe Supply Item Description: 3173 Low Range Amp Probe Supply Item Price: \$ 574.46 Supply Item Vendor: Century Tool & Equipment	This tool will allow students to learn how to diagnose automotive electrical systems.	1 x 574.46 = 575
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: Lisle Flat Band Hose Clamp Pliers Supply Item Description: 17100 Flat Band Hose Clamp Pliers Supply Item Price: \$ 30.81 Supply Item Vendor: Century Tool & Equipment	This tool will allow students to learn modern cooling system service procedures.	1 x 30.81 = 31
WHS	Pathway/ CTE Program Area:	Name of Course(s):	Supply Item Name: Lisle Single Spring	This tool will allow students	1 x 30.98 = 31

	Transportation, Distribution, and Logistics/ Technology Education	Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Brake Tool Supply Item Description: 50600 Single Spring Brake Tool Supply Item Price: \$ 30.98 Supply Item Vendor: Century Tool & Equipment	to learn modern brake service procedures.	
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: Lisle Throttle Pedal Depressor Supply Item Description: 48700 Throttle Pedal Depressor Supply Item Price: \$ 28.30 Supply Item Vendor: Century Tool & Equipment	This device will provide safety while students are diagnosing vehicles.	1 x 28.30 = 29
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: Lisle Hood Prop Rod Supply Item Description: 45900 Hood Prop Rod Supply Item Price: \$ 33.75 Supply Item Vendor: Century Tool & Equipment	This device will provide safety while students are diagnosing vehicles.	1 x 33.75 = 34
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive	Supply Item Name: Lisle Inner Tie Tool Supply Item Description: 45750 Inner Tie Rod Tool Supply Item Price: \$ 77.93	This tool will help increase students' knowledge of steering systems.	1 x 77.93 = 78

		Technology	Supply Item Vendor: Century Tool & Equipment		
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: Lisle Tailpipe Expander (Large) Supply Item Description: 32750 Tailpipe Expander (Large) Supply Item Price: \$ 56.65 Supply Item Vendor: Century Tool & Equipment	This tool will allow students to learn about automotive exhaust systems.	1 x 56.65 = 57
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: Lisle Tailpipe Expander (Small) Supply Item Description: 32500 Tailpipe Expander (Small) Supply Item Price: \$ 35.56 Supply Item Vendor: Century Tool & Equipment	This tool will allow students to learn about automotive exhaust systems.	1 x 35.56 = 36
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: Lisle Exhaust/Strut Cutoff Tool Supply Item Description: 31500 Exhaust/Strut Cutoff Tool Supply Item Price: \$ 39.11 Supply Item Vendor: Century Tool & Equipment	This tool will allow students to learn about automotive exhaust systems.	1 x 39.11 = 39
WHS	Pathway/ CTE Program Area:	Name of Course(s):	Supply Item Name: Lisle Magnetic	This tool will teach students	1 x 14.98 = 15

	Transportation, Distribution, and Logistics/ Technology Education	Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Pick-up Tool Supply Item Description: 31000 Magnetic Pick-up Tool Supply Item Price: \$ 14.98 Supply Item Vendor: Century Tool & Equipment	to perform vehicle diagnosis more efficiently.	
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: Lisle 1/2" Hand Impact Tool Set Supply Item Description: 30200 1/2" Hand Impact Tool Set Supply Item Price: \$ 40.10 Supply Item Vendor: Century Tool & Equipment (Shipping of 60.09 for last 19 line items)	This tool will help students' hone their problem solving skills.	1 x 40.10 = 40 + S&H 60.09 = 100
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2 Advanced Automotive Technology	Supply Item Name: Digital 1200 Supply Item Description: Digital 1200 Battery Charger Supply Item Price: \$ 199.99 Supply Item Vendor: Optima Batteries	This tool will help students' understanding of electrical principles.	1 x 199.99 = 200
WHS	Pathway/ CTE Program Area: Transportation, Distribution, and Logistics/ Technology Education	Name of Course(s): Automotive Technology 1 Automotive Technology 2	Supply Item Name: PicoScope PP925 Supply Item Description: PicoScope 4 Channel Advanced Kit PP925	This item will facilitate students' use and understanding of up-to- date automotive diagnostics	1 x 3,025.00 = 3,025 + S&H 77.50 = 3,103

		Advanced Automotive Technology	<p>Supply Item Price: \$ 3,025.00</p> <p>Supply Item Vendor: Autonerdz</p> <p>(Shipping of \$77.50 for current line item)</p>	equipment.	
WHS	<p>Pathway/ CTE Program Area:</p> <p>Business Management and Administration</p> <p>Education and Training Finance</p> <p>Health Science</p> <p>Hospitality and Tourism</p> <p>Information Technology</p> <p>Marketing</p> <p>Science, Technology, Engineering and Mathematics</p>	<p>Name of Course(s):</p> <p>FCCLA, DECA</p>	<p>Supply Item Name: CTSO Banner(s)/ Table Throw(s)</p> <p>Supply Item Description: Banner(s)/Table Throw(s) with CTSO Logo</p> <p>Supply Item Price: approx. \$387.50 each</p> <p>Supply Item Vendor: Triple Stitch</p>	This item will promote and facilitate student participation in CTSO organizations that inform and educate students about CTE careers.	2 x 387.50 = 775
Perkins Grant Office	<p>Pathway/ CTE Program Area: Technology Education</p>	<p>Name of Course(s):</p> <p>Administration/supplies</p>	<p>Supply Item Name: Office Supplies</p> <p>Supply Item Description: Stapler, calculator, ruler, flash drives, scissors, etc.</p> <p>Supply Item Price: \$ 138.00</p> <p>Supply Item Vendor: W.B. Mason</p>	Items used for clerical duties related to the Perkins Grant.	138
Perkins Grant Office	<p>Pathway/ CTE Program Area: Technology Education</p>	<p>Name of Course(s):</p> <p>Administration/supplies</p>	<p>Supply Item Name: Adobe Acrobat Software</p> <p>Supply Item</p>	Software used in connection with clerical duties related to the Perkins	1 x 119.95 = 120

			Description: Adobe Acrobat Pro Student and Teacher Edition (2017, Windows, Download) Item # ADAPST2017WD MFR # 65281060 Supply Item Price: \$ 119.95 Supply Item Vendor: B & H	Grant.	
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Code	Object					Amount of Code Line
700	Property					
In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment with a value of over <u>\$5,000</u> and the useful life of more than one year. All electronic babies, computers, printers and scanners should be listed in this category. No vehicles or drive-able equipment may be purchased with Perkins funds.						<u>\$244,838</u>
Appendix B: Equipment Request Form must be completed for requested property by Cluster.						
Check if CCP	Career Pathway/ CTE Program Area	Name of Course(s)	List each item, including description and vendor	How will this improve the CTE program?	Quantity x Cost per Unit = Total	
CHS	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Computer Info Systems Video Productions 1	Property Item Name: Tower Configuration 1 Property Item Description: Lenovo M920t Mini Tower PN: 10SGS26E00 256GB SSD DVD+/-RW 16GB Memory (PC4, 2400 MHz) Intel Core i5 – 8500 NVIDIA Quadra k2200 or better Keyboard + Mouse Integrated Gigabit LAN Windows 10 Education (64-bit) MS Office 2016 Pro Academic (32-bit) DELIVERY, SETUP, + Trash removal Property Item Price:	This item will improve access to computers, video editing software and design software. It will provide students with hands-on opportunities to edit video, a career and college readiness skill. The minimum CPU recommended for editing videos at 1080p resolution is Intel Core i5 such as the Intel Core i5 – 8500. The minimum random access memory	20 x 1,404.00 = 28,080	

			<p>\$ 1,404.00</p> <p>Property Item Vendor: Presidio</p>	<p>recommended to run a computer for video editing is 16GB of memory. The computer also need a high-end graphic card such as NVIDIA Quadra k2200 or better. Both components are equally important and are recommended for video editing operation.</p>	
CHS	<p>Pathway/ CTE Program Area:</p> <p>Computer Info Systems and Communications/ Technology Education</p>	<p>Name of Course(s):</p> <p>Computer Info Systems</p> <p>Video Productions 1</p>	<p>Property Item Name: 24" E24 Monitor</p> <p>Property Item Description: Monitor: 24" E24 1920x1080 - VGA, DisplayPort - \$134 PN: 61B7JAR6US</p> <p>Property Item Price: \$ 134.00</p> <p>Property Item Vendor: Presidio</p>	<p>This item will improve access to computers, video editing software and design software. It will provide students with hands-on opportunities to edit video, a career and college readiness skill.</p>	<p>20 x 134 = 2,680</p>
CHS	<p>Pathway/ CTE Program Area:</p> <p>Computer Info Systems and Communications/ Technology Education</p>	<p>Name of Course(s):</p> <p>Computer Information Systems</p>	<p>Property Item Name: Computers- Lenovo M820z AIO</p> <p>Property Item Description: PN: 10SDS0V300 Lenovo M820z AIO, AIO (All-In-One) Configuration # 3</p> <p>Property Item Price: \$ 839.00</p> <p>Property Item Vendor: Presidio</p>	<p>This item will provide students with equipment for technical programming and networking.</p>	<p>30 x 839 = 25,170</p>
CHS	<p>Pathway/ CTE Program Area:</p> <p>Engineering and Technology/ Technology Education</p>	<p>Name of Course(s):</p> <p>Principles of Engineering</p> <p>Engineering and Design</p>	<p>Property Item Name: Desktop Configuration 2</p> <p>Property Item Description: PN #10SUS5YP00 Lenovo SSF (Small</p>	<p>The additional five computers will accommodate all students in each class. This will allow the instructor to implement the CTE curriculum</p>	<p>5 x 625 = 3,125</p>

	Manufacturing Production Process Development/ Technology Education		Form- Factor, Configuration 2) configuration with the 24" E24 monitor Property Item Price: \$ 625.00 Property Item Vendor: Presidio	more efficiently by allowing each student in the class to work at a computer station. This will eliminate the need to share work stations.	
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering and Design	Property Item Name: Portable Configuration 10 Property Item Description: Portable Configuration 10 Property Item Price: \$ 899.00 Property Item Vendor: Presidio	The portable notebook will facilitate more one on one student instruction, and enhance delivery of curriculum by allowing connection to a projector for demonstrations.	1 x 899.00 = 899
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Property Item Name: HS Series Plasma Table from Forest Scientific Property Item Description: PN – HSPB4896 48 x 48 CNC Plasma Cutter from Forest Scientific with a 3 year "on site" parts and labor warranty and a laptop controller with ENROUTE educational classroom license and training all included in the price. Property Item Price: \$ 30,499.00 Property Item Vendor: Technical Education Solutions	This equipment will be used to enhance the safety of equipment, across the curriculum. This equipment is industry standard, and will facilitate creation of student enterprise opportunities.	1 x 30,499.00 = 30,499
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education	Name of Course(s): Principles of Engineering Engineering	Property Item Name: HP Latex Print & Cut Solution Property Item Description: Item # HP115LP-PC	This equipment will be used to enhance the safety of equipment, across the curriculum. This equipment is industry standard,	1 x 10,299.00 = 10,299

	Manufacturing Production Process Development/ Technology Education	Design	Property Item Price: \$ 10,299.00 Property Item Vendor: US Cutter	and will facilitate creation of student enterprise opportunities.	
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Property Item Name: Graphtec-6,000 15' Wide Property Item Description: Item # GRCCE6000P Property Item Price: \$ 1,394.99 Property Item Vendor: US Cutter	This equipment will be used to enhance the safety of equipment, across the curriculum. This equipment is industry standard, and will facilitate creation of student enterprise opportunities.	2 x 1,394.99 = 2,790
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technology Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering Design	Property Item Name: Hotronix Fusion IQ 16'x20' Property Item Description: Item # HTPHTFUSIONIQ Property Item Price: \$ 2,250.00 Property Item Vendor: US Cutter	This equipment will be used to enhance the safety of equipment, across the curriculum. This equipment is industry standard, and will facilitate creation of student enterprise opportunities.	1 x 2,250.00 = 2,250
CHS	Pathway/ CTE Program Area: Engineering and Technology/ Technical Education Manufacturing Production Process Development/ Technology Education	Name of Course(s): Principles of Engineering Engineering and Design	Property Item Name: Elmo TT-12ID Interactive Document Camera Property Item Description: Elmo TT-12ID ELMO Europe SAS launches the revolutionary interactive visualizer L-12iD. Property Item Price: \$ 672.31 Property Item Vendor: CDW-G	This product will allow the instructor to project important information on the big screen so students can visually see instructor demonstrations to learn various software on computer systems.	1 x 672.31 = 673
WCA	Pathway/ CTE Program Area:	Name of Course(s):	Property Item Name: Samsung SD300 Series S24D330H -	Students will develop technical knowledge and	12 x 139.99 = 1,680

	Computer Info Systems and Communications/ Technology Education	Information Technology Exploratory	LED monitor - Full HD (1080p) - 24" Property Item Description: Manufacturer # LS24D330HSJ/ZA CDW Part: 4587161 UNSPSC: 43211902 Property Item Price: \$139.99 Property Item Vendor: CDW	skills in designing, developing, managing and supporting hardware, software and systems integration services.	
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Information Technology Essentials Cisco 1 Information Technology Essentials Cisco 2	Property Item Name: iPad Property Item Description: Part # BN4Z2LL/A iPad Wi-Fi 32GB- SpFace Grey (10 pack) with 3-year Apple Care+ Property Item Price: \$ 3,730.00 Property Item Vendor: APPLE INC	This item will assist the student in meeting the objective of understanding and troubleshooting mobile devices and their operational systems. Additionally the classroom environment will become more efficient for troubleshooting, testing, and quality assurance processes.	3 x 3,730.00 = 11,190
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Information Technology Essentials Cisco 1 Information Technology Essentials Cisco 2	Property Item Name: SMART Document Camera Property Item Description: Manufacturer # SDC-550 Property Item Price: \$ 603.00 Property Item Vendor: RnB	Students will experience hands on learning through capturing and manipulating images, videos, and audio to solidify learning.	1 x 603.00 = 603
WCA	Pathway/ CTE Program Area:	Name of Course(s):	Property Item Name: Epson DC-13 Document Camera	This document camera will enable content of paper	1 x 499 = 499

	Computer Info Systems and Communications/ Technology Education	IT Essentials Cisco 1	Property Item Description: Manufacturer # V12H757020 CDW Part: 4112065 Document Camera Property Item Price: \$ 499.00 Property Item Vendor: CDW	documents to be displayed on the Smartboard, to improve CTE teaching and learning.	
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): IT Essentials	Property Item Name: Logitech MK120 USB Wired Keyboard/Mouse Set Property Item Description: Logitech MK120 USB Wired Keyboard/Mouse Set Property Item Price: \$17.99 Property Item Vendor: CDW	This item will facilitate student use of technical equipment used in Information Technology related careers.	20 x 17.99 = 360
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Programming with Microcontrollers	Property Item Name: Kensington Orbit USB Wired Trackball with Scroll Ring Property Item Description: Manufacturer # K72337US CDW Part: 1895043 UNSPSC: 43211708 Property Item Price: \$ 41.99 Property Item Vendor: CDW	These ergonomically designed trackball mice will be used with class computers to facilitate teaching and learning.	30 x 41.99 = 1,260
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): IT Essentials	Property Item Name: Acer V226HQL - LED monitor - Full HD (1080p) - 21.5" Property Item Description: Manufacturer # UMWV6AAB01	The "IT Strand" includes classes that have as a major goal the building and repair of IBM PC Compatible computers. This item is a part of the	5 x 89.99 = 450+ S&H 131 = 581

			<p>CDW Part: 3450307 Computer Monitor</p> <p>Property Item Price: \$89.99</p> <p>Property Item Vendor: CDW</p> <p>(Shipping of \$131.00 on last 4 line items)</p>	building process and will facilitate experiential learning.	
WCA	<p>Pathway/ CTE Program Area:</p> <p>Computer Info Systems and Communications/ Technology Education</p>	<p>Name of Course(s):</p> <p>Information Technology Exploratory</p> <p>Programming with Microcontrollers</p>	<p>Property Item Name: 75" Interactive 4K SMART Monitor with speakers and 4-pen tray (4-user/10-touch, 30Hz HDMI1.4, 60Hz HDMI2/DP)</p> <p>Property Item Description: Series: SMART Board 7000 Manufacturer # SBID-7275 CDW Part: 4526925 UNSPSC: 43211902</p> <p>Property Item Price: \$ 5,493.00</p> <p>Property Item Vendor: RnB</p>	This item will enhance teaching and learning. It allows for interactive learning by students with different learning styles.	1 x 5,493.00 = 5,493
WCA	<p>Pathway/ CTE Program Area:</p> <p>Computer Info Systems and Communications/ Technology Education</p>	<p>Name of Course(s):</p> <p>Information Technology Exploratory</p> <p>Programming with Microcontrollers</p>	<p>Property Item Name: SMART Document Camera</p> <p>Property Item Description: Item # SDC-550</p> <p>Property Item Price: \$ 603.00</p> <p>Property Item Vendor: RnB</p>	This item will be used to display and enlarge an object such as a circuit or a worksheet. This item contributes to better student understanding.	1 x 603.00 = 603
WCA	<p>Pathway/ CTE Program Area:</p> <p>Computer Info Systems and Communications/ Technology Education</p>	<p>Name of Course(s):</p> <p>Information Technology Exploratory</p> <p>Programming with Microcontrollers</p>	<p>Property Item Name: Lenovo M720s SFF PN: 10M8S44A00</p> <p>Property Item Description: 128GB SSD, DVD+/-RW, 8GB Memory (PC4, 2400 MHz), Intel</p>	These new student computers will facilitate improved teaching and learning; and will allow students to explore career opportunities in IT.	28 x 789.00 = 22,092

			Core i3 - 8100 (4c/4t), Integrated Graphics, Keyboard + Mouse Integrated Gigabit LAN, Alt. Config PN: 10M8S44A00 - \$727, As above with i5-7400 / 256GB SSD / nVidia GeForce GT730 2GB Property Item Price: \$ 789.00 Property Item Vendor: Presidio		
WCA	Pathway/ CTE Program Area: Computer Info Systems and Communications/ Technology Education	Name of Course(s): Information Technology Exploratory Programming with Microcontrollers	Property Item Name: 24" T24i Monitor Property Item Description: Item # 61A6MAR3US 1920x1080 - VGA, HDMI, DisplayPort Property Item Price: \$ 194.00 Property Item Vendor: Presidio	These new monitors will be used with new computers (Lenovo M720s SFF) and will be especially useful when streaming videos or developing apps. Teaching and learning will be improved.	28 x 194.00 = 5,432
WCA √	Pathway/ CTE Program Area: Supportive Services/ Medical Careers Education	Name of Course(s): Foundations in Health Science and Technology Medical Assistant UConn Medical Terminology UConn Intro to AH Professions Pharmacy Technician CNA Physical Therapy	Property Item Name: iPad Property Item Description: Part # BN4Z2LL/A iPad Wi-Fi 32GB- Space Grey (10 pack) with 3-year Apple Care+ Property Item Price: \$ 3,730.00 Property Item Vendor: APPLE INC	iPads will allow students to access the Internet for career exploration, OSHA 10 certification exams, apps for body systems and course content certification exams.	6 x 3,730.00 = 22,380
WCA √	Pathway/ CTE Program Area: Computer Info	Name of Course(s): Information	Property Item Name: Lenovo M820z AIO Configuration 3	This item will improve access to high-quality computers in the	28 x 839.00 = 23,492

	<p>Systems Communication/ Technology Education</p> <p>Marketing Info, Management and Research/ Marketing Education</p> <p>Business Management/ Business and Finance</p>	<p>Technology Exploratory</p> <p>NVCC Principles of Marketing</p> <p>NVCC Introduction to Business</p>	<p>Property Item Description: Lenovo M820z AIO</p> <p>PN: 10SDS0V300</p> <p>Property Item Price: \$ 839.00</p> <p>Property Item Vendor: Presidio</p>	<p>classroom. New computers will be used to show students the tremendous opportunities in the fields of technology and business which are available to them. Students will be accessing the computers daily to work on various computer applications, to build websites, and to code.</p>	
KHS	<p>Pathway/ CTE Program Area:</p> <p>Computer Info Systems and Communication/ Technology Education</p> <p>Marketing Info, Management and Research/ Marketing Education</p>	<p>Name of Course(s):</p> <p>Video Production 1</p> <p>Graphic Communications 1</p>	<p>Property Item Name: SmartBoard 7086 Interactive Display with IQ and Smart Learning Suite with Installation</p> <p>Property Item Description: SmartBoard SBID-7286</p> <p>Property Item Price: \$ 7,450.00</p> <p>Property Item Vendor: RnB Enterprises Inc.</p>	<p>This item will be used for classroom instruction as well as viewing of student projects for discussion and critique.</p>	<p>1 x 7,450.00 = 7,450</p>
KHS	<p>Pathway/ CTE Program Area:</p> <p>Computer Info Systems and Communication/ Technology Education</p> <p>Marketing Info, Management and Research/ Marketing Education</p>	<p>Name of Course(s):</p> <p>Video Production 1</p> <p>Graphic Communications 1</p>	<p>Property Item Name: Logic Keyboard XLPrint Apple Advanced Keyboard with Large Print (Black on White)</p> <p>Property Item Description: UPC: 845173001757</p> <p>Property Item Price: \$ 134.90</p> <p>Property Item Vendor: B&H</p>	<p>This item will be student with visual impairment.</p>	<p>1 x 134.90 = 135</p>
KHS	<p>Pathway/ CTE Program Area:</p> <p>Computer Info Systems and Communication/ Technology Education</p>	<p>Name of Course(s):</p> <p>Video Production 1</p> <p>Graphic Communications</p>	<p>Property Item Name: Macally USB Wired Optical Mouse</p> <p>Property Item Description: Item # MABUMPERMOUS</p>	<p>This item will be used with computers.</p>	<p>10 x 11.68 = 117</p>

	Marketing Info, Management and Research/ Marketing Education	1	MFK #BUMPERMOUSE Property Item Price: \$ 11.68 Property Item Vendor: B&H		
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communication/ Technology Education Marketing Info, Management and Research/ Marketing Education	Name of Course(s): Video Production 1 Graphic Communications 1	Property Item Name: Macally T03 Key Full- Size USB Keyboard with Shortcut Keys for Mac (White) Property Item Description: Item # MAMKEYE MFK #MKEYE Property Item Price: \$ 17.99 Property Item Vendor: B&H	This item will be used with computers.	10 x 17.99 = 180
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communication/ Technology Education	Name of Course(s): Computer Applications 1 Business Management 1 Sports and Entertainment Marketing	Property Item Name: Touchscreen All in One Configuration 4 ThinkCentre Property Item Description: PN: 10S7S16T00 Lenovo M920z AIO Touch Property Item Price: \$ 1,048.50 Property Item Vendor: Presidio	This item will provide students with equipment for technical programming and networking.	26 x 1,048.50 = 27,261
KHS	Pathway/ CTE Program Area: Computer Info Systems and Communication/ Technology Education	Name of Course(s): Computer Applications 1 Business Management 1 Sports and Entertainment Marketing	Property Item Name: Notebook Configuration 8 ThinkPad T580 Property Item Description: PN: T58020LAS4ED00 Property Item Price: \$ 925.00 Property Item Vendor: Presidio	This item will provide students with equipment for technical programming and networking.	6 x 925 = 5,550
WHS	Pathway/ CTE Program Area:	Name of Course(s):	Property Item Name: Primera Bravo SE-3 AutoPrinter	This item will be used to give students hands- on	1 x 895.00 = 895

	Computer Info Systems and Communication/ Technology Education	Video Production 1	<p>Property Item Description: Item # PRBSE3AP DVD/CD Inkjet Printer</p> <p>Property Item Price: \$ 895.00</p> <p>Property Item Vendor: B&H</p>	experience with a printer that prints labels directly onto DVDs/CDs, which results in a professional looking product.	
WHS	<p>Pathway/ CTE Program Area:</p> <p>Computer Info Systems and Communications/ Technology Education</p>	<p>Name of Course(s):</p> <p>Video Production</p>	<p>Property Item Name: Elvid 7" 4K On-Camera Monitor with Battery, Articulating Arm, and HDMI Cable Kit</p> <p>Property Item Description: Item # ELOCM7B4KV2C</p> <p>Property Item Price: \$ 279.95</p> <p>Property Item Vendor: B&H</p>	This item will improve instruction by allowing the camera operator (studio or field) to have a larger, sharper monitor, for more accurate focusing.	4 x 279.95 = 1,120

Appendix A: Size, Scope, and Quality – Secondary

The Carl D. Perkins Career and Technical Education Act of 2006 (Perkins) provides funding for Career and Technical Education (CTE) in secondary schools. Perkins Grant funding is intended to improve or develop new CTE programs at the secondary level that are relevant and challenging. Perkins supports career and technical education that prepares students for post-secondary education resulting in an industry certification, an associate or baccalaureate degree, and leads to employment in high-skill, high-wage, high-demand careers. Carl D. Perkins Grants are not entitlements. To be eligible for funding of their CTE programs, Connecticut high schools must meet both federal and state requirements under the law.

Connecticut has defined the **size, scope and quality** of Connecticut Secondary CTE programs that must be met each year in order to be eligible for Perkins funding:

Size

- Each comprehensive high school within a district or consortium must offer at least three of the seven recognized state CTE programs, and one area must be an assessed area:

Agriculture Education	Marketing Education
Cooperative Work Education	Medical Careers
Business and Finance Technology Education	Technology Education
Family and Consumer Sciences	
- A minimum of two (2) courses must be offered within each program area (with the exception of a course that leads to a certification) in order to be considered a Pathway.
- Each district, including charter and magnet schools, must qualify for a minimum allocation of \$15,000 or join in a consortium with another eligible district(s) to meet the minimum allocation requirement.

Scope

- Each district high school/college must implement its existing career pathway as found in the Connecticut Career Cluster Chart and add at least one additional career pathway/program of study.
- All secondary districts must offer at least one Career and Technical Student Organization (CTSO) and show progress in establishing new CTOS in other CTE program areas.
- A consortium shall operate only **joint projects** that serve all the secondary districts or colleges participating in the consortium. Funds allocated to a consortium shall be used only for purposes and **programs that are mutually beneficial to all members** of the consortium and can be used only for programs authorized under this title. Such funds may **not** be reallocated to individual members of the consortium for the purpose of funding programs and/or activities that benefit only those individual members of the consortium. All members of the consortium must meet the eligibility requirements.
- Each secondary district must offer the minimum number of courses and assessments in at least one area.

Quality

- Eligible programs must be taught by certified CTE teachers or interdisciplinary/team curriculum projects involving both CTE and academic staff.
- All grantees are required to continue working with the partnership/advisory committee to serve in an advisory capacity. One or more committees may be established to provide support to all seven program areas

Appendix B: Equipment Request Form
Grant Period 2018-19

1. Prepare a separate Equipment Request Form for each cluster.
2. Single component items under \$5,000 (with the exception of computers) should not be coded as equipment unless all the component items comprise a larger piece of equipment and have a useful life of one year or more.
3. Items that do not meet the definition of equipment are to be coded as instructional supplies.

Grantee: Waterbury Public Schools	Address: 236 Grand Street, Rm 122 Waterbury, CT 06702	Date Submitted:
Name of Person Completing Forms: Louise Allen Brown	Title: WPS Grant Writer	Telephone: 203-346-3506

Check the Career Cluster for which equipment is being requested. Check one program area only.

<input type="checkbox"/> Agriculture, Food and Natural Resources	<input type="checkbox"/> Engineering and Technology	<input checked="" type="checkbox"/> Information Technology
<input type="checkbox"/> Arts, Audio/Video Technology and Communication	<input type="checkbox"/> Finance	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Business, Management and Administration	<input type="checkbox"/> Health Sciences	<input type="checkbox"/> Marketing, Sales and Service
<input type="checkbox"/> Architecture and Construction	<input type="checkbox"/> Hospitality and Tourism	<input type="checkbox"/> Transportation, Distribution and Logistics
<input type="checkbox"/> Education and Training	<input type="checkbox"/> Human Services	

REQUEST FOR EQUIPMENT: Enter only one type of equipment on a line.

Item No.	Description	QTY	Unit Cost	Freight/Install/ Training Charge	Total Cost	Location of Equipment (What CTE area/room)
10SGS26 E00	Levono M920t Mini Tower Configuration 1	20	1,404.00		28,080	Room 130E, Crosby High School
61B7JAR 6US	24" E24 Monitor	20	134.00		2,680	Room 130E, Crosby High School
10SDS0V 300	Levono M820z AIO Configuration 3	30	839.00		25,170	Room 319D, Crosby High School
LS24D33 0HSJ/ZA	Samsung SD300 Series LED Monitor HD 24"	12	139.00		1,680	Room 224, Waterbury Career Academy
BN4Z2LL /A	iPad 6 th Generation Wi-Fi 32 GB – Space Gray	30	373.00		11,190	Room 224, Waterbury Career Academy
SBID- 7275	75" Interactive 4K SMART Monitor with speakers and 4 pen tray	1	5,493.00		5,493	Room 226, Waterbury Career Academy
SDC-550	SMART Document Camera	1	603.00		603	Room 226, Waterbury Career Academy
10M8S44 A00	Lenovo M720s SFF	28	789.00		22,092	Room 226, Waterbury Career Academy
61A6MA R3US	24" T24i Monitor	28	194.00		5,432	Room 226, Waterbury Career Academy

PRBSE3A P	Primera Bravo SE-3 AutoPrinter	1	895.00		895	TV Studio, Room 101A, Wilby High School
	Logitech MK120 USB Wired Keyboard/Mouse Set	20	17.99		360	Room 225, Waterbury Career Academy
UMWV6 AAB01	Acer V226HQL - LED monitor - Full HD- 21.5"	5	89.99		450	Room 225, Waterbury Career Academy
K72337U S	Kensington Orbit USB Wired Trackball with Scroll Ring	30	41.99		1,260	Room 226, Waterbury Career Academy
SBID- 7286	SmartBoard 7286 Interactive Display	1	7,450.00		7,450	Room 151, Kennedy High School
84517300 1757	Logic Keyboard XLPrint Apple Advanced Keyboard with Large Print (Black on White)	1	134.90		135	Room 151, Kennedy High School
MABUM PERMOU S	Macally USB Wired Optical Mouse	10	11.68		117	Room 151, Kennedy High School
MAMKE YE	Macally T03 Key Full-Size USB Keyboard with Shortcut Keys for Mac (White)	10	17.99		180	Room 151, Kennedy High School
V12H757 020	Epson DC-13 Document Camera	1	499.00		499	Room 225, Waterbury Career Academy
SDC-550	SMART Document Camera	1	603.00		603	Room 224, Waterbury Career Academy
ELOCM7 B4KV2C	Elvid 7" 4K On-Camera Monitor	4	279.95		1,120	Room 101A, Wilby High School
10S7S16T 00	Lenovo M920z AIO Touch Configuration 4 ThinkCentre	26	1,048.50		27,261	Room 131, Kennedy High School
T58020L AS4ED00	Notebook Configuration 8 ThinkPad T580	6	925.00		5,550	Room 131, Kennedy High School

TOTAL EQUIPMENT REQUEST: \$148,300 TOTAL EQUIPMENT APPROVED: \$

Approved by SDE Consultant

Date

Original Requested Amount

Amended Requested Amount

DRAFT

**Appendix B: Equipment Request Form
Grant Period 2018-19**

1. Prepare a separate Equipment Request Form for each cluster.
2. Single component items under \$1,000 (with the exception of computers) should not be coded as equipment unless all the component items comprise a larger piece of equipment and have a useful life of one year or more. Items that do not meet the definition of equipment are to be coded as instructional supplies.

Grantee: Waterbury Public Schools	Address: 236 Grand Street, Rm 122 Waterbury, CT 06702	Date Submitted:
Name of Person Completing Forms: Louise Allen Brown	Title: WPS Grant Writer	Telephone: 203-346-3506

Check the Career Cluster for which Equipment is being requested. Check ONE Program Area only.

<input type="checkbox"/> Agriculture, Food and Natural Resources	<input type="checkbox"/> Engineering and Technology	<input type="checkbox"/> Information Technology
<input type="checkbox"/> Arts, Audio/Video Technology and Communication	<input type="checkbox"/> Finance	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Business, Management and Administration	<input checked="" type="checkbox"/> Health Sciences	<input type="checkbox"/> Marketing, Sales and Service
<input type="checkbox"/> Architecture and Construction	<input type="checkbox"/> Hospitality and Tourism	<input type="checkbox"/> Transportation, Distribution and Logistics
<input type="checkbox"/> Education and Training	<input type="checkbox"/> Human Services	

REQUEST FOR EQUIPMENT: Enter only one type of equipment on a line.

Item No.	Description	QTY	Unit Cost	Freight/Install/ Training Charge	Total Cost	Location of Equipment
BN4Z2LL/A	iPad WiFi 32GB –Space Gray with Apple Care+ (10 Pack)	6	3,730.00		22,380	Used in Rooms 421, 422, 426, 428. Locked in carts in Room 427, Waterbury Career Academy

TOTAL EQUIPMENT REQUEST: \$ 22,380 TOTAL EQUIPMENT APPROVED: \$ _____

Approved by SDE Consultant

Date

Original Requested Amount

**Appendix B: Equipment Request Form
Grant Period 2018-19**

1. Prepare a separate Equipment Request Form for each cluster.
2. Single component items under \$1,000 (with the exception of computers) should not be coded as equipment unless all the component items comprise a larger piece of equipment and have a useful life of one year or more. Items that do not meet the definition of equipment are to be coded as instructional supplies.

Grantee: Waterbury Public Schools	Address: 236 Grand Street, Rm 122 Waterbury, CT 06702	Date Submitted:
Name of Person Completing Forms: Louise Allen Brown	Title: WPS Grant Writer	Telephone: 203-346-3506

Check the Career Cluster for which Equipment is being requested. Check ONE Program Area only.

<input type="checkbox"/> Agriculture, Food and Natural Resources	<input checked="" type="checkbox"/> Engineering and Technology	<input type="checkbox"/> Information Technology
<input type="checkbox"/> Arts, Audio/Video Technology and Communication	<input type="checkbox"/> Finance	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Business, Management and Administration	<input type="checkbox"/> Health Sciences	<input type="checkbox"/> Marketing, Sales and Service
<input checked="" type="checkbox"/> Architecture and Construction	<input type="checkbox"/> Hospitality and Tourism	<input type="checkbox"/> Transportation, Distribution and Logistics
<input type="checkbox"/> Education and Training	<input type="checkbox"/> Human Services	

REQUEST FOR EQUIPMENT: Enter only one type of equipment on a line.

Item No.	Description	QTY	Unit Cost	Freight/Install/ Training Charge	Total Cost	Location of Equipment
HSPB4896	HS Series Plasma Cutter	1	30,499.00		30,499	Room 143 E, Crosby High School
HP115LP-PC	HP Latex Print & Cut Solution	1	10,299.00		10,299	Room 143 E, Crosby High School
GRCCE6000P	Graphtec-6,000 15' Wide	2	1,349.99		2,790	Room 143 E, Crosby High School
HTPHTFUSIONIQ	Hotronix Fusion IQ 16'x20'	1	2,250.00		2,250	Room 143 E, Crosby High School
10SUS5YP00	Lenovo SSF Configuration 2	5	625.00		3,125	Room 143 E, Crosby High School
20M6S47H00	Ultraportable Notebook Configuration 10 ThinkPad L380	1	899.00		899	Room 143 E, Crosby High School
Elmo TT-12ID	Elmo TT-12ID Interactive Document Camera	1	673.00		673	Room 143E, Crosby High School

TOTAL EQUIPMENT REQUEST: \$ 50,535

TOTAL EQUIPMENT APPROVED: \$ _____

Approved by SDE Consultant

Date

Original Requested Amount

DRAFT

**Appendix B: Equipment Request Form
Grant Period 2018-19**

1. Prepare a separate Equipment Request Form for each cluster.
2. Single component items under \$1,000 (with the exception of computers) should not be coded as equipment unless all the component items comprise a larger piece of equipment and have a useful life of one year or more. Items that do not meet the definition of equipment are to be coded as instructional supplies.

Grantee: Waterbury Public Schools	Address: 236 Grand Street, Rm 122 Waterbury, CT 06702	Date Submitted:
Name of Person Completing Forms: Louise Allen Brown	Title: WPS Grant Writer	Telephone: 203-346-3506

Check the Career Cluster for which Equipment is being requested. Check ONE Program Area only.

<input type="checkbox"/> Agriculture, Food and Natural Resources	<input type="checkbox"/> Engineering and Technology	<input type="checkbox"/> Information Technology
<input type="checkbox"/> Arts, Audio/Video Technology and Communication	<input type="checkbox"/> Finance	<input type="checkbox"/> Manufacturing
<input checked="" type="checkbox"/> Business, Management and Administration	<input type="checkbox"/> Health Sciences	<input type="checkbox"/> Marketing, Sales and Service
<input type="checkbox"/> Architecture and Construction	<input type="checkbox"/> Hospitality and Tourism	<input type="checkbox"/> Transportation, Distribution and Logistics
<input type="checkbox"/> Education and Training	<input type="checkbox"/> Human Services	

REQUEST FOR EQUIPMENT: Enter only one type of equipment on a line.

Item No.	Description	QTY	Unit Cost	Freight/Install/ Training Charge	Total Cost	Location of Equipment
10SDS0V300	Lenovo 820z AIO Configuration 3	30	839.00		25,170	Room 227, Waterbury Career Academy

TOTAL EQUIPMENT REQUEST: \$ 25,170

TOTAL EQUIPMENT APPROVED: \$ _____

Approved by SDE Consultant

Date

Original Requested Amount

DRAFT

#3

Waterbury Board of Education

Monthly Expenditure Report

June 2019

#3

ACCOUNT	CLASSIFICATION	FY 19 ORIGINAL BUDGET	FY 19 ADJUSTED BUDGET	ACTUAL EXPENDITURE	Current ENCUMBRANCE	FINAL BALANCE
Salaries						
511101	Administrators	\$8,131,770	\$8,131,770	\$8,062,508	\$0	\$69,262
511102	Teachers	\$74,036,179	\$73,295,179	\$73,971,019	\$0	(\$675,840)
511104	Superintendent	\$230,000	\$322,000	\$322,600	\$0	(\$600)
511106	Early Incentive Certified	\$1,120,600	\$1,120,600	\$1,145,862	\$0	(\$25,262)
511107	Certified Coaches	\$764,000	\$764,000	\$767,650	\$0	(\$3,650)
511108	School Psychologists	\$1,853,842	\$1,603,842	\$1,558,909	\$0	\$44,933
511109	School Social Workers	\$1,999,952	\$1,849,952	\$1,831,094	\$0	\$18,858
511110	Speech Pathologists	\$2,329,812	\$2,154,812	\$2,129,529	\$0	\$25,283
511113	Extra Compensatory Stipend	\$97,000	\$97,000	\$100,987	\$0	(\$3,987)
511201	Non-Certified Salaries	\$2,372,691	\$2,205,691	\$2,113,416	\$0	\$92,275
511202	Clerical Wages	\$1,016,102	\$1,016,102	\$919,771	\$0	\$96,331
511204	Crossing Guards	\$389,299	\$389,299	\$370,877	\$0	\$18,422
511206	Educational	\$304,635	\$304,635	\$303,879	\$0	\$756
511212	Substitute Teachers	\$2,945,000	\$2,470,000	\$2,411,181	\$0	\$58,819
511215	Cafeteria Aides	\$80,000	\$80,000	\$81,583	\$0	(\$1,583)
511217	Library Aides	\$166,617	\$166,617	\$164,302	\$0	\$2,315
511219	School Clerical	\$1,824,740	\$1,715,769	\$1,727,308	\$0	(\$11,540)
511220	Fiscal Administration	\$448,341	\$403,341	\$351,099	\$0	\$52,242
511222	Transportation Coordinator	\$101,039	\$101,039	\$99,057	\$0	\$1,982
511223	Office Aides	\$140,000	\$140,000	\$198,436	\$0	(\$58,436)
511225	School Maintenance Non-Certified	\$2,051,947	\$1,787,947	\$1,736,781	\$0	\$51,166
511226	Custodians Non-Certified	\$5,300,737	\$4,850,737	\$4,722,733	\$0	\$128,004
511227	Overtime - Outside Activities	\$200,000	\$200,000	\$290,078	\$0	(\$90,078)
511228	Paraprofessionals	\$10,164,298	\$9,553,269	\$9,530,568	\$0	\$22,701
511229	Bus Duty	\$250,000	\$250,000	\$261,263	\$0	(\$11,263)
511232	Attendance Counselors	\$112,687	\$112,687	\$88,977	\$0	\$23,710
511233	ABA Behaviorial Therapist	\$1,593,976	\$1,363,976	\$1,345,314	\$0	\$18,662
511234	Interpreters	\$135,795	\$135,795	\$134,465	\$0	\$1,330
511236	Snow Removal	\$0	\$0	\$42,819	\$0	(\$42,819)
511237	Swing Space	\$0	\$0	\$82,118	\$0	(\$82,118)
511650	Overtime	\$740,000	\$740,000	\$603,172	\$0	\$136,828
511653	Longevity	\$20,675	\$20,675	\$20,145	\$0	\$530
511700	Extra Police Protection	\$520,516	\$520,516	\$489,180	\$0	\$31,336
511800	Vacation and Sick Term Payout	\$124,400	\$124,400	\$229,102	\$0	(\$104,702)
529001	Car Allowance	\$81,000	\$63,000	\$65,421	\$0	(\$2,421)
529003	Meal Allowances	\$9,000	\$16,162	\$15,699	\$0	\$463
Subtotal Salaries		\$121,656,650	\$118,070,812	\$118,288,903	\$0	(\$218,091)

ACCOUNT	CLASSIFICATION	FY 19 ORIGINAL BUDGET	FY 19 ADJUSTED BUDGET	ACTUAL EXPENDITURE	Current ENCUMBRANCE	FINAL BALANCE
Purchased Services						
533009	Evaluation	\$49,250	\$14,983	\$14,983	\$0	\$0
533020	Consulting Services	\$344,125	\$476,127	\$437,252	\$0	\$38,875
533100	Auditing	\$54,000	\$50,054	\$50,054	\$0	\$0
539005	Sporting Officials	\$35,000	\$35,000	\$34,040	\$0	\$960
539007	Report Cards	\$9,000	\$7,619	\$7,619	\$0	\$0
539008	Messenger Service	\$28,600	\$28,160	\$27,136	\$0	\$1,024
543000	General Repairs & Maintenance	\$1,440,000	\$1,295,701	\$1,249,134	\$0	\$46,567
543011	Maintenance - Service Contracts	\$500,000	\$412,960	\$410,232	\$0	\$2,727
544002	Building Rental	\$506,437	\$505,887	\$499,514	\$0	\$6,373
545002	Water	\$255,000	\$270,700	\$270,647	\$0	\$53
545006	Electricity	\$3,159,855	\$3,005,783	\$2,985,075	\$0	\$20,708
545013	Security/Safety	\$102,500	\$148,765	\$134,764	\$0	\$14,001
551000	Pupil Transportation	\$14,311,852	\$14,511,852	\$14,470,628	\$0	\$41,224
553001	Postage	\$70,000	\$55,000	\$56,426	\$0	(\$1,426)
553002	Telephone	\$250,000	\$202,426	\$201,882	\$0	\$544
553005	Wide-area Network (SBC)	\$90,000	\$85,400	\$80,923	\$0	\$4,477
556055	Tuition - Outside	\$7,650,000	\$9,061,708	\$9,061,708	\$0	\$0
556056	Purchased Service - Outside	\$2,551,537	\$2,736,129	\$2,735,192	\$0	\$938
557000	Tuition Reimbursement	\$6,000	\$2,300	\$2,300	\$0	\$0
558000	Travel Expenses	\$18,000	\$17,972	\$17,972	\$0	\$0
559001	Advertising	\$25,000	\$11,412	\$11,412	\$0	\$0
559002	Printing & Binding	\$60,000	\$16,389	\$16,389	\$0	\$0
559104	Insurance - Athletics	\$19,500	\$22,057	\$22,057	\$0	\$0
Subtotal Purchased Services		\$31,535,656	\$32,974,383	\$32,797,338	\$0	\$177,045

ACCOUNT	CLASSIFICATION	FY 19 ORIGINAL BUDGET	FY 19 ADJUSTED BUDGET	ACTUAL EXPENDITURE	Current ENCUMBRANCE	FINAL BALANCE
Supplies/Materials						
561100	Instructional Supplies	\$1,620,000	\$2,539,631	\$2,526,757	\$0	\$12,874
561200	Office Supplies	\$71,840	\$65,835	\$63,074	\$0	\$2,761
561204	Emergency/Medical Supplies	\$4,000	(\$386)	(\$386)	\$0	\$0
561210	Intake Center Supplies	\$1,000	\$993	\$993	\$0	\$0
561211	Recruitment Supplies	\$65,000	\$56,835	\$56,739	\$0	\$96
561212	Medicaid Supplies	\$15,000	\$5,335	\$5,285	\$0	\$50
561501	Diesel	\$153,435	\$153,415	\$153,415	\$0	\$0
561503	Gasoline	\$35,000	\$28,000	\$27,181	\$0	\$819
561505	Natural Gas	\$1,716,000	\$1,631,952	\$1,631,952	\$0	\$0
561507	Janitorial Supplies	\$235,000	\$234,813	\$232,918	\$0	\$1,895
561508	Electrical Supplies	\$50,000	\$44,897	\$43,585	\$0	\$1,312
561509	Plumbing Supplies	\$100,000	\$99,568	\$94,873	\$0	\$4,695
561510	Building & Ground Supplies	\$150,000	\$145,877	\$140,759	\$0	\$5,118
561511	Propane	\$295,719	\$204,803	\$204,803	\$0	\$0
567000	Clothing Supplies	\$40,000	\$33,966	\$33,966	\$0	\$0
567001	Crossing Guard Uniforms	\$2,000	\$1,741	\$1,741	\$0	\$0
569010	Recreational Supplies	\$20,000	\$11,604	\$11,604	\$0	\$0
569029	Athletic Supplies	\$130,000	\$132,232	\$132,232	\$0	\$0
Subtotal Supplies/Materials		\$4,703,994	\$5,391,111	\$5,361,491	\$0	\$29,619
Property						
575008	Furniture-Misc.	\$50,000	\$39,643	\$39,604	\$0	\$39
575200	Office Equipment	\$165,000	\$157,171	\$148,513	\$0	\$8,657
575408	Plant Equipment	\$20,000	\$19,589	\$16,950	\$0	\$2,639
575501	Building Improvements	\$0	\$329,697	\$329,697	\$0	\$0
Subtotal Property		\$235,000	\$546,099	\$534,764	\$0	\$11,335

ACCOUNT	CLASSIFICATION	FY 19 ORIGINAL BUDGET	FY 19 ADJUSTED BUDGET	ACTUAL EXPENDITURE	Current ENCUMBRANCE	FINAL BALANCE
Other/Miscellaneous						
589021	Mattatuck Museum	\$13,000	\$11,825	\$10,638	\$0	\$1,187
589034	Board of Ed Commissioners	\$20,700	\$20,700	\$20,701	\$0	(\$1)
589036	Emergency Fund	\$9,500	\$9,500	\$9,500	\$0	\$0
589201	Mileage	\$33,500	\$18,500	\$13,366	\$0	\$5,134
589205	Coaches Reimbursements	\$7,000	\$2,830	\$2,830	\$0	\$0
589900	Dues & Publications	\$60,000	\$51,810	\$51,051	\$0	\$759
591002	Transfer to Sinking Fund	\$0	\$1,555,000	\$1,555,000	\$0	\$0
591004	Athletic Revolving Fund	\$100,000	\$115,000	\$115,000	\$0	\$0
Total Other/Miscellaneous		\$243,700	\$1,785,165	\$1,778,085	\$0	\$7,079
GRAND TOTAL OPERATING BUDGET		\$158,375,000	\$158,767,569	\$158,760,581	\$0	\$6,988
Other Additional Funding						
	Alliance Non-Reform/Reform	\$12,628,300	\$12,628,300	\$12,628,300	\$0	\$0
	Alliance Increase from Budget Reductions	\$3,304,168	\$3,304,168	\$3,304,168	\$0	\$0
	GF Surplus 15-16	\$575,000	\$575,000	\$0	\$0	\$575,000
	GF Surplus 14-15	\$0	\$0	\$0	\$0	\$0
	GF Surplus 16-17	\$450,000	\$450,000	\$0	\$0	\$450,000
	Contingency Surplus	\$500,000	\$500,000	\$0	\$0	\$500,000
	City Non Lapsing Account	\$675,000	\$675,000	\$0	\$0	\$675,000
Total Additional Funding		\$18,132,468	\$18,132,468	\$15,932,468	\$0	\$2,200,000
GRAND TOTAL ALL FUNDING		\$176,507,468	\$176,900,037	\$174,693,049	\$0	\$2,206,988
Other Surplus Funding						
	General Fund Surplus unused from 14-15		\$1,000,000			
	General Fund Surplus unused from 15-16		\$425,000			

* Surplus expected to be spent in 17-18 was not used - funds remain

Memorandum

To: Board of Aldermen

From: Will Zhuta, IT Director, Department of Education Computer Technology Center

Date: September 3, 2019

Re: **Board of Education and Board of Aldermen Approval Request / Executive Summary - Contract for Cisco Network Engineering Services between the City of Waterbury and Dave Leeper Consulting, LLC.**

The Department of Education Computer Technology Center respectfully requests your approval of the above-referenced contract in the amount of \$250,000.00 over 5 years, for Cisco Network Engineering Services between the City of Waterbury and Dave Leeper Consulting, LLC.

This contract was initiated under the Request for Proposal (RFP #6397). There were several bidders for this project with Dave Leeper Consulting, LLC being the most qualified responsible bidder.

The Project consists of and the Consultant shall provide Cisco Network Engineering Services to assist in the day-to day operation of the Wide Area Network (WAN) and Local Area Network(LAN); including but not limited to hardware and software support, training and special project management.

Accordingly, attached for your review and consideration are 17 copies of the proposed contract, plus the Vendor Award letter as prepared by the Purchasing Department, the Successful Bidder's Bid Form and Disclosure and Certification of Obligations Affidavit Regarding Outstanding Obligations Form plus a copy of the Tax Clearance issued by the Office of Tax Collections.

Please note further that one complete set of Documents, including Contract, Plans and Specifications, has been placed on file with the City Clerk's Office.

Thank you.

PROFESSIONAL SERVICES AGREEMENT
RFP No. 6397
for
CISCO Network Engineering Services
between
The City of Waterbury, Connecticut
and
Dave Leeper Consulting, LLC

THIS AGREEMENT, effective on the date signed by the Mayor, is by and between the City of Waterbury, City Hall, 235 Grand Street, Waterbury, Connecticut (the "City") and Dave Leeper Consulting, LLC, located at 494 Nonnewaug Road, Bethlehem, Connecticut, 06751, a State of Connecticut duly registered domestic limited liability company (the "Consultant").

WHEREAS, the Consultant submitted a proposal to the City responding to **RFP No. 6397** for Cisco Network Engineering Services for the City of Waterbury Education Department and Waterbury Public Schools ; and

WHEREAS, the City selected the Consultant to perform services regarding **RFP No. 6397**; and

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

NOW THEREFORE, THE PARTIES AGREE AND COVENANT AS FOLLOWS:

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

1.1. The Project consists of and the Consultant shall provide Cisco Network Engineering Services for a minimum of 52 days per year to assist in the day-to day operation of the Wide Area Network (WAN) and Local Area Network(LAN); including but not limited to hardware and software support, training and special project management and as more particularly detailed and described in RFP No. 6397 and Consultant's response attached hereto and made part hereof as if fully set forth herein as part of **Attachment A** and are hereby made material provisions of this Contract. **Attachment A** shall consist of the following, which are attached hereto, are acknowledged by the

Consultant as having been received, or are otherwise hereby incorporated by reference as noted below, and all are made a part hereof:

- 1.1.1 City of Waterbury RFP No. 6397, consisting of 11 pages, (excluding sample City contract and Contractor compliance documents), attached hereto.
- 1.1.2 Addendum #1 to City of Waterbury RFP No. 6397, dated May 24, 2019, consisting of 2 pages, attached hereto.
- 1.1.3 Consultant's response to City of Waterbury RFP No. 6397, consisting of 34 pages, (excluding sample contract, blank pages and Project or Contract Certification) attached hereto.
- 1.1.4 Any and all amendment(s) and Change Orders, issued by the City after execution of Contract (incorporated by reference).
- 1.1.5 Stockholder's Affidavit; Non-Collusion Affidavit; Debarment Certificate (incorporated by reference).
- 1.1.6 Certificates of Insurance (incorporated by reference).
- 1.1.7 All applicable Federal, State and local statutes, regulations charter and ordinances (incorporated by reference).
- 1.1.8 All licenses (incorporated by reference).

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

- 1.2.1 This contract
- 1.2.2 Addendum #1 to City of Waterbury RFP No. 6397
- 1.2.3 City of Waterbury RFP No. 6397
- 1.2.4 Consultant's response to City of Waterbury RFP No. 6397
- 1.2.5 All applicable Federal, State and local statutes, regulations charter and ordinances (incorporated by reference)

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

2.1. Representations regarding Personnel. The Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the City, unless use of City employees or of personnel having a contractual relationship with the City is approved by the City in writing. As set forth above, all the

services required hereunder shall be performed by the Consultant under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state or local law to perform such services.

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

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

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

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

3.3. Cleaning Up. To the extent the Consultant is required to be on City property to render its services hereunder, the Consultant shall at all times keep the Premises free from

accumulation of waste materials or rubbish caused by Consultant, its employees or subcontractors, and at the completion of the work shall remove all rubbish from and about the Project and all tools, scaffolding and surplus materials and shall leave the Premises "broom clean" or its equivalent, unless more exactly specified. In case of dispute, the City may remove the rubbish and charge the cost to the Consultant.

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

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

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

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

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

3.7.2 its failure or omission to make investigation and verification of data shall, in no way, be cause for future claim of ignorance of such data or conditions nor

shall such failure to investigate and verify be the basis for any claim whatsoever, monetary or otherwise;

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

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

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

3.7.6 has given the City written notice of any conflict, error or discrepancy that the Consultant has discovered in the Proposal Documents; and

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

3.8. Reporting Requirement. The Consultant shall deliver periodic, monthly, written reports to the City's Using Agency setting forth **(i)** the issue date of the report, **(ii)** the time period covered by the report, **(iii)** a brief description of the work and services completed by the Consultant and/or delivered by the Consultant during the time period covered by the report, **(iv)** expressed as a percentage of the total work and services required under this Contract, the percentage of the total work represented by the work and services described in subsection iii above, **(v)** expressed as a percentage of this Contract's Section 6 total compensation, the percentage of the total compensation represented by the work and services described in subsection iii above, **(vi)** the Consultant's declaration as to whether the entirety of the Consultant's work and services required in this Contract will be, or will not be, completed within the Contract's Section 6 total compensation amount, and **(vii)** any and all additional useful and/or relevant information. Each report shall be signed by David W. Leeper.

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

4. Responsibilities of the City. Upon the City's receipt of Consultant's written request, the City will provide the Consultant with all documents, data and other materials the City agrees are

necessary and appropriate to the service to be performed by the Consultant hereunder and the City will endeavor to secure, where feasible and where the City agrees it is necessary and appropriate, materials or information from other sources requested by the Consultant for the purpose of carrying out the services under this Contract.

5. Contract Time. The Consultant shall commence the provision of all services required under this contract on July 1, 2019 and shall continue providing said services through June 30, 2025. ("Contract Time"):

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

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

6.1. Fee Schedule. The fee payable to the Consultant shall not exceed **TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000.00)** for the entire five year term of this Agreement. Compensation shall be at a rate not to exceed **FIFTY THOUSAND DOLLARS (\$50,000.00)** per year and shall be in accordance with Consultant's proposal, dated May 20, 2019, with the basis of Payment being as follows?

6.1.1 Daily rate of Five Hundred twenty-Five Dollars
per day for a minimum of 52 days for each year of
the five year contract term.....\$525.00/day

6.2. Limitation of Payment. Compensation payable to the Consultant is limited to those fees set forth in Section 6.1 above. Such compensation shall be paid by the City upon review and approval of the Consultant's invoices for payment and review of the work, services, deliverables, etc. required in this Contract and review as may be further required by the Charter and Ordinances of the City. Consultant's invoices shall describe the work, services, reports, plans, specifications, deliverables, etc. rendered and the compensation sought therefore in a form and with detail and clarity acceptable to the City.

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

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

6.4. Proposal Costs. All costs of the Consultant in preparing its proposal for **RFP No. 6397** shall be solely borne by the Consultant and are not included in the compensation to be paid by the City to the Consultant under this Contract or any other Contract.

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

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

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

8. Indemnification.

8.1. The Consultant shall indemnify, defend, and hold harmless the City, City's Boards, and Board of Education, commissions, agents, officials and employees from and against all claims, suits, damages, losses, judgments, costs and expenses including attorney's fees arising out of or resulting from the delivery of the labor, services, equipment, materials,

reports, plans, specifications, design, drawings, deliverables, incidentals, etc. provided that any such claims, suits, damages, losses, judgments, costs or expenses **(i)** are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting there from, **(ii)** are alleged to be caused in whole or in part by any willful, intentional, negligent, or reckless act or omission of the Consultant, its employees, any subcontractor or consultant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder; **(iii)** enforcement action or any claim for breach of the Consultant duties hereunder or **(iv)** claim for intangible loss(es) including but not limited to business losses, lost profits or revenue, regardless of whether or not it is caused in part by a party indemnified hereunder.

8.2. In any and all claims against the City or any of its boards, agents, employees or officers by the Consultant or any employee of the Consultant, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under Paragraph 8.1, above, shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Consultant or any subcontractor under Worker's Compensation Acts, disability benefit acts or other employee benefit acts.

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

8.4. The Consultant expressly understands and agrees that any performance bond or insurance protection required by this Contract, or otherwise provided by the Consultant, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City and the City's boards, agents, employees or officers as provided herein.

8.5. Royalties and Patents. The Consultant shall, for all time, secure to the City the free and undisputed right to the use of any and all patented articles and methods used in the work and shall defend at Consultant's own expense any and all suits for infringement or alleged infringement of such patents, and in the event of adverse award under patent suits, the Consultant shall pay such awards and hold the City harmless in connection with any patent suits that may arise as a result of installations made by the Consultant and as to any award made thereunder.

8.6 In the event this Contract and/or the Contractor's, or its subcontractor, work and services provisioned hereunder is/are subject to the provisions of any Federal or State statute or regulations, or the City Charter or City Ordinance, the Consultant shall indemnify, defend and hold harmless the City from any fine, penalty or other amounts imposed on the City under said statutes, regulations, Charter or Ordinances, if caused by Consultant, or its subcontractor, omission or commission.

9. Consultant's Insurance.

9.1. The Consultant shall not commence work under this Contract until all insurance required under this Section 9 has been obtained by the Consultant and such insurance has been approved by the City. The Consultant shall not allow any subcontractor to commence work on any subcontract until all insurance required of any such subcontractor has been so obtained and approved by the City. Insurance shall be provided by insurers that are satisfactory to the City, authorized to do business in the State of Connecticut, that have at least an "A-" Best's Rating, and are in an A.M. Best financial size category of VII or higher. The A.M. Best classifications are based on the most current A.M. Best Company ratings or an equivalent City approved rating system.

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

9.3. Each insurance policy shall state that the insurance company shall agree to investigate and defend the insured against all claims for damages, even if groundless. If any insurance required herein is to be issued or renewed on a claims made form as opposed to an occurrence form, the retroactive date for coverage shall be no later than the commencement date of this Contract and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims ("Tail Coverage") shall be available for at least 60 months.

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

9.4.1 General Liability Insurance: \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate and \$2,000,000.00 Products and completed operations aggregate

Providing coverage to protect the City for all damages arising out of bodily injuries, sickness to or death of all persons in any one accident or occurrence and for all damages arising out of destruction of property in any one accident or occurrence.

9.4.2 Automobile Liability Insurance: \$1,000,000.00 combined single limit (CSL)

Providing coverage to protect the City with respect to claims for damage for bodily injury and or property damage arising out of ownership, maintenance, operation, use or loading and unloading of any auto including hired & non-owned autos..

9.4.3 Workers' Compensation: Statutory Limits within the State of Connecticut: Employers' Liability:

EL Each Accident **\$500,000.00**
EL Disease Each Employee **\$500,000.00**
EL Disease Policy Limit **\$500,000.00**

Consultant shall comply with all State of Connecticut statutes as it relates to Workers' Compensation.

9.4.4 Excess/Umbrella Liability Insurance: Excess or Umbrella insurance coverage that follows form or sits over General Liability, Automobile Liability and Workers Compensation insurances. **\$1,000,000.00** Each Occurrence and **\$1,000,000.00** Aggregate.

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

9.6. Cancellation: The City of Waterbury shall receive written notice of cancellation from the Consultant at least thirty (30) calendar days prior to the date of actual cancellation, regardless of the reason for such cancellation.

9.7. Certificates of Insurance: The Consultant's General, Automobile and Excess/Umbrella Liability Insurance policies shall be endorsed to add the City and its Board of Education as additional insured and provide a waiver of subrogation on all lines of coverage. The insurance afforded the additional insured shall be primary and non-contributory insurance and the coverage and limits provided under the Consultant's policies shall not be reduced or prorated by the existence of any other insurance applicable to any loss the additional insured may have suffered. At the time the Consultant executes this Contract, it shall furnish to the City, subject to City approval, certificate(s) of insurance and Additional Insured Endorsement and Waiver of Subrogation Endorsement verifying the above coverages, including the naming of the City of Waterbury, as follows: **"The City of Waterbury and its Board of Education are listed as additional insured on all lines of coverage except Workers Compensation and include a waiver of subrogation on all lines of coverage as their interests may appear"**. The City's request for proposal number must be shown on the certificate of insurance. The Consultant must supply replacement/renewal certificates at least thirty (30) calendar days prior to the expiration of the policy(ies). Said certificates shall contain a provision that coverage afforded under the policies shall not be cancelled or reduced for any reasons unless notice of not less than thirty (30) calendar days has been mailed to the Office of Corporation Counsel, 235 Grand Street, Waterbury, CT 06702.

9.8. No later than thirty (30) calendar days after Consultant receipt, the Consultant shall deliver to the City a copy of the Consultant's insurance policies, endorsements, and riders.

10. Conformance with Federal, State and Other Jurisdictional Requirements. By executing this Contract, the Consultant represents and warrants that, at all pertinent and relevant times to the Contract, it has been, is and will continue to be in full compliance with all applicable

statutes, acts, ordinances, guidelines, resolutions, orders, judgments, decrees, injunctions, rules, and regulations of all government authorities applicable to performance by the Consultant of services hereunder, including those having jurisdiction over its registration and licensing to perform services hereunder; including, but not limited to, the following: *EQUAL EMPLOYMENT OPPORTUNITY ACT*; *COPELAND ANTI-KICKBACK ACT*, as supplemented in the Department of Labor Regulations (29 CFR Part 3); *DAVIS-BACON ACT* as supplemented by Department of Labor Regulations (29 CFR Part 5); Section 103 and 107 of the Contract Work Hours and Safety Standards Act, as supplemented by the Department of Labor Regulations (29 CFR Part 5); the *HOUSING and COMMUNITY DEVELOPMENT ACT of 1974*, as amended; TITLE 31 and Section 12-430(7) of the State of Connecticut General Statutes. All applicable sections of the City Charter and Code of Ordinances are incorporated by reference and made a part hereof.

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

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

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

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

such person's wages the amount of payment or contribution for such person's classification on each pay day.

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

11. Discriminatory Practices. In performing this Contract, the Consultant shall not discriminate against any employee or applicant for employment, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, sex, age, religious creed, disability, national origin or ancestry, marital status, family status, prior psychiatric treatment, health care, military status or source of income or because of a handicap that is unrelated to the employee's or the applicant's ability to perform the duties of a particular job or position. Subcontracts with each subcontractor shall contain a provision requiring non-discrimination in employment as herein specified. This covenant is required pursuant to §93.04 of the Code of Ordinances of the City and any breach thereof may be regarded as a material breach of this Contract. Said provisions with subcontractors shall require conformity and compliance with all Local, State and Federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements.

11.1. Discrimination Because of Certain Labor Matters. No person employed on the work covered by this Contract shall be discharged or in any way discriminated against because such person has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or related to the labor standards applicable hereunder to its employer.

11.2. Equal Opportunity. In its execution of the performance of this Contract, the Consultant shall not discriminate and shall comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, national origin or citizenship status, age or handicap. The Consultant agrees to comply with all Local, State and Federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements, and will require the same of all subcontractors.

12. This Section Left Intentionally Blank

13. Termination.

13.1. Termination of Contract for Cause. If, through any cause, in part or in full, not the fault of the Consultant, the Consultant shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall thereupon have the right to

terminate this Contract by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least five (5) business days before the effective date of such termination.

13.1.1 In the event of such termination, all finished or unfinished documents, data, studies, reports, specifications, deliverables, etc. prepared by the Consultant under this Contract shall, at the option of the City, become the City's property, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed for such.

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

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

13.3. Termination for Non-Appropriation or Lack of Funding. The Consultant acknowledges that the City is a municipal corporation and that this Contract is subject to the appropriation of funds by the City sufficient for this Contract for each budget year in which this Contract is in effect. The Consultant therefore agrees that the City shall have the right to terminate this Contract in whole or in part without penalty in the event sufficient funds to provide for City payment(s) under this Contract is not appropriated, not authorized or not made available pursuant to law, or such funding has been reduced pursuant to law.

13.3.1 Effects of Non-Appropriation. If funds to enable the City to effect continued payment under this Contract are not appropriated, authorized or otherwise made available by law, the City shall have the right to terminate this Contract without penalty at the end of the last period for which funds have been appropriated, authorized or otherwise made available by law by giving written notice of termination to the Consultant.

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

such reduced level of products, services or functions and the parties shall be afforded the rights set forth in this Contract.

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

13.4. Rights Upon Cancellation of Termination.

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

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

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

13.4.4 Assumption of Subcontracts. In the event of termination of this Contract, the City shall have the right to assume, at its option, any and all subcontracts for products, services and functions provided exclusively under this Contract, and may further pursue completion of the work under this Contract by replacement contract or otherwise as the City may in its sole judgment deem expedient.

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

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

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

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

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

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

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

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

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

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

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

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

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

22. Independent Contractor Relationship. The relationship between the City and the Consultant is that of client and independent contractor. No agent, employee, or servant of the Consultant shall be deemed to be an employee, agent or servant of the City. The Consultant shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Contract. It is the express intention of the parties hereto, and the Consultant hereby agrees and covenants, that it and any and all third party(ies) and

subcontractor(s) retained by the Consultant hereunder is/are not and shall not be deemed an employee of the City of Waterbury, but is/are and shall remain an independent contractor relative to the City and that nothing herein shall be interpreted or construed as creating or establishing the relationship of employer-employee between the City of Waterbury and the Consultant or between the City of Waterbury and any third party(ies) or subcontractor(s). Thus, the Consultant hereby covenants that it, its subcontractor(s) and third party(ies) shall not be entitled to the usual characteristics of employment, such as income tax withholding, F.I.C.A. deductions, pension or retirement privileges, Workers Compensation coverage, health benefits, etc. and that the Consultant shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants, representatives, subcontractors and third party(ies).

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

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

25. Contract Change Orders.

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

25.1.1 within the scope of the original Contract OR is made pursuant to a provision in the original Contract, AND

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

25.1.3 the Final Completion Date has not been changed.

25.2. Notwithstanding the foregoing subsection A, a Change Order shall not include:

25.2.1 an upward adjustment to a Consultant's payment claim, or

25.2.2 a payment increase under any escalation clause set forth in the original contract, or any Change Order, or any amendment.

25.3. That the work and/or services contemplated are necessary does not, in itself, permit a Change Order. Should the need for a Change Order arise, the request shall be reviewed, and if agreed to, approved by the City's Using Agency and any City designated representative(s). To be binding and enforceable, a Change Order shall thereafter be signed by both the Consultant, any City designated representative(s), and a duly authorized representative of the City's Using Agency prior to the Consultant's delivery of the services, etc. contemplated in said Change Order. All Change Orders are governed by the provisions of this Contract. Any contract change NOT fully complying with this Section 25 shall be effectuated solely by an amendment to this Contract complying with Section 38.073 of the City's "Centralized Procurement System" ordinance.

26. Conflicts or Disputes. This Contract represents the full and complete concurrence between the City and the Consultant and governs all disputes between them. In the instance of a conflict or dispute over issues not specifically referenced within the Contract, the following documents shall be used as historical documents. Without regard to the order of precedence, to resolve such conflicts or disputes, the historical documents are **(i)** the City's aforementioned **RFP No. 6397** and **(ii)** the Consultant's proposal responding to the aforementioned **RFP No.6397**.

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

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

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

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

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

30. Governing Laws. This Contract, its terms and conditions and any claims arising therefrom shall be governed by the laws of the State of Connecticut.

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

Consultant: Dave Leeper Consulting LLC
494 Nonnewaug Road
Bethlehem, Connecticut 06751

City: City of Waterbury
c/o Education Information Technology Center
236 Grand Street, 3rd Floor
Waterbury, CT 06702

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

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

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

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

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

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

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

32.6. It shall be a material breach of this Contract and it shall be a violation of the City's Code of Ordinances for a Person to be retained, or to retain a Person, to solicit or secure a contract with the City upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee; and every Person, before being awarded a City contract, shall deliver to the City, on a City authored form, a representation that such Person has not retained anyone in violation of this subsection 32.6, the failure to deliver said form being a material breach of this Contract and a violation of the City's Code of Ordinances. Note, however, this subsection 32.6 shall not apply to full-time Employees who, as a condition of their employment, may be entitled to bonuses or other fees in accordance with their employment relationship.

32.7. The Person hereby expressly represents that he/she/it has complied with those sections of the City's Code of Ordinances requiring that said Person has **(i)** delivered to the City an affidavit, on a City authored form, stating that the Person and its affiliates have no delinquent taxes or other financial obligations owed to the City; **(ii)** filed the City authored financial disclosure statement form as set forth in the City's Code of Ordinances regarding disclosure of financial interests; **(iii)** delivered to the City a written acknowledgement, on a City authored form, evidencing receipt of a copy of the "Ethics and Conflict of Interest" ordinance for the City of Waterbury and hereby expressly represents that said Person is in full compliance with the entirety of said Code of Ordinances; and **(iv)** filed a current list of all taxable personal and real property as required by the State of Connecticut General Statutes. Any violation of this subsection 32.7 shall be deemed a material breach of this Contract and shall be a violation of the City's Code of Ordinances.

32.8. The definitions set forth in the City's Code of Ordinances shall be the primary source for interpretation of the forgoing subsections 32.1-32.7.

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

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

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

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

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

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

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

pursuant to the Act.

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

WITNESSES:

CITY OF WATERBURY

By: _____
Neil M. O'Leary, Mayor

Date: _____

WITNESSES:

DAVE LEEPER CONSULTING, LLC

By: _____
Dave Leeper, Member

Date: _____

ATTACHMENT A

1. City of Waterbury RFP No. 6397, consisting of 11 pages, (excluding sample City contract and Contractor compliance documents), attached hereto.
2. Addendum #1 to City of Waterbury RFP No. 6397, dated May 24, 2019, consisting of 2 pages, attached hereto.
3. Consultant's response to City of Waterbury RFP No. 6397, consisting of 34 pages, (excluding sample contract, blank pages and Project or Contract Certification) attached hereto.
4. Any and all amendment(s) and Change Orders, issued by the City after execution of Contract (incorporated by reference).
5. Stockholder's Affidavit; Non-Collusion Affidavit; Debarment Certificate (incorporated by reference).
6. Certificates of Insurance (incorporated by reference).
7. All applicable Federal, State and local statutes, regulations charter and ordinances (incorporated by reference).
8. All licenses (incorporated by reference).

REQUEST FOR PROPOSAL #6397
BY
THE CITY OF WATERBURY
Education Department
Waterbury Public Schools
CISCO NETWORK ENGINEERING SERVICES

The City of Waterbury, Department of Education, Computer Technology Center (hereinafter "City"), is seeking a Cisco Network Engineer to assist in the day-to-day operation of the WAN/LAN network; including hardware/software support, training, and special project management.

A. Background and Intent

Background:

The Waterbury Public Schools is an urban district located in central Connecticut between Hartford and New Haven. The district is comprised of thirty schools. It has four comprehensive high schools, four comprehensive middle schools, four Pre-K -8 schools and fourteen elementary schools. The Waterbury Public Schools serves approximately 18,700 students in grades Pre-K through 12 and employs just over 1700 teachers and administrators. The district's goal is to graduate college and career ready students, as well as reduce the achievement gap among district subgroups.

Purpose:

The City of Waterbury, Department of Education, Computer Technology Center (hereinafter "City"), is seeking a Cisco Network Engineer to assist in the day-to-day operation of the WAN/LAN network; including hardware/software support, training, and special project management.

B. Qualifications

Eligible proposers will be those consultants, businesses, and institutions that have the following qualifications:

1. Experience and expertise in regard to providing the types of or similar services as those outlined in the Scope of Services in this RFP.
2. A proposer with a proven track record in providing these types of or similar services for school districts.
3. Knowledge of federal and State laws and regulations governing the services outlined in the scope of services.

C. Scope of Services

Furthermore, it is the intent of the Waterbury Public Schools to select a single vendor to:

- Assist in planning, designing and implementing data connectivity for local area network (LAN) and wide area network (WAN) systems;
- Assists in coordinating special projects including network related wiring plans, LAN/WAN hardware/software purchases, and system installation, backup, maintenance and problem solving;
- Assists in providing network and remote connectivity hardware/software support; maintains LAN user documentation including hardware/software applications, support logs and other related information; researches and recommends network and server hardware and software;
- Assists in installing, designing, configuring, and maintaining system hardware and software;
- Analyzes and troubleshoots the network logs and tracks the nature and resolution of problems;
- Monitors usage to ensure security of data and access privileges; installs, supports and maintains both physical and virtual networks;
- Researches, analyzes, monitors, troubleshoots and data network problems; develops, maintains and implements network support; researches and evaluates new technologies related to computer networking; assists in planning, coordinating and consulting with vendors and clients for hardware/software purchases, product services and support;
- Recommends and specifies the purchase of related products and services; and
- Keeps current regarding new hardware/software products for system enhancements; assists and provides support to the Coordinator, WAN/LAN, and other technology staff as requested including performing scheduled network tasks, monitoring network servers, and providing internet and Intranet user support, and specialized training.

Network Engineering Services	1 Year Agreement Price	3 Year Agreement Price	5 Year Agreement Price
Daily Rate	\$525.00	\$525.00	\$525.00
***52 Day Minimum Contract			

D. Agreement Period

The agreement period for any contract or purchase order resulting from this RFP is anticipated to be July 1, 2019 – June 30, 2025.

E. General Information

1. The City is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The City is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability, in admission to, access to, or operation of its programs, services, or activities.
2. *(Optional)*
3. Proposers must review and be prepared to sign, prior to the execution of any contract with the City, the items and any forms included in Attachment A. (Contract Compliance Packet)
4. All questions and communications about this request for Proposal and submission requirements must be directed to the City of Waterbury eProcurement website and must be received by **2:00 PM on May, 24, 2019**. Prospective proposers must limit their contact regarding this RFP to Mr. McCaffery or such other person otherwise designated by Mr. McCaffery. Responses to questions submitted by the above date or identified at any Information Session to be held in regard to this RFP, **along with any changes or amendments to this RFP**, will be available via the City of Waterbury eProcurement website **by May, 29, 2019, 2:00 PM**. It shall be the responsibility of the proposer to download this information. If you have any procedural questions in this regard, please call Mr. McCaffery at (203) 574-6748.

F. Management

Any contract or purchase order resulting from this RFP will be managed by Will Zhuta, IT Director Waterbury Public Schools

G. Conditions

All those submitting proposals must be willing to adhere to the following conditions and must positively state this in the proposal:

1. All proposals in response to this RFP are to be the sole property of the City. Proposers are encouraged not to include in their proposals any information which is proprietary. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and

privacy and all rules, regulations and interpretations resulting from those laws.

2. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of the City.
3. The timing and sequence of events resulting from this RFP will ultimately be determined by the City.
4. The proposer agrees that the proposal will remain valid for a period of (90) days after the closing date for the submission and may be extended beyond that time by mutual agreement.
5. The City may amend the terms or cancel this RFP any time prior to the execution of a contract or purchase order for these services if the City deems it to be necessary, appropriate or otherwise in the best interests of the City. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a proposal not being considered. At his option, the City's Director of Purchasing may provide all proposers with a limited opportunity to remedy any technical deficiencies identified by the City in their initial review of proposals.
6. The proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. Any additions, deletions or changes in personnel from the proposal during the course of the agreement period must be approved by the City, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the City. At its discretion, the City may require the removal and replacement of any of the proposer's personnel who do not perform adequately, regardless of whether they were previously approved by the City.
7. All subcontractors hired by the proposer awarded a contract or purchase order as a result of this RFP must have prior approval of the City prior to and during the agreement period.
8. Any costs and expenses incurred by proposers in preparing or submitting proposals are the sole responsibility of the proposer.
9. A proposer must be prepared to present evidence of experience, ability, financial standing, and any other information deemed necessary by the City to satisfactorily meet the requirements set forth or implied in the proposal.
10. No additions or changes to the original proposal will be allowed after submittal, except as may be allowed by the City, at its option, in accordance with Section G.5. of this RFP. While changes are not permitted, clarification of proposals may be required by the City at the proposer's sole cost and

expense. The final price and scope of services of any contract or purchase order resulting from this RFP may be negotiated with responsible proposers.

11. The proposer may be required to give presentations to the extent necessary to satisfy the City's requirements or needs. In some cases, proposers may have to give presentations or further explanation to any RFP selection committee established by the City.
12. The proposer represents and warrants that the proposal is not made in connection with any other proposer and is in all respects fair and without collusion or fraud. The proposer further represents and warrants that it did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the City participated directly in the proposer's proposal preparation.
13. All responses to the RFP must conform to instruction. Failure to include any required signatures, provide the required number of copies, to meet deadlines, answer all questions, follow the requested format, or failure to comply with any other requirements of this RFP may be considered appropriate cause for rejection of the response.
14. The proposer must accept the City's standard agreement language. See Attachment B.
15. Any contract or purchase order resulting from this RFP process will represent the entire agreement between the proposer and the City and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The City shall assume no liability for payment of services under the terms of the contract or purchase order until the successful proposer is notified that the contract or purchase order has been accepted and approved by the City. Any contract resulting from this RFP may be amended only by means of a written instrument signed by the proposer and signed by the Mayor.

H. Proposal Requirements & Required Format

One original (clearly identified as such) and (5) paper copies of the proposal, as well as a copy of the original proposal in pdf format on a CD or flash drive, must be received at the following address no later than 10:30 AM on June 4, 2019.

Mr. Kevin McCaffery
Director of Purchasing
City of Waterbury, Room 103
235 Grand Street
Waterbury, CT 06702

Proposals submitted must be bound, paginated, indexed and numbered consecutively. Proposers shall complete Attachment C addressed to Mr. McCaffery, which, in part, includes a statement by the proposer accepting all terms and conditions and requirements contained in the RFP, and which shall be signed by a duly authorized official of the organization submitting the proposal. Proposers shall also, as indicated in Attachment C, identify the name of a contact person, along with their telephone number, email address, if applicable, and address, who can be contacted for the purpose of clarifying the information contained in their response to this RFP. In addition to any other information required in Attachment C, proposers shall provide their firm's authorization and a request to any persons, firm, or corporation to furnish any information requested by the City of Waterbury in verification of the recitals included in its response to this RFP.

Proposals must set forth accurate and complete information for each of the items listed below. At the City's discretion, failure to do so could result in disqualification.

1. Proposer Information: Please provide the following information:
 - a. Firm Name
 - b. Permanent main office address
 - c. Date firm organized.
 - d. Legal Form of ownership. If a corporation, indicate where incorporated.
 - e. How many years have you been engaged in services you provide under your present name?
 - f. Names, titles, reporting relationships, and background and experience of the principal members of your organization, including officers.
2. Experience, Expertise and Capabilities
 - a. Philosophy Statement and Business Focus. A statement of the proposer's philosophy and approach in undertaking the services of the nature outlined in the RFP, as well as a description of its primary business focus.
 - b. Summary of Relevant Experience. A listing of all projects that the proposer has completed within the last three (3) years must be provided, as well as all projects of a similar nature to those included in the Scope of Services in this RFP. The following information shall be provided for each organization listed under this subsection:
 - Organization name and the name, title, address and telephone number of a responsible contact person.
 - Nature of services provided and dates services started and actually completed. Please indicate, for each assignment, if it was completed within the original contract timeframe and budget. If not, please explain.
 - For each project done for a municipality or other government agency, please indicate the gross cost of the agreement.

Additionally, please list any contracts or purchase orders in the last three (3) years between the proposer and any agency of the City of Waterbury.

- c. Personnel Listing. A complete listing of the staff identified in the work plan by job classification, along with their resumes. Each resume shall include the individual's qualifications and experience in the subject area.
- d. Conflict of Interest. Disclose any current (within the last 3 years) business, financial, personal or other types of relationships which may pose a conflict of interest.

3. Statement of Qualifications and Work Plan

- a. Qualifications. Please describe your firm's qualifications, experience and capabilities as they pertain to each of the areas of qualifications listed, as well as those of the personnel to be assigned to this project.
 - b. Work Plan. Please describe the approach that would be generally followed in undertaking the Scope of Services in Section C above.
 - c. Services Expected of the City. Identify the nature and scope of the services that would be generally required of the City in undertaking these projects.
4. Cost Schedule. Proposals shall include a single price for work to be performed in accordance with this RFP, inclusive of all personnel and non-personnel expenses. This price should encompass the entire Scope of Services in this RFP. The City reserves the right to negotiate costs, scope of services, and key personnel based on provider proposals. In order for the City to evaluate the proposed cost, proposers must include for each element in the Work Plan outlined in Section H.3.b. above, the staff, hours, hourly rates and the total cost. Include details generally associated with non-personnel costs as an additional cost section.

Since the City may desire to consider the proposer's experience, qualifications, statement of work, and other aspects of the RFP prior to the Cost Proposal, the Cost Proposal shall be sealed in a separate envelope marked "Confidential: Cost Proposal".

Note: The City is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in prices.

5. Information Regarding: Failure to Complete Work, Default and Litigation.

Please respond to the following questions:

- a. Have you ever failed to complete any work awarded to you? If so, where and why?
- b. Have you ever defaulted on a contract? If so, where and why?
- c. Is there any pending litigation which could affect your organization's ability to perform this agreement? If so, please describe.

- d. Has your firm ever had a contract terminated for cause within the past five years? If yes, provide details.
- e. Has your firm been named in a lawsuit related to errors and omissions within the past five years? If yes, provide details.
- f. During the past seven years, has your firm ever filed for protection under the Federal bankruptcy laws? If yes, provide details.
- g. Are there any other factors or information that could affect your firm's ability to provide the services being sought about which the City should be aware?

6. Exceptions and Alternatives. Proposers wishing to take any exceptions to any requirement in the RFP shall state and explain such exceptions. The City may accept proposals which take exception to any requirements in this RFP, or which offer any alternative to a requirement herein, as well as consider such exceptions and alternatives in evaluating responses. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this Request for Proposals.

7. Additional Data. Any additional information which the proposer wishes to bring to the attention of the City that is relevant to this RFP.

I. Evaluation of Proposals; Selection Process

1. Evaluation Criteria

The following criteria are expected to be among those utilized in the selection process. They are presented as a guide for the proposer in understanding the City's requirements and expectations for this project and are not necessarily all inclusive or presented in order of importance.

- a. Proposed statement of work. Emphasis will be on grasp of the issues involved, soundness of approach and the quality of the overall proposal.
- b. Proposed cost schedule.
- c. Experience, expertise, and capabilities of the proposer. Background, qualifications, and previous experience of personnel to be assigned to the project and their demonstrated competence, experience and expertise in the type of work to be performed. The type of experience, expertise, capabilities, and qualifications desired are outlined in Section B. - Qualifications of this RFP. The City may contact one or more of the organization references listed in Section H.2.b. of this RFP as part of assessing the experience, expertise and capabilities of the proposers or those selected as the finalist(s).

- d. Time, Project and Cost Schedule. Emphasis will be on the proposer's record with completing tasks and producing the necessary products within required time frames and within budget.

2. Selection Process

The City of Waterbury may elect to have the proposals evaluated by a committee as part of making a selection. If deemed necessary, the City reserves the right to arrange for interviews/oral presentations as part of the selection process, which invitations for interviews may involve a short-listing of the proposals received.

J. Rights Reserved To The City

The City reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the proposer is in default of any prior City contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP. The City also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the City will be served.

K. Federal, State and Local Employment Requirements

Contractors, if applicable, shall be obligated to fully comply with the attached Hiring of Waterbury Residents on Certain Publicly-Funded Construction Projects, i.e. City of Waterbury Ordinances Chapter 34 ("Good Jobs Ordinance"), Federal Davis- Bacon Act, Federal American Recovery and Reinvestment Act of 2009, and the Housing and Urban Development Section 3 Clause, all as further specified in the attached City of Waterbury Contract form. Also attached hereto, is a full copy of the aforesaid City of Waterbury Ordinance, commonly referred to as the "Good Jobs Ordinance".

**L. State Set-Aside Requirements
(NOT APPLICABLE)**

The contractor who is selected to perform this municipal public works project, funded in whole or part by the State, must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. An Affirmative Action Plan must be filed with and approved by the Commission on Human Rights and Opportunities prior to the commencement of construction.

State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services ("DAS") under the provisions of CONN. GEN. STAT. § 4a-60g, as amended. (25% of the work with DAS certified Small and Minority owned businesses and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

For municipal public works contracts, the contractor must file a written or electronic non-discrimination certification with the Commission on Human Rights and Opportunities. Forms can be found at http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806.

K: INSURANCE

- K.1. The Contractor shall not commence work under this Contract until all Insurance required under this Section K has been obtained by the Contractor and such Insurance has been approved by the City. The Contractor shall not allow any subcontractor to commence work on any subcontract until all insurance required of any such subcontractor has been so obtained and approved by the City. Insurance shall be provided by insurers, satisfactory to the City and authorized to do business in the State of Connecticut, an "A-" Best's Rating and at least a Class V3 or better financial size category as shown in the most current A.M. Best Company ratings.
- K.2. At no additional cost to the City, the Contractor shall purchase and maintain the insurance coverages set forth below which shall protect the City from claims which may arise out of or result from the Contractor's obligation under this Contract, whether such obligations are the Contractor's or subcontractor or person or entity directly or indirectly employed by said Contractor or subcontractor, or by any person or entity for whose acts said Contractor or subcontractor may be liable.
- K.3. Each Insurance policy shall state that the insurance company shall agree to investigate and defend the insured against all claims for damages, even if groundless. If any insurance required herein is to be issued or renewed on a claims made form as opposed to an occurrence form, the retroactive date for coverage shall be no later than the commencement date of this Contract and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims ("Tail Coverage") shall be available for at least 60 months.
- K.4. The following policies with stated limits shall be maintained, in full force and effect, at all times during which the services are to be performed by the Contractor:
- K.4.1 General Liability Insurance: \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate and \$2,000,000.00 Products and completed operations aggregate
Providing coverage to protect the City for all damages arising out of bodily injuries, sickness to or death of all persons in any one accident or occurrence and for all damages arising out of destruction of property in any one accident or occurrence.
- K.4.2 Automobile Liability Insurance: \$1,000,000.00 combined single limit (CSL)
Providing coverage to protect the City with respect to claims for damage for bodily injury and or property damage arising out of ownership, maintenance, operation, use or loading and unloading of any auto including hired & non-owned autos.
- K.4.3 Workers' Compensation: Statutory Limits within the State of Connecticut:
Employers' Liability:
EL Each Accident \$500,000.00
EL Disease Each Employee \$500,000.00
EL Disease Policy Limit \$500,000.00

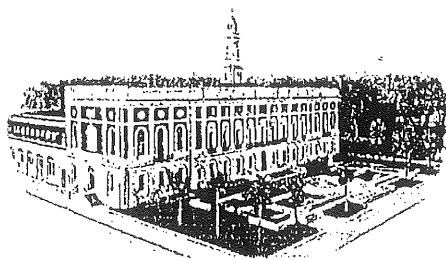
Contractor shall comply with all State of Connecticut statutes as it relates to workers' compensation.

K.4.4 **Excess/Umbrella Liability Insurance:** Excess or Umbrella Insurance coverage that follows form or sits over General Liability, Automobile Liability and Workers Compensation insurances. \$1,000,000.00 each occurrence and \$1,000,000.00 Aggregate.

K.4.5 **"Not Applicable"** - **Builder's Risk Insurance:** coverage equaling \$_____, the monetary value of the construction component of the Project. "All Risk" Builders Risk insurance (also know as "course of construction") coverage with limits equal to or better than the maximum possible loss of all materials of construction used or contemplated under this Contract, including all materials in transit and all materials in storage wherever stored and the value of any and all subsequent Contract changes. This insurance shall include the interests of the City, the Contractor and any and all subcontractors. If deemed necessary by the City's Risk Manager, this insurance shall also include coverage for the total value of the Project's constructed property and shall be valid until a certificate of occupancy is issued. Upon the issuance of said certificate, the City will assume responsibility for insuring said property.

K.4.6 **"Not Applicable"** - **Contractors Pollution Liability Insurance:** \$1,000,000.00 each claim, \$2,000,000.00 aggregate coverage. The foregoing per claim coverage plus appropriate aggregate coverage depending on the size of the job for contractor caused pollution events such as asbestos or lead abatement, but not limited to only these pollution causes of loss.

KEVIN McCAFFERY
DIRECTOR OF PURCHASING



OFFICE OF THE DIRECTOR OF PURCHASING
THE CITY OF WATERBURY
CONNECTICUT

ADDENDUM #1

May 24, 2019

RFP #: 6397

Project Title: Cisco Network Engineering Services

Please refer to the questions and answers below.

1. Question: What do you mean by 52 day minimum? Is this supposed to be 52 weeks?

Answer: No, it does not mean 52 weeks.

2. Question: What are the expected working hours of the Cisco Engineer? Will it only be the City normal business hours, or will after hours work be expected as well?

Answer: Typically, the hours are 8:00 – 4:00 p.m. If required because of a network down situation, then it can be after normal business hours.

3. Question: Do you require the same Cisco Engineer day to day or can another Cisco Engineer of the same experience be used as a resource as well for sick days, vacations, or scheduling complications?

Answer: The same Engineer will be required from day to day.

4. Question: Is the expectation that the Cisco Engineer will be on site in Waterbury every day during the contract period?

Answer: The expectation is that support, maintenance, planning, configuration and installation will be provided daily.

5. Question: Is the Professional services document to be used for each project that the Cisco engineer performs while onsite at the City outside of the normal day to day? a. For projects that require the Cisco Engineer to recommend additional hardware and software, would this be

procured by the City on a project by project basis? The Professional services agreement states under section "Scope of Services:" the consultant shall furnish all of the labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc. necessary to complete the Project as specified in this agreement," however, at this time, the consultant is unaware of the projects that may take place during the time the Cisco Engineer is doing day to day tasks and cannot account for the cost of the unknowns. The cost of the Cisco Engineer would be excluded as this would already be covered, however, the additional costs the equipment would have to be determined at the time of scoping that specific project. Can you comment on this and clarify if this thought process is incorrect, or not what the City is expecting?

Answer: Please be aware that this NOT a project focused RFP. The engineer will report to the District office, once a week, and perform all duties assign by the IT Director.

6. **Question:** When we try to convert PDF to Word copy its losing all format and copy is not clear. We're looking for all 8 PDF copies in Word.

Answer: The only version available is in PDF format.

Thank you.

Amy Lopez
Assistant Director of Purchasing, City of Waterbury

INDEX

Section A: RFP 6397 Cisco Network Engineering Services

Section B: Professional Service Agreement RFP 6397

Section C: Attachment "A" Answers to RFP 6397

Section D: Corporate Resolution form (Notarized)

Section E: Completed Attachment "C"

Section F: Scope of Work per RFP 6397

Section G: Notarized Disclosure and Certificate Affidavit regarding
outstanding obligation to Waterbury

Section H: Project or Contract Certification

Section J: Financial Interest Statement

Section K: Debarment

Section L: Insurance certificate



ATTACHMENT A

Per RFP 6397, Cisco Networking Engineering Service, Introduction documentation. Page 6, under section H (Proposer Information):

Section 1:

Firm Name: David Leeper Consulting, LLC

Mailing Address: 494 Nonnewaug Road, Bethlehem, CT 06751

Date Firm Organized: June 1, 2001

Legal Form of Ownership: LLC in state of CT

Years of service: eighteen years under DLC, LLC

Contact Phone: 203-233-4829

Details of DLC: DLC is a sole propriety consulting company with more than 43 years of networking experience in this industry. DLC Specializes in Cisco technologies and has been providing these services to Waterbury Schools since 1998. First as the Cisco Engineer for SNET (consulting) and then as DLC, LLC inception/creation 2001.

Section 2a:

DLC Focuses on Cisco Networking as a specialty as well as infrastructure design, Wireless communications, Voice system general knowledge and repair experience. DLC is a veteran owned company with experience in military communications.

Section 2b:

DLC upgraded twenty-one (21) schools networks with state-of-the-art Cisco Networking equipment. A new wireless controller has been installed to support newer wireless technologies. Multiple schools have had their internal backbones upgraded to support OM4 fiber. All completed within the terms set forth by Waterbury Schools.

Network Support Services 2016: PO# 139922

Network Support Services 2017: PO# 151160

Network Support Services 2018: POS 160602

Section 2c:

Personnel: David Leeper Owner

Section 2d:

No conflicts of interest

Section 3a:

DLC has more than 43 years of networking experience dealing with networking, voice system, infrastructure design and installation, wireless technologies, security systems, overall system connectivity (HVAC, etc.)

Section 3b:

DLC will be on site one day per week to support, troubleshoot and maintain Waterbury's network. After hours and outside the one day will also be addressed on an as needed basis.

Section 3c:

DLC has extended its expertise to the City side with regards to Cisco Equipment and configurations. See Kevin Soden for further details and/or references.

Section 4:

Single Price: \$25,200.00 [twenty five thousand two hundred dollars] broken down to a monthly cost of \$2,100.00 [two thousand one hundred dollars].

Section 5:

DLC has never failed to complete any and all tasks that were awarded. DLC has never defaulted on a contract. There are no pending litigations, bankruptcies, lawsuits or other factors against DLC.

Section 6:

With regards to equipment (Cisco equipment) the RFP states the consultant shall furnish several items including equipment. Waterbury utilizes a bidding process for this and DLC generally does not supply outside of this process, with exceptions of a down network where equipment/materials are on hand by DLC.

Section 1:

Scope of Work is attached

CORPORATE RESOLUTION

I, DAVID LEEPER, hereby certify that I am the duly elected and acting Secretary of DLC, LLC, a corporation organized and existing under the laws of the State of CT, do hereby certify that the following facts are true and were taken from the records of said corporation.

The following resolution was adopted at a meeting of the corporation duly held on the 20 day of MAY, 2019.

"It is hereby resolved that DAVID LEEPER is authorized to make, execute and approve, on behalf of this corporation, any and all contracts or amendments thereof".

And I do further certify that the above resolution has not been in any way altered, amended, repealed and is now in full force and effect.

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said DLC, LLC corporation this 21 day of MAY, 2019.

David W. Leeper
Secretary

State of Connecticut
County of Litchfield
The foregoing instrument
was acknowledged before me
this 31st day of May, 2019
by Catherine M. Mayer

CATHERINE M. MAYER
NOTARY PUBLIC
CONNECTICUT
MY COMMISSION EXPIRES 5/31/2021

ATTACHMENT C

KEVIN MCCAFFERY
DIRECTOR OF PURCHASING
235 GRAND STREET
WATERBURY, CT 06702

The undersigned declares that the only persons or parties interested in this Proposal as principals are as stated; that the Proposal is made without any collusion with other persons, firms, or corporations; that Proposer has carefully examined the entire Request for Proposal; that Proposer has informed itself fully in regard to all conditions pertaining to the Work and the place where it is to be performed; and that with this representation, the undersigned makes this Proposal. These prices shall cover all expenses incurred in performing the Work required under the Contract Documents, of which this Proposal and Form are a part.

The undersigned agrees and covenants that the Contract Time shall commence on delivery of the City of Waterbury's written notice to proceed, which shall occur after contract execution by both parties.

The undersigned acknowledges receipt of addenda numbered: (insert date)

1 DAVID LEEPER CONSULTING LLC MAY 20, 2019
2 _____ 5 _____
3 _____ 6 _____

All Work for this Project shall be performed at the Proposal Prices as described in the Proposal Documents.

The undersigned hereby certifies under the penalties of perjury that this Proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section, the work "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

26-4013560
Social Security Number
or Federal Identification Number

David W. Leeper
Signature of Individual or Corporate Name

Corporate Officer
(if applicable)

City notice of acceptance should be mailed, telegraphed or delivered to the undersigned Proposer at the following address:

Name DAVID LEEPER CONSULTING LLC.

By: DAVID W. LEEPER (OWNER)
(Title)

Business Address: 494 NONNEWALL RD
(City, State, Zip Code)

BETHLEHEM CT 06751

Phone: 203-283-4829

Date: MAY 20, 2019

Note: If the Proposer is a corporation, indicate State of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses, if different from business address.

CITY OF WATERBURY
DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING
OBLIGATIONS TO THE CITY OF WATERBURY

For the purposes of this Disclosure of Outstanding Financial Obligations, the following definitions apply:

- (a) "Contract" means any Public Contract as defined below.
- (b) "Person" means one (1) or more individuals, partnerships, corporations, associations, or joint ventures.
- (c) "Public Contract" means any agreement or formal commitment entered into by the city to expend funds in return for work, labor, services, supplies, equipment, materials or any combination of the foregoing, or any lease, lease by way of concession, concession agreement, permit, or per agreement whereby the city leases, grants or donates property belonging to the city, or otherwise grants a right of privilege to occupy or to use said property of the city.
- (d) "City" means any official agency, board, authority, department office, or other subdivision of the City of Waterbury.

State of CT

SS.: _____

County of WITCHFIELD

_____, being first duly sworn, deposes and says that:

1. I am the owner partner, officer, representative, agent or of DAVID LEECH CONTRACTING (Contractor's Name), the Contractor that has submitted the attached agreement.

2. I am fully informed respecting the preparation and contents of the attached Agreement and of all pertinent circumstances respecting such Agreement;

3. That as a person desiring to contract with the City (check all that apply):

☐ The Contractor and each owner, partner, officer, representative, agent or affiliate of the Contractor has filed a list of taxable personal property with the City of Waterbury for the most recent grand list, as required by Conn. Gen. Stat. §12-42.

☒ Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor are required to file a list of taxable personal property with the City of Waterbury for the most recent grand list, as required by Conn. Gen. Stat. §12-42.

☒ Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor either directly or through a lease agreement, owes back taxes to the City of Waterbury

CITY OF WATERBURY

DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING OBLIGATIONS TO THE CITY OF WATERBURY

✓ Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor either directly or through a lease agreement, has any other outstanding obligations to the City of Waterbury

4. The following list is a list of the names of all persons affiliated with the business of the Contractor, if none state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

Name	Title	Affiliated Company (if none state NONE)	Service or Material	DOB
1				
2				
3				
4				

5. That as a person desiring to contract with the City:

(a) The Contractor or an owner, partner, officer, representative, agent or affiliate of the Contractor provides, or has provided, services or materials to the City within one (1) year prior to the date of this disclosure, if none, state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

Name	Title	Affiliated Company (if none state NONE)	Service or Material	DOB
1				
2				
3				
4				

(b) The Contractor possesses an ownership interest in the following business organizations, if none, state none. Use additional sheet if necessary (Must be on company letterhead and notarized) :

Organization Name	Address	Type of Ownership
1		
2		
3		
4		

(c) The following persons possess an ownership interest in the Contractor. If the Contractor is a corporation, list all of the officers of the corporation and the names of each stockholder whose shares exceed twenty-five

CITY OF WATERBURY

DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING OBLIGATIONS TO THE CITY OF WATERBURY

(25) percent of the outstanding stock, if none, state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

Name	Title	DOB	Stock %
1			
2			
3			
4			

(d) Of the following of the affiliates, individuals or business entitles identified in this affidavit, list each that owns, owned, or within one (1) year prior to the date of this disclosure has owned, taxable property situated in the City of Waterbury, If none state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

Name	Title	Affiliated Company (If none state NONE)	Address	DOB
1				
2				
3				
4				

(e) If the Contractor conducts business under a trade name, the following additional information is required: the place where such entity is incorporated or is registered to conduct such business; and the address of its principal place of business, if none, state none:

TRADE NAME	PLACE OF INCORPORATION/REGISTRY	PRINCIPAL PLACE OF BUSINESS
1		
2		
3		
4		

I hereby certify that the statements set forth above are true and complete, and I understand that any incorrect information or omission of information from this affidavit may result in the immediate termination of the Contractor's agreement with the City of Waterbury.

For Partnership/Sole Proprietor

In presence of:

Witness

Name of Partnership/Business

CITY OF WATERBURY
DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING
OBLIGATIONS TO THE CITY OF WATERBURY

By: DAVID LEEPER CONSULTING, LLC
Name of General Partner/ Sole Proprietor

494 NONNEWING RD, BETHLEHEM, CT
Address of Business 06781

State of CT)

) SS

County of LITCHFIELD)

DAVID LEEPER being duly sworn,

Deposits and says that he/she is OWNER of DLCL and that
he/she answers to the foregoing questions and all statements therein are true and
correct.

Subscribed and sworn to before me this 20 day of MAY 2019.

Catherine M. MacLean
(Notary Public)

My Commission Expires: 05/31/2021

For Corporation

Cynthia Radauskas
Witness
Cynthia Radauskas

DAVID LEEPER CONSULTING, LLC.
Name of Corporate Signatory

494 NONNEWING RD, BETHLEHEM, CT
Address of Business 06781

Affix
Corporate
Seal

By: [Signature]
Name of Authorized Corporate Officer

Its: OWNER
Title

CITY OF WATERBURY
DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING
OBLIGATIONS TO THE CITY OF WATERBURY

State of CT)

) SS

County of LITCHFIELD)

DAVID LEGGERS being duly sworn,

deposes and says that he/she is OWNER of VLC LLC and
that he/she answers to the foregoing questions and all statements therein are true and
correct.

Subscribed and sworn to before me this 21st day of May 2019

My Commission Expires:

05/31/2021

L. D. H. M. M. M.
(Notary Public)

CITY OF WATERBURY
ANNUAL STATEMENT OF FINANCIAL INTERESTS (Calendar Year 2014)
Persons or Entities Conducting Business with the City

I. Outstanding Purchase Orders of Contracts with the City

A. Contracts

No Contracts with the City



(Service or Commodity Covered by Contract)

(Term of Contract)

(Service or Commodity Covered by Contract)

(Term of Contract)

(Service or Commodity Covered by Contract)

(Term of Contract)

CITY OF WATERBURY
ANNUAL STATEMENT OF FINANCIAL INTERESTS (Calendar Year 201~~1~~[✓])
Persons or Entities Conducting Business with the City

B. Purchase Order(s). 168512 & 160602

No Purchase Order(s) with the City

☐

NETWORK SERVICES

(Service or Commodity Covered by Purchase Order)

160602 = 7/26/18

168512 = 5/2/19

(Date of Purchase Order)

(Service or Commodity Covered by Purchase Order)

(Date of Purchase Order)

(Service or Commodity Covered by Purchase Order)

(Date of Purchase Order)

CITY OF WATERBURY
ANNUAL STATEMENT OF FINANCIAL INTERESTS (Calendar Year 201⁹)
Persons or Entities Conducting Business with the City

II. Financial Interest Disclosure
(Public Officials, Employees or Board and Commission Members with interest in
Person or Entity Conducting Business with the City)

No Officials, Employees or Board and Commission Members with
Financial Interest



(Name of Official)

(Position with City)

(Nature of Business Interest)
(e.g. Owner, Director etc...)

Interest Held By:

Self

☐

Spouse

☐

Joint

☐

Child

☐

(Name of Official)

(Position with City)

(Nature of Business Interest)
(e.g. Owner, Director etc...)

Interest Held By:

Self

☐

Spouse

☐

Joint

☐

Child

☐

1. I certify that this Annual Statement of Financial Interests is a complete and accurate statement of those matter required to be disclosed by me pursuant to §39.061 of the Code of Ordinances.

2. I understand that if I fail to file an Annual Statement (or amendment thereto) or an inaccurate Statement I will be in violation with Chapter 39 of the Code of Ordinance and, thereby, subject to the remedies set forth in §§38.71 and 39.101 of said Code.

3. I understand that I must file with the City Clerk, within fifteen (15) days following any reportable occurrence, any amendments to the Annual Statement.

I have read and agree to the above certification.

DAVID LEEPER CONSULTING, LLC
(Name of Company, if applicable)

David W. Leeper
Signature of Individual (or Authorized Signatory)

5/21/19
Date

DAVID W. LEEPER OWNER
Print or Type Name and Title (if applicable)

DELIVERED

| By Mail

☐

Hand-Delivered

☒



CITY OF WATERBURY
Insurance Bid Specifications Recommendation
RISK MANAGEMENT

Submitting Department:
Contact:
Project:

Description of Work/Services:
Estimated Cost: \$ _ varies per contractor
Contract Term: days

Recommended Insurance Coverages and Limits:

Contractor shall agree to maintain in force at all times during the contract the following minimum coverage's. All policies shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-" VIII. In addition, all Carriers are subject to approval by the City of Waterbury

General Liability: \$1,000,000 each Occurrence
 \$2,000,000 General Aggregate
 \$2,000,000 Products/Completed Operations Aggregate

Auto Liability: \$1,000,000 Combined Single Limit Each Accident
 Any Auto, All Owned and Hired Autos

Workers Compensation: WC Statutory Limits
 Employer Liability (EL):
 \$500,000 EL Each Accident
 \$500,000 EL Disease Each Employee
 \$500,000 EL Disease Policy Limit

Excess/ Umbrella Liability: \$1,000,000 each Occurrence
 \$1,000,000 Aggregate

Builder's Risk Insurance: Varies

Contractors Pollution Liability Insurance: Varies

Professional Liability Insurance: Varies

Other Insurance Required: Varies

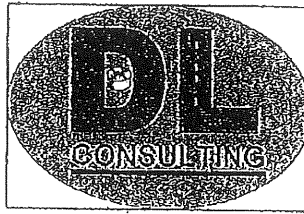
Wording for Additional Insured Endorsement and Waiver of Subrogation:

The City Waterbury is listed as an Additional Insured on a primary and non-contributory basis on all policies except Workers Compensation. All policies shall include a Waiver of Subrogation and be written on an Occurrence basis.

NOTE:

Please note that any Subcontractors will be required to be pre-approved by the Director of Public Works and required to provide the same Insurance Coverages and Limits as the Contractor.

Comments:



Dave Leeper Consulting, LLC

494 Nonnewaug Road, Bethlehem, CT 06751

Statement of Work

Cisco Engineering Services

Waterbury Public Schools

CONTACT: Will Zbura
PHONE: (203)574-8331

A. Introduction

This Statement of Work ("SoW") is made this May 20, 2019, for Waterbury Public Schools with its principal office located at 236 Grand Street Waterbury, CT (hereafter referred to as "COMPANY") and Dave Leeper Consulting, LLC., a corporation organized under the laws of the State of Connecticut, with its principal place of business at 494 Nonnewaug Road, Bethlehem, CT 06751 (hereafter referred to as "DLC"). DLC and COMPANY may also be referred individually as "Party" or collectively as "Parties."

B. Project Overview

Executive Summary:

COMPANY requests DLC Engineering services to provide Cisco Engineering Services for all Schools in the Waterbury area.

C. Project Details

Work to be performed

DLC Responsibilities:

1. Work with Waterbury CTC personnel in supporting various aspects of the overall Cisco network integrity, functionality, maintainability as well as updates, modifications when/where required for all Cisco networking equipment.
2. Maintain the integrity of the network monitoring application known as Solarwinds NPM.
3. Bring necessary skills and knowledge to those personnel in CTC when applicable.
4. Bring support to other areas that Waterbury personnel may need DLC's expertise in:
 - a. Voice systems (PBX, POTS, VoIP systems)
 - b. Infrastructure wiring / troubleshooting
 - i. Coaxial
 - ii. Copper category 5, 5a, 6, 6a, 6e
 - iii. Fiber Optics (multimode and single mode)
 - iv. WANs, LANs, MANs
 - c. Security systems

COMPANY Responsibilities:

1. Provide physical access to networking equipment during hours on site (if required).
2. Work with DLC in performing overall wellbeing of the Waterbury network when required.

D. Period of Performance; Place of Performance

The actual start date will depend on following:

- 1.) Scheduling systems engineer(s)
- 2.) Receipt of signed SoW from COMPANY prior to proposed start date.

All work associated with the Project(s) and RFP are to be performed, between the hours of 8 AM and 3PM through to one day per week. The work will be performed at the COMPANY's main location at 236 Grand Street as well as all the remote schools throughout the district in Waterbury.

E. Project Cost and Payment Terms

For the Services performed under this proposal and subsequent Statement of Work (SoW) associated with this proposal, COMPANY agrees to pay DLC a rate, not to exceed, \$25,100.00 for engineering services.

COMPANY will not be billed for travel and related expenses relative to this engagement

DAVE LEEPER CONSULTING, LLC
494 NONNEWAUG ROAD
BETHLEHEM, CT 06751
PHONE (203) 233-4829

F. SOW Acceptance

This SoW is acceptable. I (We) hereby acknowledge and confirm that I (We) have read this SoW and accept and approve the scope of work and related terms. I (We) understand that should additional work be required that by its nature could not have been known or determined at the time this SoW was executed, a written change order describing the additional work and any related expenses will be required.


This SoW must be signed and returned before the Project can begin. Please sign and forward a copy to DLC.

Dave Leeper Consulting, LLC,

Waterbury Public Schools,

Approved (date): May 20, 2019

Approved (date): _____


Authorized DLC Signature

Authorized COMPANY Signature

Owner

Title

Title

CITY OF WATERBURY

**DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING
OBLIGATIONS TO THE CITY OF WATERBURY**

For the purposes of this Disclosure of Outstanding Financial Obligations, the following definitions apply:

- (a) "Contract" means any Public Contract as defined below.
- (b) "Person" means one (1) or more Individuals, partnerships, corporations, associations, or joint ventures.
- (c) "Public Contract" means any agreement or formal commitment entered into by the city to expend funds in return for work, labor, services, supplies, equipment, materials or any combination of the foregoing, or any lease, lease by way of concession, concession agreement, permit, or per agreement whereby the city leases, grants or demises property belonging to the city, or otherwise grants a right of privilege to occupy or to use said property of the city.
- (d) "City" means any official agency, board, authority, department office, or other subdivision of the City of Waterbury.

State of CT

SS.: _____

County of LITCHFIELD

_____, being first duly
sworn, deposes and says that:

1. I am the (owner) partner, officer, representative, agent or
of DAVID LEE-KEE CONTRACTING (Contractor's Name), the
Contractor that has submitted the attached agreement.

2. I am fully informed respecting the preparation and contents of the attached Agreement and of all pertinent circumstances respecting such Agreement;

3. That as a person desiring to contract with the City (check all that apply):

☐ The Contractor and each owner, partner, officer, representative, agent or affiliate of the Contractor has filed a list of taxable personal property with the City of Waterbury for the most recent grand list, as required by Conn. Gen. Stat. §12-42.

☒ Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor are required to file a list of taxable personal property with the City of Waterbury for the most recent grand list, as required by Conn. Gen. Stat. §12-42.

☒ Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor either directly or through a lease agreement, owes back taxes to the City of Waterbury

CITY OF WATERBURY

DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING OBLIGATIONS TO THE CITY OF WATERBURY

☒ Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor either directly or through a lease agreement, has any other outstanding obligations to the City of Waterbury

4. The following list is a list of the names of all persons affiliated with the business of the Contractor, if none state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

	Name	Title	Affiliated Company (if none state NONE)	Service or Material	DOB
1	NONE				
2					
3					
4					

5. That as a person desiring to contract with the City:

(a) The Contractor or an owner, partner, officer, representative, agent or affiliate of the Contractor provides, or has provided, services or materials to the City within one (1) year prior to the date of this disclosure, if none, state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

	Name	Title	Affiliated Company (if none state NONE)	Service or Material	DOB
1	NONE				
2					
3					
4					

(b) The Contractor possesses an ownership interest in the following business organizations, if none, state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

	Organization Name	Address	Type of Ownership
1	NONE		
2			
3			
4			

(c) The following persons possess an ownership interest in the Contractor. If the Contractor is a corporation, list all of the officers of the corporation and the names of each stockholder whose shares exceed twenty-five

CITY OF WATERBURY**DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING
OBLIGATIONS TO THE CITY OF WATERBURY**

(25) percent of the outstanding stock, if none, state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

Name	Title	DOB	Stock %
1			
2			
3			
4			

(d) Of the following of the affiliates, individuals or business entities identified in this affidavit, list each that owns, owned, or within one (1) year prior to the date of this disclosure has owned, taxable property situated in the City of Waterbury, if none state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

Name	Title	Affiliated Company (If none state NONE)	Address	DOB
1				
2				
3				
4				

(e) If the Contractor conducts business under a trade name, the following additional information is required: the place where such entity is incorporated or is registered to conduct such business; and the address of its principal place of business, if none, state none:

TRADE NAME	PLACE OF INCORPORATION/REGISTRY	PRINCIPAL PLACE OF BUSINESS
1		
2		
3		
4		

I hereby certify that the statements set forth above are true and complete, and I understand that any incorrect information or omission of information from this affidavit may result in the immediate termination of the Contractor's agreement with the City of Waterbury.

For Partnership/Sole Proprietor

In presence of:

Witness

Name of Partnership/Business

CITY OF WATERBURY
DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING
OBLIGATIONS TO THE CITY OF WATERBURY

By: DAVID LEEPER CONSULTING LLC
Name of General Partner/ Sole Proprietor

494 NONNEWING RD, BETHLEHEM, CT 06751
Address of Business

State of CT)

) SS

County of LITCHFIELD)

DAVID LEEPER being duly sworn,

Deposes and says that he/she is OWNER of DLC and that
he/she answers to the foregoing questions and all statements therein are true and
correct.

Subscribed and sworn to before me this 20 day of MAY 2019.

Catherine M. MacLellan
(Notary Public)
My Commission Expires: 05/31/2021

For Corporation

Cynthia Radauskas
Witness
Cynthia Radauskas

DAVID LEEPER CONSULTING, LLC.
Name of Corporate Signatory

494 NONNEWING RD, BETHLEHEM, CT 06751
Address of Business

Affix
Corporate
Seal

By: [Signature]
Name of Authorized Corporate Officer

Its: OWNER
Title

**CITY OF WATERBURY
DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING
OBLIGATIONS TO THE CITY OF WATERBURY**

State of CT)

) SS

County of GITCHFIELD)

DAVID LEEGER being duly sworn,

deposes and says that he/she is OWNER of DLC LLC and
that he/she answers to the foregoing questions and all statements therein are true and
correct.

Subscribed and sworn to before me this 21st day of May 2019

Catherine M. Mazer

My Commission Expires:

05/31/2021

(Notary Public)

LEGAL DEPARTMENT

Phone: 203-574-6731

Fax: 203-574-8340

ATTORNEY-CLIENT PRIVILEGE

ACKNOWLEDGEMENT OF REVIEW

Agreement for Cisco Network Engineering Services between the City of Waterbury and
Dave Leeper Consulting, LLC. _____

Department: Education

I hereby acknowledge that I, William Clark, Chief Operating Officer, as department head designee of the above referenced department, or my designee, have personally and thoroughly reviewed the above-referenced final contract draft and that this contract fully and adequately documents all the details and particulars with reference to the term, specifications as was bid, compensation, fees and expenses payable by the City.

I further acknowledge that the Scope of Services is complete and contains all services expected to be performed by the contractor for the City of Waterbury.



William Clark
Chief Operating Officer

Date

8/29/19

THE CITY OF WATERBURY
MEMORANDUM

From: Delinquent Tax Office

Date: 8/28/2019

To: Will Zhuta
Department of Education

Subject: Tax Clearance

As of this date, the records in the Tax Collector's Office indicate that the following **is not delinquent**.

Dave Leeper Consulting, LLC
Dave Leeper
494 Nonnewaug Rd.
Bethlehem, CT 06751

If you have any questions regarding this issue, do not hesitate to call our office at (203) 574-6815.

Very truly yours,


Nancy J. Olson

NJO/wmf

Nancy J. Olson CCMC
Deputy Revenue Collections Manager
City of Waterbury

Memorandum

To: Board of Aldermen

From: Will Zhuta,  IT Director, Department of Education Computer Technology Center

Date: September 3, 2019

Re: **Board of Education and Board of Aldermen Approval Request / Executive Summary - Contract for S2 Service and Maintenance between the City of Waterbury and Utility Communications, Inc.**

The Department of Education Computer Technology Center respectfully requests your approval of the above-referenced contract in the amount of \$400,000 for S2 Service and Maintenance between the City of Waterbury and Utility Communications, Inc.

This contract was initiated under the Request for Proposal (RFP #6332). There were several bidders for this project with Utility Communications, Inc. being the most qualified responsible bidder.

This contract will allow the Waterbury Public Schools to work with an authorized and certified S2 integrator who is able to meet complex requirements of the current school security system. The integrator will support the WPS team with design, deployment, maintenance and support of the integrated security management system that consists of network digital video recording servers (NetDVR's), door access controllers, nodes and strikes, digital cameras, emergency lockdown buttons, and front door video entry systems.

Accordingly, attached for your review and consideration are 17 copies of the proposed contract, plus the Vendor Award letter as prepared by the Purchasing Department, the Successful Bidder's Bid Form and Disclosure and Certification of Obligations Affidavit Regarding Outstanding Obligations Form plus a copy of the Tax Clearance issued by the Office of Tax Collections.

Please note further that one complete set of Documents, including Contract, Plans and Specifications, has been placed on file with the City Clerk's Office.

Thank you.

PROFESSIONAL SERVICES AGREEMENT
RFP No. 6332
for
Computer Technology Center-Department of Education
S2 Service and Maintenance Support
between
The City of Waterbury, Connecticut
and
Utility Communications, Inc.

THIS AGREEMENT, effective on the date signed by the Mayor, is by and between the City of Waterbury, City Hall, 235 Grand Street, Waterbury, Connecticut (the "City") and Utility Communications, Inc., located at 920 Sherman Avenue, Hamden, Connecticut 06514, a State of Connecticut duly registered domestic corporation (the "Consultant").

WHEREAS, the Consultant submitted a proposal responding to City of Waterbury Request for Proposal #6332 for Computer Technology Center Department of Education S2 Service and Maintenance Support ("RFP # 6332"); and

WHEREAS, the City selected the Consultant to perform services regarding RFP #6332; and

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

NOW THEREFORE, THE PARTIES AGREE AND COVENANT AS FOLLOWS:

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

1.1. The Project consists of and the Consultant will provide S2 service to include but not be limited to service, design, deployment, maintenance and support of the integrated security management system of the district video monitoring, door access, and electronic locking system as more particularly detailed and described in RFP #6332 and Consultant's Response thereto which are made part of Attachment A and are hereby made material provisions of this Contract. **Attachment A** shall consist of the following, which are attached hereto, are acknowledged by the Consultant as having been received,

or are otherwise hereby incorporated by reference as noted below, and all are made a part hereof:

- 1.1.1 RFP # 6332, consisting of 10 pages, (excluding Contractor Compliance Documents and Sample City agreement), attached hereto
- 1.1.2 Addendum No. 1 to RFP #6332, dated March 21, 2019, consisting of 1 page, attached hereto
- 1.1.3 Consultant's Response to RFP #6332, dated March 26, 2019, consisting of 36 pages, attached hereto
- 1.1.4 any and all amendment(s) and Change Orders, issued by the City after execution of Contract (incorporated by reference)
- 1.1.5 Stockholder's Affidavit; Non-Collusion Affidavit; Debarment Certificate (incorporated by reference)
- 1.1.6 Certificates of Insurance
- 1.1.7 All applicable Federal, State and local statutes, regulations charter and ordinances (incorporated by reference)
- 1.1.8 All licenses.

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

- 1.2.1 This Contract
- 1.2.2 Addendum No. 1 to RFP #6332
- 1.2.3 RFP #6332
- 1.2.4. Consultant's Response to RFP #6332
- 1.2.5 All applicable Federal, State and local statutes, regulations charter and ordinances

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

2.1. Representations regarding Personnel. The Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the City, unless use of City employees or of personnel having a contractual relationship with the City is approved by the City in writing. As set forth above, all the services required hereunder shall be performed by the Consultant under its supervision

and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state or local law to perform such services.

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

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

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

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

3.3. Cleaning Up. To the extent the Consultant is required to be on City property to render its services hereunder, the Consultant shall at all times keep the Premises free from accumulation of waste materials or rubbish caused by Consultant, its employees or subcontractors, and at the completion of the work shall remove all rubbish from and

about the Project and all tools and shall leave the Premises "broom clean" or its equivalent, unless more exactly specified. In case of dispute, the City may remove the rubbish and charge the cost to the Consultant.

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

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

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

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

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

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

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

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

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

3.7.6 has given the City written notice of any conflict, error or discrepancy that the Consultant has discovered in the Proposal Documents; and

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

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

5. Contract Time. The Consultant shall commence all work and services required under this Agreement on October 1, 2019 and shall complete all work and services required under this Contract on September 30, 2023. ("Contract Time"):

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

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

6.1. Fee Schedule. The fee payable to the Consultant shall not **exceed FOUR HUNDRED THOUSAND DOLLARS (\$400,000.00)** for the entire four year-term of

this Agreement, with a yearly rate not to exceed **ONE HUNDRED THOUSAND DOLLARS (\$100,000.00)** per year and shall be in accordance with Consultant's proposal, dated March 26, 2019 and the negotiated pricing which is outlined below:

Maintenance and Support Pricing

Description	Remote	On-Site	Off Hours Rate
Rate per hour system Maintenance and Repair	\$110.00	\$102.00	\$110.00
	PARTS PRICING		
Replacement Parts	10% Markup of Advertised Cost		

6.2. Limitation of Payment. Compensation payable to the Consultant is limited to those fees set forth in Section 6.1 above. Such compensation shall be paid by the City upon review and approval of the Consultant's invoices for payment and review of the work, services, deliverables, etc. required in this Contract and review as may be further required by the Charter and Ordinances of the City. Consultant's invoices shall describe the work, services, reports, plans, specifications, deliverables, etc. rendered and the compensation sought therefore in a form and with detail and clarity acceptable to the City.

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

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

6.4. Proposal Costs. All costs of the Consultant in preparing its proposal for **RFP #6332** shall be solely borne by the Consultant and are not included in the compensation to be paid by the City to the Consultant under this Contract or any other Contract.

6.5. Payment for Services, Materials, Employees. The Consultant shall be fully and solely responsible for the suitability, and compliance with the Contract, of all labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc. furnished to the City under this Contract. The Consultant shall promptly pay all

employees as their pay falls due, shall pay promptly as they fall due all bills for labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc., going into the work, and all bills for insurance, bonds, Worker's Compensation coverage, Federal and State Unemployment Compensation, and Social Security charges applicable to this Project. Before final payment is made, the Consultant shall furnish a legal statement to the City that all payments required under this subparagraph have been made.

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

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

8. Indemnification.

8.1. The Consultant shall indemnify, defend, and hold harmless the City, City's Boards, and Board of Education, commissions, agents, officials and employees from and against all claims, suits, damages, losses, judgments, costs and expenses including attorney's fees arising out of or resulting from the delivery of the labor, services, equipment, materials, reports, plans, specifications, design, drawings, deliverables, incidentals, etc. provided that any such claims, suits, damages, losses, judgments, costs or expenses **(i)** are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting there from, **(ii)** are alleged to be caused in whole or in part by any willful, intentional, negligent, or reckless act or omission of the Consultant, its employees, any subcontractor or consultant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder; **(iii)** enforcement action or any claim for breach of the Consultant duties hereunder or **(iv)** claim for intangible loss(es) including but not limited to business losses, lost profits or revenue, regardless of whether or not it is caused in part by a party indemnified hereunder.

8.2. In any and all claims against the City or any of its boards, agents, employees or officers by the Consultant or any employee of the Consultant, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them

may be liable, the indemnification obligation under Paragraph 8.1, above, shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Consultant or any subcontractor under Worker's Compensation Acts, disability benefit acts or other employee benefit acts.

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

8.4. The Consultant expressly understands and agrees that any performance bond or insurance protection required by this Contract, or otherwise provided by the Consultant, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City and the City's boards, agents, employees or officers as provided herein.

8.5. Royalties and Patents. The Consultant shall, for all time, secure to the City the free and undisputed right to the use of any and all patented articles and methods used in the work and shall defend at Consultant's own expense any and all suits for infringement or alleged infringement of such patents, and in the event of adverse award under patent suits, the Consultant shall pay such awards and hold the City harmless in connection with any patent suits that may arise as a result of installations made by the Consultant and as to any award made thereunder.

8.6. In the event this Contract and/or the Contractor's, or its subcontractor, work and services provisioned hereunder is/are subject to the provisions of any Federal or State statute or regulations, or the City Charter or City Ordinance, the Consultant shall indemnify, defend and hold harmless the City from any fine, penalty or other amounts imposed on the City under said statutes, regulations, Charter or Ordinances, if caused by Consultant, or its subcontractor, omission or commission.

9. Consultant's Insurance.

9.1. The Consultant shall not commence work under this Contract until all insurance required under this Section 9 has been obtained by the Consultant and such insurance has been approved by the City. The Consultant shall not allow any subcontractor to commence work on any subcontract until all insurance required of any such subcontractor has been so obtained and approved by the City. Insurance shall be provided by insurers that are satisfactory to the City, authorized to do business in the State of Connecticut, that have at least an "A-" Best's Rating, and are in an A.M. Best financial size category of VII or higher. The A.M. Best classifications are based on the most current A.M. Best Company ratings or an equivalent City approved rating system.

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

9.3. Each insurance policy shall state that the insurance company shall agree to investigate and defend the insured against all claims for damages, even if groundless. If any insurance required herein is to be issued or renewed on a claims made form as opposed to an occurrence form, the retroactive date for coverage shall be no later than the commencement date of this Contract and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims ("Tail Coverage") shall be available for at least 60 months.

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

9.4.1 General Liability Insurance: \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate and \$2,000,000.00 Products and completed operations aggregate

Providing coverage to protect the City for all damages arising out of bodily injuries, sickness to or death of all persons in any one accident or occurrence and for all damages arising out of destruction of property in any one accident or occurrence.

9.4.2 Automobile Liability Insurance: \$1,000,000.00 combined single limit (CSL)

Providing coverage to protect the City with respect to claims for damage for bodily injury and or property damage arising out of ownership, maintenance, operation, use or loading and unloading of any auto including hired & non-owned autos..

9.4.3 Workers' Compensation: Statutory Limits within the State of

Connecticut: Employers' Liability:

EL Each Accident **\$500,000.00**

EL Disease Each Employee **\$500,000.00**

EL Disease Policy Limit **\$500,000.00**

Consultant shall comply with all State of Connecticut statutes as it relates to Workers' Compensation.

9.4.4 Excess/Umbrella Liability Insurance: Excess or Umbrella insurance coverage that follows form or sits over General Liability, Automobile Liability and Workers Compensation insurances. \$1,000,000.00 Each Occurrence and \$1,000,000.00 Aggregate.

9.4.5 Professional Liability Insurance: \$1,000,000.00 each claim.

\$1,000,000.00 aggregate limit

Professional liability (also known as. errors and omissions) insurance providing coverage to the Consultant.

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

9.6. Cancellation: The City of Waterbury shall receive written notice of cancellation from the Consultant at least thirty (30) calendar days prior to the date of actual cancellation, regardless of the reason for such cancellation.

9.7. Certificates of Insurance: The Consultant's General, Automobile and Excess/Umbrella Liability Insurance policies shall be endorsed to add the City and its Board of Education as additional insureds and provide a waiver of subrogation on all lines of coverage except Professional Liability. The insurance afforded the additional insured shall be primary and non-contributory insurance and the coverage and limits provided under the Consultant's policies shall not be reduced or prorated by the existence of any other insurance applicable to any loss the additional insured may have suffered. At the time the Consultant executes this Contract, it shall furnish to the City, subject to City approval, certificate(s) of insurance and Additional Insured Endorsement and Waiver of Subrogation Endorsement verifying the above coverages, including the naming of the City of Waterbury, as follows: **"The City of Waterbury and its Board of Education are listed as additional insured on all lines of coverage except Workers Compensation and Professional Liability and include a waiver of subrogation on all lines of coverage except Professional Liability as their interests may appear"**. The City's request for proposal number must be shown on the certificate of insurance. The Consultant must supply replacement/renewal certificates at least thirty (30) calendar days prior to the expiration of the policy(ies). Said certificates shall contain a provision that coverage afforded under the policies shall not be cancelled or reduced for any reasons unless notice of not less than thirty (30) calendar days has been mailed to the Office of Corporation Counsel, 235 Grand Street, Waterbury, CT 06702.

9.8. No later than thirty (30) calendar days after Consultant receipt, the Consultant shall deliver to the City a copy of the Consultant's insurance policies, endorsements, and riders.

10. Conformance with Federal, State and Other Jurisdictional Requirements. By executing this Contract, the Consultant represents and warrants that, at all pertinent and relevant times to the Contract, it has been, is and will continue to be in full compliance with all applicable statutes, acts, ordinances, guidelines, resolutions, orders, judgments, decrees, injunctions, rules, and regulations of all government authorities applicable to performance by the Consultant of services hereunder, including those having jurisdiction over its registration and licensing to perform services hereunder; including, but not limited to, the following: *EQUAL EMPLOYMENT OPPORTUNITY ACT*; *COPELAND ANTI-KICKBACK ACT*, as supplemented in the Department of Labor Regulations (29 CFR Part 3); *DAVIS-BACON ACT* as supplemented by Department of Labor Regulations (29 CFR Part 5); Section 103 and 107 of the Contract Work Hours and Safety Standards Act, as supplemented by the Department of Labor Regulations (29 CFR Part 5); the *HOUSING and COMMUNITY DEVELOPMENT ACT of 1974*, as amended; TITLE 31 and Section 12-430(7) of the State of Connecticut General Statutes. All applicable

sections of the City Charter and Code of Ordinances are incorporated by reference and made a part hereof.

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

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

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

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

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

wage rate laws apply to all ARRA funded contracts regardless of the contract's dollar value.

11. Discriminatory Practices. In performing this Contract, the Consultant shall not discriminate against any employee or applicant for employment, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, sex, age, religious creed, disability, national origin or ancestry, marital status, family status, prior psychiatric treatment, health care, military status or source of income or because of a handicap that is unrelated to the employee's or the applicant's ability to perform the duties of a particular job or position. Subcontracts with each subcontractor shall contain a provision requiring non-discrimination in employment as herein specified. This covenant is required pursuant to §93.04 of the Code of Ordinances of the City and any breach thereof may be regarded as a material breach of this Contract. Said provisions with subcontractors shall require conformity and compliance with all Local, State and Federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements.

11.1. Discrimination Because of Certain Labor Matters. No person employed on the work covered by this Contract shall be discharged or in any way discriminated against because such person has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or related to the labor standards applicable hereunder to its employer.

11.2. Equal Opportunity. In its execution of the performance of this Contract, the Consultant shall not discriminate and shall comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, national origin or citizenship status, age or handicap. The Consultant agrees to comply with all Local, State and Federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements, and will require the same of all subcontractors.

12. Contract Bonds. The Consultant shall furnish to the City, prior to the execution of this Contract by the City, both a performance bond and a payment bond, each bond written for a penal sum equaling the Section 6 "Total Compensation" amount in a form and with a surety acceptable to the City. The bonds shall continue in effect for the greater of (i) the warranty period set forth in Section 7 of this Contract, or (ii) 365 calendar days after the Final Completion Date referenced elsewhere in this Contract.

13. Termination.

13.1. Termination of Contract for Cause. If, through any cause, in part or in full, not the fault of the Consultant, the Consultant shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall thereupon have the right to terminate this Contract by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least five (5) business days before the effective date of such termination.

13.1.1 In the event of such termination, all finished or unfinished documents, data, studies, reports, specifications, deliverables, etc. prepared by the Consultant under this Contract shall, at the option of the City, become the City's property, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed for such.

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

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

13.3. Termination for Non-Appropriation or Lack of Funding. The Consultant acknowledges that the City is a municipal corporation and that this Contract is subject to the appropriation of funds by the City sufficient for this Contract for each budget year in which this Contract is in effect. The Consultant therefore agrees that the City shall have the right to terminate this Contract in whole or in part without penalty in the event sufficient funds to provide for City payment(s) under this Contract is not appropriated, not authorized or not made available pursuant to law, or such funding has been reduced pursuant to law.

13.3.1 Effects of Non-Appropriation. If funds to enable the City to effect continued payment under this Contract are not appropriated, authorized or otherwise made available by law, the City shall have the right to terminate this Contract without penalty at the end of the last period for which funds have been appropriated, authorized or otherwise made available by law by giving written notice of termination to the Consultant.

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

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

13.4. Rights Upon Cancellation or Termination.

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

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

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

13.4.4 Assumption of Subcontracts. In the event of termination of this Contract, the City shall have the right to assume, at its option, any and all

subcontracts for products, services and functions provided exclusively under this Contract, and may further pursue completion of the work under this Contract by replacement contract or otherwise as the City may in its sole judgment deem expedient.

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

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

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

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

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

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

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

16.1. The Consultant shall be as fully responsible to the City for the acts and omissions

of the Consultant's subcontractors, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by the Consultant.

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

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

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

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

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

22. Independent Contractor Relationship. The relationship between the City and the Consultant is that of client and independent contractor. No agent, employee, or servant of the Consultant shall be deemed to be an employee, agent or servant of the City. The Consultant shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Contract. It is the express intention of the parties hereto, and the Consultant hereby agrees and covenants, that it and any and all third party(ies)

and subcontractor(s) retained by the Consultant hereunder is/are not and shall not be deemed an employee of the City of Waterbury, but is/are and shall remain an independent contractor relative to the City and that nothing herein shall be interpreted or construed as creating or establishing the relationship of employer-employee between the City of Waterbury and the Consultant or between the City of Waterbury and any third party(ies) or subcontractor(s). Thus, the Consultant hereby covenants that it, its subcontractor(s) and third party(ies) shall not be entitled to the usual characteristics of employment, such as income tax withholding, F.I.C.A. deductions, pension or retirement privileges, Workers Compensation coverage, health benefits, etc. and that the Consultant shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants, representatives, subcontractors and third party(ies).

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

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

25. Contract Change Orders.

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

25.1.1 within the scope of the original Contract OR is made pursuant to a provision in the original Contract, AND

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

25.1.3 the Final Completion Date has not been changed.

25.2. Notwithstanding the foregoing subsection A, a Change Order shall not include:

25.2.1 an upward adjustment to a Consultant's payment claim, or

25.2.2 a payment increase under any escalation clause set forth in the original contract, or any Change Order, or any amendment.

25.3. That the work and/or services contemplated are necessary does not, in itself, permit a Change Order. Should the need for a Change Order arise, the request shall be reviewed, and if agreed to, approved by the City's Using Agency and any City designated representative(s). To be binding and enforceable, a Change Order shall thereafter be signed by both the Consultant, any City designated representative(s), and a duly authorized representative of the City's Using Agency prior to the Consultant's delivery of the services, etc. contemplated in said Change Order. All Change Orders are governed by the provisions of this Contract. Any contract change NOT fully complying with this Section 25 shall be effectuated solely by an amendment to this Contract complying with Section 38.073 of the City's "Centralized Procurement System" ordinance.

26. Conflicts or Disputes. This Contract represents the full and complete concurrence between the City and the Consultant and governs all disputes between them. In the instance of a conflict or dispute over issues not specifically referenced within the Contract, the following documents shall be used as historical documents. Without regard to the order of precedence, to resolve such conflicts or disputes, the historical documents are **(i)** the City's aforementioned **RFP # 6332** and **(ii)** the Consultant's proposal responding to the aforementioned **RFP #6332**.

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

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

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

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

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

30. Governing Laws. This Contract, its terms and conditions and any claims arising therefrom shall be governed by the laws of the State of Connecticut.

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

Consultant: Utility Communications, Inc.
920 Sherman Avenue
Hamden, CT 06514

City: City of Waterbury
c/o Computer Technology Center
Department of Education
236 Grand Street, 3rd Floor
Waterbury, CT 06702

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

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

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

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

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

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

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

32.6. It shall be a material breach of this Contract and it shall be a violation of the City's Code of Ordinances for a Person to be retained, or to retain a Person, to solicit or secure a contract with the City upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee; and every Person, before being awarded a City contract, shall deliver to the City, on a City authored form, a representation that such Person has not retained anyone in violation of this subsection 32.6, the failure to deliver said form being a material breach of this Contract and a violation of the City's Code of Ordinances. Note, however, this subsection 32.6 shall not apply to full-time Employees who, as a condition of their employment, may be entitled to bonuses or other fees in accordance with their employment relationship.

32.7. The Person hereby expressly represents that he/she/it has complied with those sections of the City's Code of Ordinances requiring that said Person has **(i)** delivered to the City an affidavit, on a City authored form, stating that the Person and its affiliates have no delinquent taxes or other financial obligations owed to the City; **(ii)** filed the City authored financial disclosure statement form as set forth in the City's Code of Ordinances regarding disclosure of financial interests; **(iii)** delivered to the City a written acknowledgement, on a City authored form, evidencing receipt of a copy of the "Ethics and Conflict of Interest" ordinance for the City of Waterbury and hereby expressly represents that said Person is in full compliance with the entirety of said Code of Ordinances; and **(iv)** filed a current list of all taxable personal and real property as required by the State of Connecticut General Statutes. Any violation of this subsection 32.7 shall be deemed a material breach of this Contract and shall be a violation of the City's Code of Ordinances.

32.8. The definitions set forth in the City's Code of Ordinances shall be the primary source for interpretation of the forgoing subsections 32.1-32.7.

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

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

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

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

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

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

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

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

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

WITNESSES:

CITY OF WATERBURY

By: _____
Neil M. O'Leary, Mayor
Duly authorized

Date: _____

WITNESSES:

UTILITY COMMUNICATIONS, INC.

By: _____

Its _____
Duly authorized

Date: _____

ATTACHMENT A

1. RFP #6332, consisting of 10 pages, (excluding Contractor Compliance Documents and Sample City Agreement), attached hereto
2. Addendum No. 1 to RFP #6332, dated March 21, 2019, consisting of 1 page, attached hereto.
3. Consultant's Response to RFP #6332, dated March 26, 2019, consisting of 36 pages, attached hereto
4. Any and all amendment(s) and Change Orders, issued by the City after execution of Contract (incorporated by reference)
5. Stockholder's Affidavit; Non-Collusion Affidavit; Debarment Certificate (incorporated by reference)
6. Certificates of Insurance (incorporated by reference)
7. All applicable Federal, State and local statutes, regulations charter and ordinances (incorporated by reference)
8. All licenses. (incorporated by reference)

REQUEST FOR PROPOSAL
BY
THE CITY OF WATERBURY
Computer Technology Center- Department of Education
S2 Service and Maintenance Support # 6332

The City of Waterbury, Department of Education (hereinafter "City"), is seeking a vendor to provide Internet Services and web filtering to the Waterbury Public Schools.

A. Background and Intent

The Waterbury Public Schools (hereafter referred to as WPS) seeks a Request of Proposal (RFP) for professional services contract for our S2 Enterprise Security System. The vendor must be able to meet complex requirements and support the WPS team with design, deployment, maintenance and support of the integrated security management system.

B. Qualifications

The Vendor shall:

- Be an authorized S2 Integrator with a minimum of 5 years of experience supporting and maintaining large S2 enterprise systems
- Have a minimum of 3 certified technicians to support S2 systems and provide satisfactory evidence of technicians' qualifications
- Have a presence within 60 miles of city limits
- Be a S2 Certified reseller

C. Scope of Services

General Maintenance and Tasks

The Vendor shall:

- provide advanced technical support to our support team;
- assist our support team in correcting deficiencies in the system and support in maintaining the system to sustain trouble free operations;
- train and educate staff in handling of the S2 System access control and video management system;
- support System Audit and Testing of all major components (including cabling and connections where accessible) for signs of deterioration and damage;
- support our support team with cameras configuration to ensure optimal coverage and efficient use;
- provide remote and on-site services;
- possess appropriate certification to perform S2 warranty services;
- identify security improvements and hardware components needed to maintain a fully functional system;
- perform an external backup of server and controller configurations; and
- provide software upgrades.

Digital Network Video Recorders/Door Access Controls

The Vendor shall:

- assist with monitoring of system errors, video loss, network connection failures and other system alerts;
- support monitoring and configuring of NVR's to ensure that the units are well connected and configured for optimal recording experience;
- upgrade and provide repair service;
- have available access to S2 product documentation, technical notes, software downloads and utilities to support setup and installation of S2 access control and video management system;
- install, maintain and integrate the Door Access Controls, NETVR's and Camera Systems;
- have available access t to S2 product documentation, technical notes, software downloads and utilities to support setup.

D. Agreement Period

The agreement period for any contract or purchase order resulting from this RFP is anticipated to be April 2018 upto June 2022.

E. General Information

1. The City is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The City is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability, in admission to, access to, or operation of its programs, services, or activities.
2. **(Not used)**
3. Proposers must review and be prepared to sign, prior to the execution of any contract with the City, the items and any forms included in Attachment A. (Contract Compliance Packet)
4. All questions and communications about this request for Proposal and submission requirements must be directed to the City of Waterbury eProcurement website and must be received by **2:00 PM on November 12th, 2018**. Prospective proposers must limit their contact regarding this RFP to Mr. McCaffery or such other person otherwise designated by Mr. McCaffery. Responses to questions submitted by the above date or identified at any Information Session to be held in regard to this RFP, **along with any changes or amendments to this RFP**, will be available

via the City of Waterbury eProcurement website by (November 14th, 2019, 2:00 PM). It shall be the responsibility of the proposer to download this information. If you have any procedural questions in this regard, please call Mr. McCaffery at (203) 574-6748.

F. Management

Any contract or purchase order resulting from this RFP will be managed by Will Zhuta, IT Director, Department of Education.

G. Conditions

All those submitting proposals must be willing to adhere to the following conditions and must positively state this in the proposal:

1. All proposals in response to this RFP are to be the sole property of the City. Proposers are encouraged **not** to include in their proposals any information which is proprietary. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
2. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of the City.
3. The timing and sequence of events resulting from this RFP will ultimately be determined by the City.
4. The proposer agrees that the proposal will remain valid for a period of **90** days after the closing date for the submission and may be extended beyond that time by mutual agreement.
5. The City may amend the terms or cancel this RFP any time prior to the execution of a contract or purchase order for these services if the City deems it to be necessary, appropriate or otherwise in the best interests of the City. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a proposal not being considered. At his option, the City's Director of Purchasing may provide all proposers with a limited opportunity to remedy any technical deficiencies identified by the City in their initial review of proposals.
6. The proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. Any additions, deletions or changes in personnel from the proposal during the course of the agreement period must be approved by the City, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the City. At its

discretion, the City may require the removal and replacement of any of the proposer's personnel who do not perform adequately, regardless of whether they were previously approved by the City.

7. All subcontractors hired by the proposer awarded a contract or purchase order as a result of this RFP must have prior approval of the City prior to and during the agreement period.
8. Any costs and expenses incurred by proposers in preparing or submitting proposals are the sole responsibility of the proposer.
9. A proposer must be prepared to present evidence of experience, ability, financial standing, and any other information deemed necessary by the City to satisfactorily meet the requirements set forth or implied in the proposal.
10. No additions or changes to the original proposal will be allowed after submittal, except as may be allowed by the City, at its option, in accordance with Section G.5. of this RFP. While changes are not permitted, clarification of proposals may be required by the City at the proposer's sole cost and expense. The final price and scope of services of any contract or purchase order resulting from this RFP may be negotiated with responsible proposers.
11. The proposer may be required to give presentations to the extent necessary to satisfy the City's requirements or needs. In some cases, proposers may have to give presentations or further explanation to any RFP selection committee established by the City.
12. The proposer represents and warrants that the proposal is not made in connection with any other proposer and is in all respects fair and without collusion or fraud. The proposer further represents and warrants that it did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the City participated directly in the proposer's proposal preparation.
13. All responses to the RFP must conform to instruction. Failure to include any required signatures, provide the required number of copies, to meet deadlines, answer all questions, follow the requested format, or failure to comply with any other requirements of this RFP may be considered appropriate cause for rejection of the response.
14. The proposer must accept the City's standard agreement language. See Attachment B.
15. Any contract or purchase order resulting from this RFP process will represent the entire agreement between the proposer and the City and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The City shall assume no liability for payment of

services under the terms of the contract or purchase order until the successful proposer is notified that the contract or purchase order has been accepted and approved by the City. Any contract resulting from this RFP may be amended only by means of a written instrument signed by the proposer and signed by the Mayor.

H. Proposal Requirements & Required Format

One original (clearly identified as such) and (7) paper copies of the proposal, as well as a copy of the original proposal in pdf format on a CD or flash drive, must be received at the following address no later than **10:30 AM on November 20th, 2018.**

Director of Purchasing
City of Waterbury- Room 103
235 Grand Street
Waterbury, CT 06702

Proposals submitted must be bound, paginated, indexed and numbered consecutively. Proposers shall complete **Attachment C** addressed to Mr. McCaffery, which, in part, includes a statement by the proposer accepting all terms and conditions and requirements contained in the RFP, and which shall be signed by a duly authorized official of the organization submitting the proposal. Proposers shall also, as indicated in Attachment C, identify the name of a contact person, along with their telephone number, email address, if applicable, and address, who can be contacted for the purpose of clarifying the information contained in their response to this RFP. In addition to any other information required in Attachment C, proposers shall provide their firm's authorization and a request to any persons, firm, or corporation to furnish any information requested by the City of Waterbury in verification of the recitals included in its response to this RFP.

Proposals must set forth accurate and complete information for each of the items listed below. At the City's discretion, failure to do so could result in disqualification.

1. Proposer Information: Please provide the following information:
 - a. Firm Name
 - b. Permanent main office address
 - c. Date firm organized.
 - d. Legal Form of ownership. If a corporation, indicate where incorporated.
 - e. How many years have you been engaged in services you provide under your present name?
 - f. Names, titles, reporting relationships, and background and experience of the principal members of your organization, including officers.

2. Experience, Expertise and Capabilities

- a. Philosophy Statement and Business Focus. A statement of the proposer's philosophy and approach in undertaking the services of the nature outlined in the RFP, as well as a description of its primary business focus.
- b. Summary of Relevant Experience. A listing of all projects that the proposer has completed within the last three (3) years must be provided, as well as all projects of a similar nature to those included in the Scope of Services in this RFP. The following information shall be provided for each organization listed under this subsection:
 - Organization name and the name, title, address and telephone number of a responsible contact person.
 - Nature of services provided and dates services started and actually completed. Please indicate, for each assignment, if it was completed within the original contract timeframe and budget. If not, please explain.
 - For each project done for a municipality or other government agency, please indicate the gross cost of the agreement.

Additionally, please list any contracts or purchase orders in the last three (3) years between the proposer and any agency of the City of Waterbury.

- c. Personnel Listing. A complete listing of the staff identified in the work plan by job classification, along with their resumes. Each resume shall include the individual's qualifications and experience in the subject area.
- d. Conflict of Interest. Disclose any current (within the last 3 years) business, financial, personal or other types of relationships which may pose a conflict of interest.

3. Statement of Qualifications and Work Plan

- a. Qualifications. Please describe your firm's qualifications, experience and capabilities as they pertain to each of the areas of qualifications listed, as well as those of the personnel to be assigned to this project.
- b. Work Plan. Please describe the approach that would be generally followed in undertaking the Scope of Services in Section C above.
- c. Services Expected of the City. Identify the nature and scope of the services that would be generally required of the City in undertaking these projects.

3. Cost Schedule. (See Pricing Sheet at the end of Document)

This price should encompass the entire Scope of Services in this RFP. The City reserves the right to negotiate costs, scope of services, and key personnel based on provider proposals

Since the City may desire to consider the proposer's experience, qualifications, statement of work, and other aspects of the RFP prior to

the Cost Proposal, the Cost Proposal shall be sealed in a separate envelope marked "Confidential: Cost Proposal".

Note: The City is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in prices.

5. Information Regarding: Failure to Complete Work, Default and Litigation.

Please respond to the following questions:

- a. Have you ever failed to complete any work awarded to you? If so, where and why?
- A. Have you ever defaulted on a contract? If so, where and why?
- B. Is there any pending litigation which could affect your organization's ability to perform this agreement? If so, please describe.
- a. Has your firm ever had a contract terminated for cause within the past five years? If yes, provide details.
- b. Has your firm been named in a lawsuit related to errors and omissions within the past five years? If yes, provide details.
- c. During the past seven years, has your firm ever filed for protection under the Federal bankruptcy laws? If yes, provide details.
- d. Are there any other factors or information that could affect your firm's ability to provide the services being sought about which the City should be aware?

6. Exceptions and Alternatives. Proposers wishing to take any exceptions to any requirement in the RFP shall state and explain such exceptions. The City may accept proposals which take exception to any requirements in this RFP, or which offer any alternative to a requirement herein, as well as consider such exceptions and alternatives in evaluating responses. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this Request for Proposals.

7. Additional Data. Any additional information which the proposer wishes to bring to the attention of the City that is relevant to this RFP.

I. Evaluation of Proposals; Selection Process

1. Evaluation Criteria

The following criteria are expected to be among those utilized in the selection process. They are presented as a guide for the proposer in understanding the City's requirements and expectations for this project and are not necessarily all inclusive or presented in order of importance.

- a. Proposed statement of work. Emphasis will be on grasp of the issues involved, soundness of approach and the quality of the overall proposal.

- b. Proposed cost schedule.
- c. Experience, expertise, and capabilities of the proposer. Background, qualifications, and previous experience of personnel to be assigned to the project and their demonstrated competence, experience and expertise in the type of work to be performed. The type of experience, expertise, capabilities, and qualifications desired are outlined in Section B. - Qualifications of this RFP. The City may contact one or more of the organization references listed in Section H.2.b. of this RFP as part of assessing the experience, expertise and capabilities of the proposers or those selected as the finalist(s).
- d. Time, Project and Cost Schedule. Emphasis will be on the proposer's record with completing tasks and producing the necessary products within required time frames and within budget.

2. Selection Process

The City of Waterbury may elect to have the proposals evaluated by a committee as part of making a selection. If deemed necessary, the City reserves the right to arrange for interviews/oral presentations as part of the selection process, which invitations for interviews may involve a short-listing of the proposals received.

J. Rights Reserved To The City

The City reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the proposer is in default of any prior City contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP. The City also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the City will be served.

K. Federal, State and Local Employment Requirements - NOT APPLICABLE

Contractors, if applicable, shall be obligated to fully comply with the attached Hiring of Waterbury Residents on Certain Publicly-Funded Construction Projects, i.e. City of Waterbury Ordinances Chapter 34 ("Good Jobs Ordinance"), Federal Davis- Bacon Act, Federal American Recovery and Reinvestment Act of 2009, and the Housing and Urban Development Section 3 Clause, all as further specified in the attached City of Waterbury Contract form. Also attached hereto, is a full copy of the aforesaid City of Waterbury Ordinance, commonly referred to as the "Good Jobs Ordinance".

L. State Set-Aside Requirements - NOT APPLICABLE

The contractor who is selected to perform this municipal public works project, funded in whole or part by the State, must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. An Affirmative Action Plan must be filed with and approved by the

Commission on Human Rights and Opportunities prior to the commencement of construction.

State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services ("DAS") under the provisions of CONN. GEN. STAT. § 4a-60g, as amended. (25% of the work with DAS certified Small and Minority owned businesses and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

For municipal public works contracts, the contractor must file a written or electronic non-discrimination certification with the Commission on Human Rights and Opportunities.

Forms can be found at

http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806.

M. City of Waterbury Contract form.

All references in the attached City of Waterbury Contract form (Attachment B) to "Invitation to Bid," "ITB" or words/terms of similar import shall, for the purposes of this solicitation, mean "Request for Proposal" and/or "RFP" as the context so requires. Additionally, all references therein to "Bid" shall mean "Proposal" as the context so requires.

N. Performance/Payment Bonds.

Proposer's attention is directed to Section 10 of the attached City of Waterbury Contract form. The Proposer to whom a contract is offered, must furnish to the City, if that contract has a total cost greater than \$50,000, a 100 percent Performance Bond and a 100 percent Payment Bond each with a surety company acceptable to the City and in a form acceptable to the City.

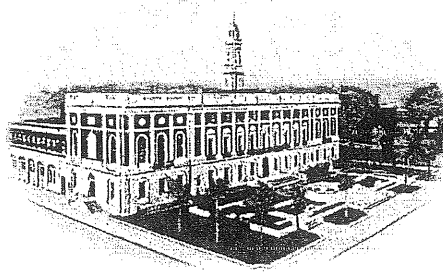
O. Insurance Requirements.

Proposer's attention is directed to Section 11 of the attached City of Waterbury Contract form which sets forth the insurance requirements for this project.

P. Proposal Security

Each Proposal over \$50,000 shall be accompanied by Security (a Certified Check or Bond) in the amount of ten (10) percent of the Proposal amount.

KEVIN McCAFFERY
DIRECTOR OF PURCHASING



OFFICE OF THE DIRECTOR OF PURCHASING
THE CITY OF WATERBURY
CONNECTICUT

ADDENDUM #1

March 21, 2019

RFP #: 6332

Project Title: RFP S2 Service and Maintenance Support

Please find a question and answer below as related to this bid.

1. **Question:** Can attachment B be included?

Answer: Yes, please see the separate attachment.

Thank you.

Amy Lopez
Assistant Director of Purchasing – City of Waterbury

The City of Waterbury

Computer Technology Center – Department of Education

RFP # 6332

S2 Service and Maintenance Support



**UTILITY
COMMUNICATIONS, INC.**

920 Sherman Ave.
Hamden, CT 06514
(800) 443-1306

COPY 2

UTILITY COMMUNICATIONS, INC.

920 Sherman Avenue • Hamden, Connecticut • 06514
Phone: (203)287-1306 (800)443-1306 Fax: (203)248-9167

March 26, 2019

Mr. Kevin McCaffery
Director of Purchasing
City of Waterbury
235 Grand Street Room 103
Waterbury, CT 06702

Dear Mr. McCaffery,

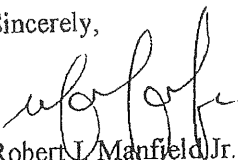
Utility Communications, Inc. is pleased to submit a proposal for the City of Waterbury "Computer Technology Center-Department of Education S2 Service and Maintenance Support - 6322". Our company has invested considerable time and manpower in the development of this proposal and we have considered all requirements very carefully.

Utility Communications is currently an S2 Systems advanced partner capable of designing, installing and maintaining the most advanced products in the S2 portfolio.

We're authorized to sell, install and service the complete industry leading S2 product line. We have a highly trained staff and we are very confident we can meet any design, sales, service, maintenance and installation requirement for the City of Waterbury.

We look forward to the opportunity to review our proposal with the City of Waterbury, which will remain in effect for 90 days from the RFQ due date. If you have questions concerning our proposal or any other matter, please do not hesitate to call on us at any time.

Sincerely,



Robert L. Manfield Jr.
Vice President



920 Sherman Avenue • Hamden, Connecticut • 06514
Phone: (203)287-1306 (800)443-1306 Fax: (203)248-9167

The City of Waterbury

Computer Technology Center – Department of Educations

S2 Service and Maintenance Support # 6332

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Tab #5	S2 Letter
Tab #6	Executive Summary
Tab #7	Affirmative Action Plan

Affirmative Action / Equal Opportunity Employer

March 28, 2019



920 Sherman Avenue • Hamden, Connecticut • 06514
Phone: (203)287-1306 (800)443-1306 Fax: (203)248-9167

Qualifications

- **Utility Communications, Inc.**
920 Sherman Ave.
Hamden, CT 06514
Phone: (203) 287-1306
Fax: (203) 248-9167
* Home office and the location that will service the City of Waterbury.
- The Company was organized in June, 1969 – Incorporated (C Corporation) in Connecticut in July, 1970 and has been engaged in services under our present name for 50 years (no parent company or companies).
- Utility Communications has over 40 employees. We have over a dozen employees that are dedicated to the camera, VMS and access control design, engineering, sales, service and installation as well as additional support personnel.
- The primary line of business for Utility Communications is Public Safety communications and security. We are one of the top 100 dealers in the United States for Motorola Solutions in our two-way radio portfolio. We are one of the largest dealers for S2 access control in the Northeast. We have developed one of the finest teams in Connecticut to provide value added services to the Public Safety communications and security market.
- Utility Communications experience in work similar to the RFPQ specifications can be found in the "Client Base" reference list.
- Utility Communications has never failed to perform or complete any work awarded to us. Utility Communications has never defaulted on a contract.
- Utility Communications has no pending legal actions or any other factors that would affect our ability to perform or complete this project.
- Utility Communications has never filed for bankruptcy.
- All inquiries regarding this proposal should be directed to:

Stephanie Seymour
Senior Sales Representative
920 Sherman Ave.
Hamden, CT 06514
Phone: (203) 287-1306
Fax: (203) 248-9167
stephanies@utilitycommunications.com

Robert J. Manfield Jr. *
Vice President
920 Sherman Ave.
Hamden, CT 06514
Phone: (203) 287-1306
Fax: (203) 248-9167
bobm@utilitycommunications.com

* Authorized to bind the Corporation in contractual negotiations with the City

- Project Manager will be:

Sal Zichichi
Director of Operations
920 Sherman Ave.
Hamden, CT 06514
Phone: (203) 287-1306
Fax: (203) 248-9167
salz@utilitycommunications.com

- Utility Communications is willing to provide any pertinent financial statements and furnish any other information or sign a release that may be required by the City of Waterbury.
- Utility Communications tax ID numbers:
FEIN# 06-0863774
CT Registration# 0718437-000
CONCORD# 0047590

Qualifications

Utility Communications is one of the largest video security and access control integrators in Connecticut. We have put together one of the best teams of video security and access control professionals and have designed, installed and deployed some of the largest systems in the state.

Because of our public safety background, our philosophy and approach to access control and video security for Municipalities is different than all of our competitors. Our video management systems allow us to integrate all of the systems a crossed all of the City Agencies into one platform so that Schools, Public Buildings and the Police Department can share resources and camera views in emergency situations easily.

We have designed and deployed citywide video and access control systems for several cities in Connecticut. Utility Communications has the experience and know how to assist the Waterbury Department of Education in developing a citywide video system just like Hartford, New Haven and Bridgeport utilize.

We have installed S2 access control systems for many Connecticut Education Departments and are very familiar with the unique requirements of public safety agencies. Our employees are certified, licensed, highly trained and work within municipalities every day.

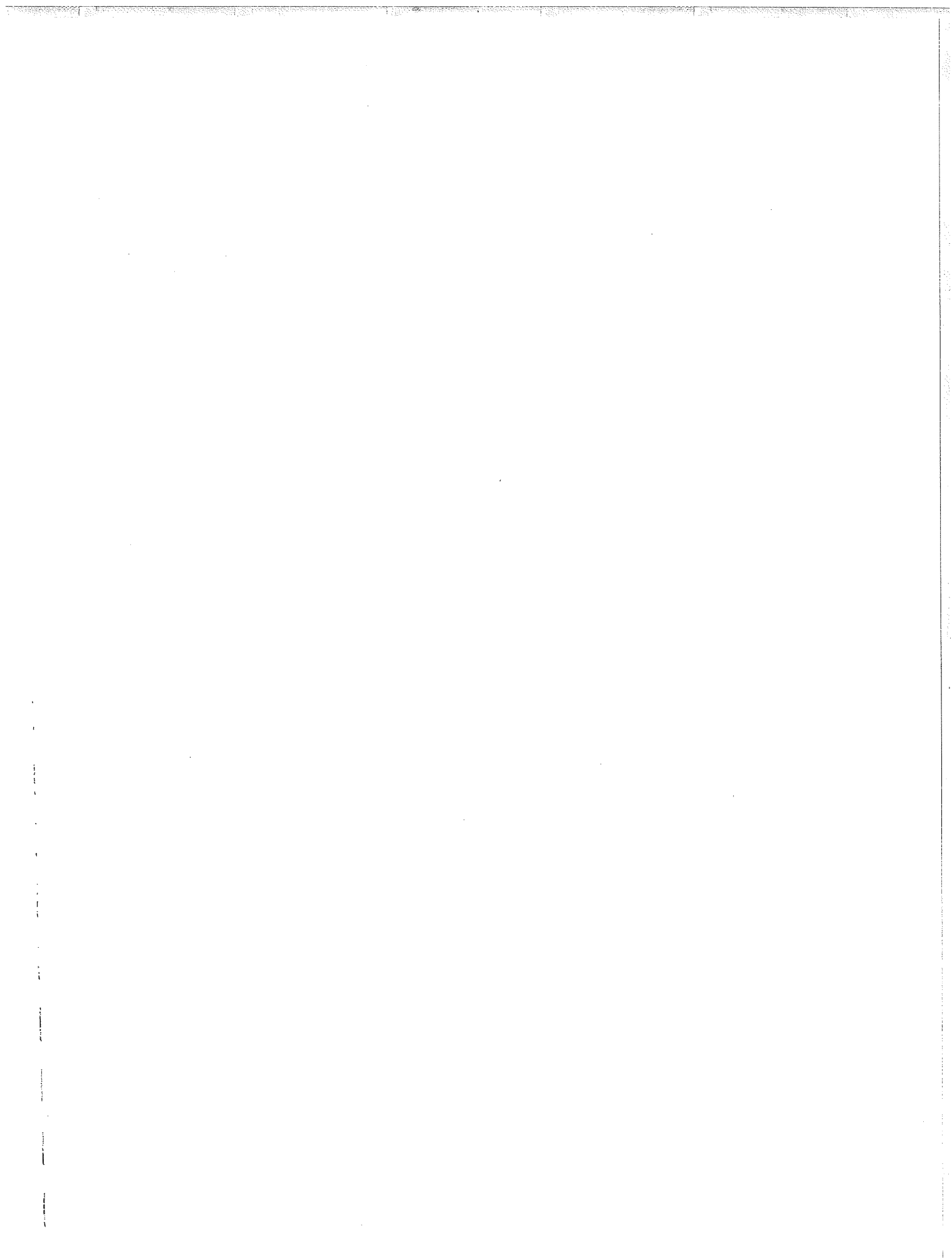
Our technicians and Engineers have received the highest level of training and certification in working with S2 products and are able to offer the full range of S2's product portfolio. They have the experience and skills to handle all projects, regardless of complexity.

We have extensive experience in the S2 Global product for citywide applications, giving us the advantage over all of our competitors. These systems require a high level of design and service experience and training, which Utility Communications can provide.

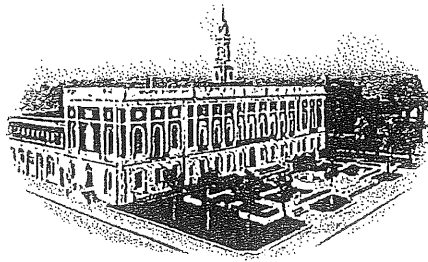
Utility Communications has been an S2 certified dealer since March 20th, 2014.

We have the ability as your vendor to provide all of the services required under "General Maintenance and tasks" and "Digital Network Video Recorders/Door Access Controls" specifically as required and as written.

<u>S2 Certified Technicians</u>	<u>Certification date</u>
Sal Zichichi	12/13/2013
Jim Pallock	03/13/2019
Frank Funaro	03/13/2019
Sal Zichichi Jr.	03/13/2019
Ray Bunton	09/13/2013
Luis Castro	09/30/2016
Marco Davila	10/15/2016
Keith Weston	10/22/2016



KEVIN McCAFFERY
DIRECTOR OF PURCHASING



OFFICE OF THE DIRECTOR OF PURCHASING
THE CITY OF WATERBURY
CONNECTICUT

ADDENDUM #1

March 21, 2019

RFP #: 6332

Project Title: RFP S2 Service and Maintenance Support

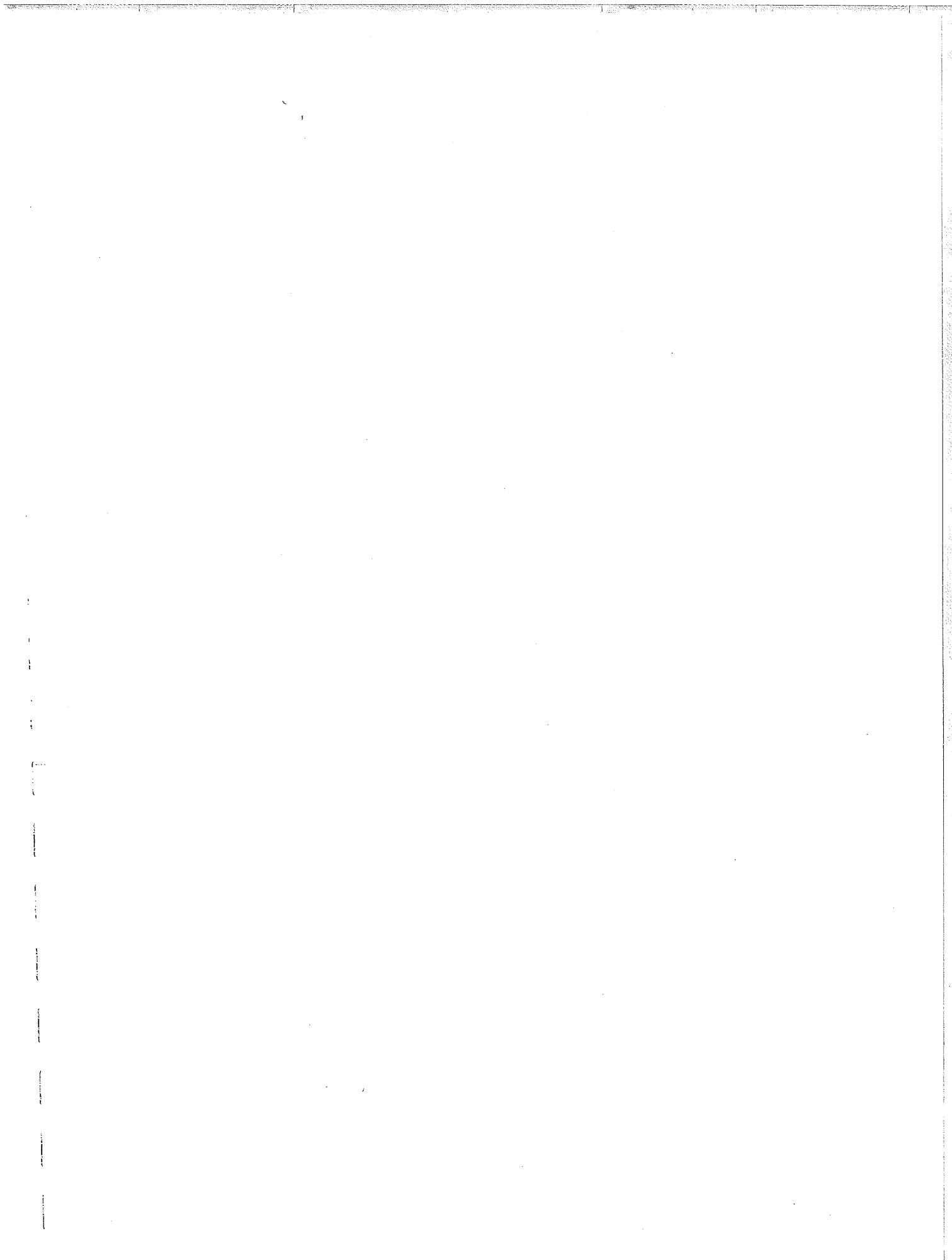
Please find a question and answer below as related to this bid.

1. Question: Can attachment B be included?

Answer: Yes, please see the separate attachment.

Thank you.

Amy Lopez
Assistant Director of Purchasing – City of Waterbury



Client References

City of New Haven

Ms. Margaret Targove
Deputy CAO
Chief Administrators Office
(203) 946-7903

Mr. William Zesner
Information Technology Supervisor
New Haven Public Schools
(203) 996-3433

Utility Communications, Inc. has installed and maintains a citywide video system with over 2000 IP Cameras and an S2 access control system throughout the City of New Haven. We have been responsible to design and engineer the systems as well as provide, install and maintain the systems for all municipal agencies. The agencies include Police, Fire, Board of Education, Parks, Traffic Department, DPW, Emergency Management, Information Technology, Libraries and Engineering.

Every Municipal Agency in the citywide system utilizes S2, Axis Cameras and the Milestone XProtect Corporate platform. Service started in 2007 and is ongoing as of this date.

City of Middletown

Mr. Wayne Bartolotta
Director of Communications
Office of Emergency Management
(203) 638-3250

Mr. Marco Gaylord
Director of District Operations
Middletown Public Schools
(860) 638-1451

Utility Communications, Inc. has installed and maintains a citywide video system with over 1000 IP Cameras and an S2 access control system throughout the City of Middletown. We have been responsible to design and engineer the systems as well as provide, install and maintain the systems for all municipal agencies. The agencies include Police, Fire, Board of Education, Parks, Parking Department, DPW, Emergency Management, Information Technology, Senior Center and Central Communications.

Every Municipal Agency in the citywide video system utilizes S2, Axis Cameras and Milestone XProtect Corporate platform. Service started in 2012 and is ongoing as of this date.

City of Waterbury

Mr. Thomas Abraham
Sr. Network Specialist
Waterbury Public Schools
(203)-982-1118

Mr. Robert Mulhall
Waterbury Development Corporation
(203) 671-8888

TTD # 6006

RFP Title: S2 Server and IP Camera Upgrade PHASE 1
Project began July 30, 2018 and completed 08/30/2018

Purchase Order # 157032 Total Amount: \$49,568.40
Waterbury Career Academy

Purchase Order # 157122 Total Amount: \$40,551.47
Waterbury Reed Elementary School

Purchase Order # 157033 Total Amount: \$40,551.47
Waterbury Arts Magnet School

Utility Communications upgraded the schools to S2 Video Servers, programmed camera information, installed new IP cameras and analog encoders and trained personnel on the use of the video server. During the installation Utility identified non-working cameras.

City of Waterbury
Mr. Jon Herman
Security and School Safety Coordinator
(203) 574-6967

Utility Communications upgraded thirteen (13) schools' Security Systems. The upgraded included S2 video servers, IP cameras, S2 access control, door locking mechanisms, emergency push bars and monitor installation at all schools.

Project began 7/2015 and was completed 1/30/2016.
Total amount of project: \$304,000.00

Town of Orange
Lt. Chris Chiarelli
Orange Police Department
Information Technology Supervisor
(203) 891-2136

Matthew Ullring
Technology Administrator
Orange Public Schools
(203) 891-8020

Utility Communications, Inc. has installed and maintains a S2 access control system for the Town of Orange as well as a Town wide video system with over 200 IP Cameras throughout the Town of Orange Police Department, City Hall, Fire Marshal's Office and all public schools. We have been responsible to design and engineer the systems as well as provide, install and maintain the systems for the municipal agencies.

Town of Oxford
Chief Scott Pelletier
484 Oxford Rd
Oxford, CT 06478
(203)-881-5230

Utility Communications, Inc. has installed and maintains a S2 access control system for the Town of Oxford for the Oxford Fire Department. We have been responsible to design and engineer the system as well as provide, install and maintain the system.

A few of our other S2 customers:

Southbury Fire Department
St Lawrence School
Oxford Airport
Stew Leonard's
Nucor Steel, Corp

Attachment A

CORPORATE RESOLUTION

CITY OF WATERBURY DISCLOSURE OF OUTSTANDING OBLIGATIONS

DEPARTMENT FORM

ANNUAL STATEMENT OF FINANCIAL INTEREST



920 Sherman Avenue • Hamden, Connecticut • 06514
Phone: (203)287-1306 (800)443-1306 Fax: (203)248-9167

CORPORATE RESOLUTION

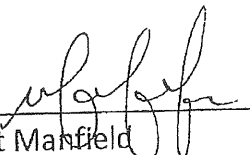
I, Robert Manfield, hereby certify that I am the duly elected and acting Vice President of Utility Communications, Inc., a corporation organized and existing under the laws of the State of Connecticut, do hereby certify that the following facts are true and were taken from the records of said corporation.

The following resolution was adopted at a meeting of the corporation duly held on the 30 days of April, 2018.

"It is hereby resolved that Robert Manfield is authorized to make, execute and approve, on behalf of this corporation, any and all contracts or amendments thereof".

And I do further certify that the above resolution has not been in any way altered, amended, repealed and is now in full force and effect.

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said Utility Communications Corporation this 27 day of March, 2019.



Robert Manfield
Vice-President

CITY OF WATERBURY
DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING
OBLIGATIONS TO THE CITY OF WATERBURY

For the purposes of this Disclosure of Outstanding Financial Obligations, the following definitions apply:

- (a) "Contract" means any Public Contract as defined below.
- (b) "Person" means one (1) or more individuals, partnerships, corporations, associations, or joint ventures.
- (c) "Public Contract" means any agreement or formal commitment entered into by the city to expend funds in return for work, labor, services, supplies, equipment, materials or any combination of the foregoing, or any lease, lease by way of concession, concession agreement, permit, or per agreement whereby the city leases, grants or demises property belonging to the city, or otherwise grants a right of privilege to occupy or to use said property of the city.
- (d) "City" means any official agency, board, authority, department office, or other subdivision of the City of Waterbury.

State of Connecticut

SS.: _____

County of New Haven

Robert Manfield, being first duly sworn, deposes and says that:

1. I am the owner, partner, officer, representative, agent or Vice President of Utility Communications, Inc. (Contractor's Name), the Contractor that has submitted the attached agreement.

2. I am fully informed respecting the preparation and contents of the attached Agreement and of all pertinent circumstances respecting such Agreement;

3. That as a person desiring to contract with the City (check all that apply):

 The Contractor and each owner, partner, officer, representative, agent or affiliate of the Contractor has filed a list of taxable personal property with the City of Waterbury for the most recent grand list, as required by Conn. Gen. Stat. §12-42.

 X Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor are required to file a list of taxable personal property with the City of Waterbury for the most recent grand list, as required by Conn. Gen. Stat. §12-42.

 X Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor either directly or through a lease agreement, owes back taxes to the City of Waterbury.

CITY OF WATERBURY

DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING OBLIGATIONS TO THE CITY OF WATERBURY

 X Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor either directly or through a lease agreement, has any other outstanding obligations to the City of Waterbury

4. The following list is a list of the names of all persons affiliated with the business of the Contractor, if none state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

Name	Title	Affiliated Company (if none state NONE)	Service or Material	DOB
1		NONE		
2				
3				
4				

5. That as a person desiring to contract with the City:

(a) The Contractor or an owner, partner, officer, representative, agent or affiliate of the Contractor provides, or has provided, services or materials to the City within one (1) year prior to the date of this disclosure, if none, state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

Name	Title	Affiliated Company (if none state NONE)	Service or Material	DOB
1 Rich Kemp	Account Executive	Utility Communications Inc	Service & Material	8/23/49
2 Stephanie Seymour	Account Executive	Utility Communications Inc	Service & Material	2/16/61
3				
4				

(b) The Contractor possesses an ownership interest in the following business organizations, if none, state none. Use additional sheet if necessary (Must be on company letterhead and notarized) :

Organization Name	Address	Type of Ownership
1		
2		
3		
4		

(c) The following persons possess an ownership interest in the Contractor. If the Contractor is a corporation, list all of the officers of the corporation and the names of each stockholder whose shares exceed twenty-five

CITY OF WATERBURY
DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING
OBLIGATIONS TO THE CITY OF WATERBURY

(25) percent of the outstanding stock, if none, state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

Name	Title	DOB	Stock %
1 Edward Abrams	President	11/11/55	96%
2			
3			
4			

(d) Of the following of the affiliates, individuals or business entities identified in this affidavit, list each that owns, owned, or within one (1) year prior to the date of this disclosure has owned, taxable property situated in the City of Waterbury, if none state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

Name	Title	Affiliated Company (if none state NONE)	Address	DOB
1		NONE		
2				
3				
4				

(e) If the Contractor conducts business under a trade name, the following additional information is required: the place where such entity is incorporated or is registered to conduct such business; and the address of its principal place of business, if none, state none:

TRADE NAME	PLACE OF INCORPORATION/REGISTRY	PRINCIPAL PLACE OF BUSINESS
1 Utility Communications Inc	Connecticut	Hamden
2		
3		
4		

I hereby certify that the statements set forth above are true and complete, and I understand that any incorrect information or omission of information from this affidavit may result in the immediate termination of the Contractor's agreement with the City of Waterbury.

For Partnership/Sole Proprietor

In presence of:

Witness

Name of Partnership/Business

**CITY OF WATERBURY
DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING
OBLIGATIONS TO THE CITY OF WATERBURY**

By: _____
Name of General Partner/ Sole Proprietor

Address of Business

State of _____)

) SS

County of _____)

_____ being duly sworn,

Deposes and says that he/she is _____ of _____ and that
he/she answers to the foregoing questions and all statements therein are true and
correct.

Subscribed and sworn to before me this _____ day of _____, 201____.

(Notary Public)

My Commission Expires: _____

For Corporation

Patricia Salinger
Witness

[Signature]
Name of Corporate Signatory
920 Sherman Ave, Hamden, CT 06514
Address of Business

Affix
Corporate
Seal

By: Robert Manfield
Name of Authorized Corporate Officer

Its: Vice President
Title

**CITY OF WATERBURY
DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING
OBLIGATIONS TO THE CITY OF WATERBURY**

State of Connecticut)
) SS

County of New Haven)

Robert Manfield being duly sworn,

deposes and says that he/she is Vice President of Utility Communications Inc and
that he/she answers to the foregoing questions and all statements therein are true and
correct.

Subscribed and sworn to before me this 29 day of March 2019.

Ruth E Salinger
(Notary Public)

My Commission Expires: March 31, 2021

City of Waterbury Certification
Regarding
Debarment, Suspension, Ineligibility and Exclusion

If the transaction is Federally funded, in whole or in part (including pass through grants to state and/or municipal government), this certification is required by the regulations implementing one or more Presidential Executive Orders. If this transaction is funded by the State of Connecticut, in whole or in part, this certification is required in accordance with one or more State of Connecticut general statutes.

1. By signing and submitting the attached proposal and/or this document, the prospective lower tier participant, vendor, or contractor is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant, vendor, or contractor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal, State, or City government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant, vendor or contractor shall provide immediate written notice to the person to which the attached proposal and/or this document is submitted if at any time the prospective lower tier participant, vendor or contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used herein, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 and/or State of Connecticut statutes and regulations. You may contact the person to which this proposal and/or this document is submitted for assistance in obtaining a copy of the foregoing.
5. The prospective lower tier participant, vendor or contractor agrees by submitting the attached proposal and/or this document that, should the proposed covered transaction be entered into, it shall not knowingly enter into any covered transaction with a person who is debarred, suspended,

declared ineligible, or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant, vendor or contractor further agrees by submitting the attached proposal and/or this document that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions", without modification, in all covered transaction and in all solicitations for covered transactions.

7. A participant in a covered transaction may rely upon the certification of a prospective participant in a covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 6 herein, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal, State or Municipal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective recipient of monies hereby certifies, by submission of its attached proposal and/or by execution of this document, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from bidding or participation in the proposed transaction by any Federal, State, or Municipal department or agency or by the statutes, regulations or ordinances of the foregoing departments and agencies.
- (2) Where the prospective recipient of monies is unable to certify to any of the statements in this certification, such prospective participant shall attach a written explanation hereto.

Full Legal Name and address of Recipient, Vendor, or Contractor:

Utility Communications, Inc.
920 Sherman Ave, Hamden, CT 06514

Print Name and Title of Authorized Representative:

Robert Manfield Vice President

Signature of Authorized Representative:

Date: March 29, 2019

CITY OF WATERBURY
ANNUAL STATEMENT OF FINANCIAL INTERESTS (Calendar Year 2019)
Persons or Entities Conducting Business with the City

I. Outstanding Purchase Orders of Contracts with the City

A. Contracts

No Contracts with the City



(Service or Commodity Covered by Contract)

(Term of Contract)

(Service or Commodity Covered by Contract)

(Term of Contract)

(Service or Commodity Covered by Contract)

(Term of Contract)

CITY OF WATERBURY
ANNUAL STATEMENT OF FINANCIAL INTERESTS (Calendar Year 2019)
Persons or Entities Conducting Business with the City

B. Purchase Order(s).

No Purchase Order(s) with the City

☐

PO #164585

Service / Repair

(Service or Commodity Covered by Purchase Order)

12/19/2018

(Date of Purchase Order)

PO # 167092

Portable Radios

(Service or Commodity Covered by Purchase Order)

03/08/2019

(Date of Purchase Order)

(Service or Commodity Covered by Purchase Order)

(Date of Purchase Order)

CITY OF WATERBURY
ANNUAL STATEMENT OF FINANCIAL INTERESTS (Calendar Year 2019)
Persons or Entities Conducting Business with the City

II. Financial Interest Disclosure

(Public Officials, Employees or Board and Commission Members with interest in
Person or Entity Conducting Business with the City)

No Officials, Employees or Board and Commission Members with
Financial Interest

☒

(Name of Official)

(Position with City)

(Nature of Business Interest)
(e.g. Owner, Director etc...)

Interest Held By:

Self

☐

Spouse

☐

Joint

☐

Child

☐

(Name of Official)

(Position with City)

(Nature of Business Interest)
(e.g. Owner, Director etc...)

Interest Held By:

Self

☐

Spouse

☐

Joint

☐

Child

☐

1. I certify that this Annual Statement of Financial Interests is a complete and accurate statement of those matter required to be disclosed by me pursuant to §39.061 of the Code of Ordinances.

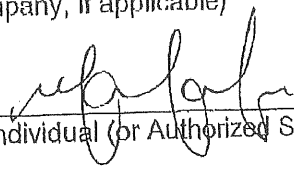
2. I understand that if I fail to file an Annual Statement (or amendment thereto) or an inaccurate Statement I will be in violation with Chapter 39 of the Code of Ordinance and, thereby, subject to the remedies set forth in §§38.71 and 39.101 of said Code.

3. I understand that I must file with the City Clerk, within fifteen (15) days following any reportable occurrence, any amendments to the Annual Statement.

I have read and agree to the above certification.

Utility Communications, Inc

(Name of Company, If applicable)


Signature of Individual (or Authorized Signatory)

03/29/2019

Date

Robert Manfield Vice President

Print or Type Name and Title (if applicable)

DELIVERED

| By Mail

☐

Hand-Delivered

☒

ATTACHMENT C

KEVIN MCCAFFERY
DIRECTOR OF PURCHASING
235 GRAND STREET
WATERBURY, CT 06702

The undersigned declares that the only persons or parties interested in this Proposal as principals are as stated; that the Proposal is made without any collusion with other persons, firms, or corporations; that Proposer has carefully examined the entire Request for Proposal; that Proposer has informed itself fully in regard to all conditions pertaining to the Work and the place where it is to be performed; and that with this representation, the undersigned makes this Proposal. These prices shall cover all expenses incurred in performing the Work required under the Contract Documents, of which this Proposal and Form are a part.

The undersigned agrees and covenants that the Contract Time shall commence on delivery of the City of Waterbury's written notice to proceed, which shall occur after contract execution by both parties.

The undersigned acknowledges receipt of addenda numbered: (insert date)

1 03/21/19 Addendum #1 4 _____
2 _____ 5 _____
3 _____ 6 _____

All Work for this Project shall be performed at the Proposal Prices as described in the Proposal Documents.

The undersigned hereby certifies under the penalties of perjury that this Proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section, the work "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

06-0863774
Social Security Number
or Federal Identification Number

Utility Communications, Inc.
Signature of Individual or Corporate Name
Robert Manfield
Corporate Officer
(if applicable)

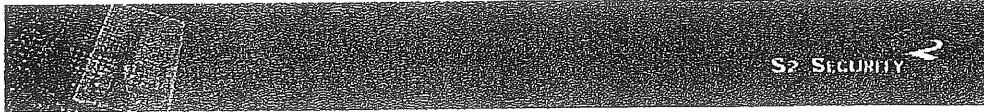
City notice of acceptance should be mailed, telegraphed or delivered to the undersigned Proposer at the following address:

Name Robert Manfield Vice President
By: _____
(Title)
Business Address: 920 Sherman Ave, Hamden, CT 06514
(City, State, Zip Code)

Phone: 203-287-1306

Date: March 29, 2019

Note: If the Proposer is a corporation, indicate State of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses, if different from business address.



Robert Manfield
Utility Communications, Inc.
920 Sherman Ave.
Hamden, CT 06514
USA

RE: Authorization Letter - S2 Security Certified Integrator

To Whom It May Concern:

This letter is being provided to certify that Utility Communications Inc., located at 920 Sherman Ave., Hamden, CT 06514 is a fully factory trained, certified and authorized dealer of S2 Security Corporation's S2 NetBox, S2 Enterprise, NetVR and Global solutions.

As a certified dealer, Utility Communications, Inc. is fully authorized to specify, promote, sell, install and service all S2 Security Corporation products. Utility Communications Inc. has met and maintains all training and certification requirements necessary to provide installation and service on all S2 Security Corporation products.

Should you have any questions, please do not hesitate to contact me directly. Sincerely,

John Pierangeli
Vice President of North American Sales

A handwritten signature in dark ink, appearing to read "John Pierangeli". The signature is fluid and cursive, with the first name "John" being more prominent.

cc: Adam Williams

S2 Security Corporation | One Speen Street, Framingham, MA 01701, USA | Tel: (508) 663-2500 | www.s2sys.com

Executive Summary

Why Utility Communications and S2

Utility Communications has designed, installed and maintained many of the largest S2 systems in the state. We maintain and service two of the three S2 Global systems in the State of Connecticut. Our extensive system experience, proven product portfolio, design flexibility and system support make Utility Communications the best choice for the City of Waterbury.

Our service facility is located only thirty minutes away and we have many technicians and installers that live in the greater Waterbury area. Our ability to deliver the most reliable video and access control systems on the market at the most effective cost have allowed us to grow into one of the largest video security dealers in the State of Connecticut.

We have worked closely with many agencies to update and enhance their video, access control systems, wireless and VMS equipment. Utility Communications is a financially solid Corporation with over fifty years of growth and experience in the communications industry. We have over forty (40) employees and have built the finest wireless/security team in the state.

Utility Communications is a state licensed vendor for repairs, service and installations and we hold a valid V9 dealer license as required to install and maintain the equipment provided as part of this project by the State of Connecticut Department of consumer affairs. Our company is licensed by the state for communications repair and installations and have valid E1, C6, C5, L5, R2 and E2 licenses and ETA technician certifications.

S2 is a leader in Access Control. It is feature-rich system integrated credential-based access control, intrusion detection and video applications for a unified management and administration experience. S2 is 100% web based and requires no software installation or client licenses.

Utility Communications has partnered with S2 to provide the solutions in the past for the City of Waterbury's Education Department for access control and video requirements and has established a platform for system migration with the existing systems and software.

S2 VMS is capable of handling an unlimited number of cameras with as many recording servers as required for your retention specifications, resolution, frame rate, and different level of users

Statement of Work

Utility Communications will meet with Board of Education and IT personnel to review needs and the current conditions of equipment. We would work with the IT and Security

Department to develop any final system standards for recording, storage durations and video quality standards as well as access control requirements.

An accurate and conclusive inventory of access control doors and camera systems that are now in place can be conducted by Utility Communications with the assistance of the City of Waterbury personnel if necessary or required.

Utility Communications can assist the Board of Education in preparing any Citywide video policies and even develop a City of Waterbury camera policy if necessary that lays out items such as FOI, retention, public use and expectation of privacy.

The Total time for the above processes to be completed is 45 days.

Maintenance & Service:

Utility Communications can optimize the entire S2 video and access control system, including any provided components upon completion of a system installation.

We offer remote system support for the S2 systems, during business hours and after hours. On 24-hour service we will respond within 4 hours of notification as required. If the City utilizes and keeps current the S2 SUSP licenses, then all software from S2 would be at no cost (approximately one-two per year).

Utility Communications can provide the design, sales, installation and maintenance on all of the required equipment and have successfully done so many times for the Public Safety market.

All installation work will be performed in accordance with all laws and regulations and performed with the highest degree of workmanship. All repairs, maintenance and installations will be performed in the City of Waterbury by qualified, licensed technicians.

Project Management:

Utility Communications upon award of the contract would assign Salvatore Zichichi as the sole Project Manager for this system installation. He will provide the City of Waterbury with all required information, reports and objectives and be readily available at any time during this project for the personnel of the City. Sal is a certified Project Manager and is an expert at S2 implementations and their IT requirements.

He will have the authority to make decisions on any process or procedure during the contract and make any necessary changes to complete maintenance to the complete satisfaction of the City of Waterbury.

Factory Authorized Sales & Service:

Utility Communications, Inc. is a factory authorized sales and service facility and is

actively engaged in sales and service of the S2 products for all of the equipment covered in this RFQ package.

Utility has committed to the training (Engineering/sales/service and installation) and certifications necessary to maintain this level. We have the experience in large system design, maintenance and installations and the dedicated team to satisfy all of the requirements for the City of Waterbury effectively.

Permits and Insurance:

Utility Communications, Inc. will obtain any and all permits required by the City of Waterbury for the scope of this project at no additional cost to the City. The City of Waterbury should wave all applicable fees for permits.

Utility Communications, Inc. will provide copies of all insurance certificates required by the City for the scope of this project at no additional cost to the City.

Conditions:

Utility Communications agrees to adhere to all of the conditions set forth in the RFQ under section G, paragraphs 1 through 15.



920 Sherman Avenue • Hamden, Connecticut • 06514
Phone: (203)287-1306 (800)443-1306 Fax: (203)248-9167

EMPLOYEE TECHNICAL TRAINING AND CERTIFICATIONS

S2 ADVANCED CERTIFICATE OF COMPLETION

Sal Zichichi Ray Bunton

S2 CERTIFICATE OF COMPLETION

Jim Pallock Sal Zichichi Jr. Frank Funaro Luis Castro Marco Davila

AXIS CAMERA CERTIFIED

Jim Pallock Sal Zichichi Jr. Frank Funaro Ray Bunton Sal Zichichi Jr.

MILESTONE CERTIFICATION

Sal Zichichi Jim Pallock Sal Zichichi Jr.

CT STATE C-6 & C-5

Ray Bunton Frank Funaro Sal Zichichi Jr.

OSHA CERTIFIED

Ray E. Bunton Frank Funaro Sal Zichichi Jr. Luis Castro
Marco Davila Ray Bunton

MOTOROLA R56 CERTIFIED

Ricky Duchaine Sal Zichichi Ray E. Bunton Donald Scialla
Sal Zichichi Jr. Frank Funaro

CONNECTICUT STATE R-2 LICENSING

Edward Abrams Ray E. Bunton Luis Castro Marco Davila
Brooks Glanakos Robert Manfield David Leferson Frank Funaro
Donald Scialla Anthony Viola Keith Weston Peter Polack
Sal Zichichi Sr. Sal Zichichi Jr. Ricky Duchaine



920 Sherman Avenue • Hamden, Connecticut • 06514
Phone: (203)287-1306 (800)443-1306 Fax: (203)248-9167

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY PLAN

Federal and state law prohibits employment discrimination. It is the policy of Utility Communications, Inc. to practice and assure that no person will be discriminated against, or be denied the benefit of any activity, program or employment process, in the areas of recruiting, advertising, hiring, upgrading, promotion, transfer, demotion, lay-off, termination, employment, rates of pay and/or other compensation.

Utility is an Affirmative Action/Equal Opportunity Employer. Utility is committed to all policies which will afford equal opportunity employment to all qualified persons without regard to age, ancestry, color, marital status (including civil union status), national origin, race, religious creed, sex, sexual orientation, intellectual disability, present or past history of mental disorder, or physical disability including, but not limited to, blindness, unless it is shown that such disability prevents performance of the work involved.

This policy and practice applies to all persons, particularly those who are members of the protected classes identified as being Black, Hispanic, Women and Persons with Disabilities and others such as Asian or Native American, etc.. Utility will implement, monitor and enforce this Affirmative Action/Equal Opportunity Employment Policy Statement.

This policy has the full support and backing of the President and Chief Executive Officer of the Company, Edward L. Abrams, who has the ultimate responsibility for this plan. The day to day duties for the plan will be coordinated by Edward O'Brien, Service Manager, who is hereby designated the Affirmative Action/Equal Opportunity Employment Officer for Utility Communications. The cooperation and support of all employees is expected to implement this policy and to be accountable for complying with the objectives of this policy. I have advised, Ed O'Brien, of his legal responsibilities as Utility's Affirmative Action/Equal Opportunity Employment Officer pursuant to the Contract Compliance Regulations Section 46a-68j-27(4).

In order to implement our Affirmative Action/Equal Opportunity Employment Program, Utility will develop written strategies and plans designated to correct any deficiencies identified. Furthermore, this policy statement, as well as the labor and Antidiscrimination Poster, shall be posted and otherwise made known to all workers in our offices and at each job site. Managers and supervisory staff will be advised of their responsibilities to ensure the success of this program.

This notice is a general statement of policy and no more. It does not constitute a term or provision of any contract of employment or implied contract of employment between Utility Communications, Inc. and any individual employee nor does it create contractual obligations on

**CITY OF WATERBURY
DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING
OBLIGATIONS TO THE CITY OF WATERBURY**

For the purposes of this Disclosure of Outstanding Financial Obligations, the following definitions apply:

- (a) "Contract" means any Public Contract as defined below.
- (b) "Person" means one (1) or more Individuals, partnerships, corporations, associations, or joint ventures.
- (c) "Public Contract" means any agreement or formal commitment entered into by the city to expend funds in return for work, labor, services, supplies, equipment, materials or any combination of the foregoing, or any lease, lease by way of concession, concession agreement, permit, or per agreement whereby the city leases, grants or demises property belonging to the city, or otherwise grants a right of privilege to occupy or to use said property of the city.
- (d) "City" means any official agency, board, authority, department office, or other subdivision of the City of Waterbury.

State of Connecticut

SS.: _____

County of New Haven

Robert Manfield, being first duly
sworn, deposes and says that:

1. I am the owner, partner, officer, representative, agent or
Vice President of Utility Communications, Inc. (Contractor's Name), the
Contractor that has submitted the attached agreement.

2. I am fully informed respecting the preparation and contents of the attached
Agreement and of all pertinent circumstances respecting such Agreement;

3. That as a person desiring to contract with the City (check all that apply):

 The Contractor and each owner, partner, officer, representative, agent or
affiliate of the Contractor has filed a list of taxable personal property with
the City of Waterbury for the most recent grand list, as required by Conn.
Gen. Stat. §12-42.

 X Neither the Contractor nor any owner, partner, officer, representative,
agent or affiliate of the Contractor are required to file a list of taxable
personal property with the City of Waterbury for the most recent grand list,
as required by Conn. Gen. Stat. §12-42.

 X Neither the Contractor nor any owner, partner, officer, representative,
agent or affiliate of the Contractor either directly or through a lease
agreement, owes back taxes to the City of Waterbury

**CITY OF WATERBURY
DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING
OBLIGATIONS TO THE CITY OF WATERBURY**

 X Neither the Contractor nor any owner, partner, officer, representative, agent or affiliate of the Contractor either directly or through a lease agreement, has any other outstanding obligations to the City of Waterbury

4. The following list is a list of the names of all persons affiliated with the business of the Contractor, if none state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

Name	Title	Affiliated Company (if none state NONE)	Service or Material	DOB
1		NONE		
2				
3				
4				

5. That as a person desiring to contract with the City:

(a) The Contractor or an owner, partner, officer, representative, agent or affiliate of the Contractor provides, or has provided, services or materials to the City within one (1) year prior to the date of this disclosure, if none, state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

Name	Title	Affiliated Company (if none state NONE)	Service or Material	DOB
1 Rich Kemp	Account Executive	Utility Communications Inc	Service & Material	8/23/49
2 Stephanie Seymour	Account Executive	Utility Communications Inc	Service & Material	2/16/61
3				
4				

(b) The Contractor possesses an ownership interest in the following business organizations, if none, state none. Use additional sheet if necessary (Must be on company letterhead and notarized) :

Organization Name	Address	Type of Ownership
1		
2		
3		
4		

(c) The following persons possess an ownership interest in the Contractor. If the Contractor is a corporation, list all of the officers of the corporation and the names of each stockholder whose shares exceed twenty-five

**CITY OF WATERBURY
DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING
OBLIGATIONS TO THE CITY OF WATERBURY**

(25) percent of the outstanding stock, if none, state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

Name	Title	DOB	Stock %
1 Edward Abrams	President	11/11/55	96%
2			
3			
4			

(d) Of the following of the affiliates, individuals or business entities identified in this affidavit, list each that owns, owned, or within one (1) year prior to the date of this disclosure has owned, taxable property situated in the City of Waterbury, if none state none. Use additional sheet if necessary (Must be on company letterhead and notarized):

Name	Title	Affiliated Company (if none state NONE)	Address	DOB
1		NONE		
2				
3				
4				

(e) If the Contractor conducts business under a trade name, the following additional information is required: the place where such entity is incorporated or is registered to conduct such business; and the address of its principal place of business, if none, state none:

TRADE NAME	PLACE OF INCORPORATION/REGISTRY	PRINCIPAL PLACE OF BUSINESS
1 Utility Communications Inc	Connecticut	Hamden
2		
3		
4		

I hereby certify that the statements set forth above are true and complete, and I understand that any incorrect information or omission of information from this affidavit may result in the immediate termination of the Contractor's agreement with the City of Waterbury.

For Partnership/Sole Proprietor

In presence of:

Witness

Name of Partnership/Business

Its: Vice President
Title

**CITY OF WATERBURY
DISCLOSURE AND CERTIFICATION AFFIDAVIT REGARDING OUTSTANDING
OBLIGATIONS TO THE CITY OF WATERBURY**

State of Connecticut)

) SS

County of New Haven)

Robert Mantfield

being duly sworn,

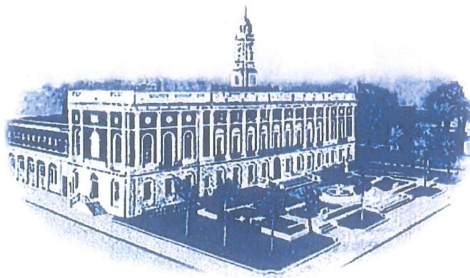
deposes and says that he/she is Vice President of Utility Communications Inc and
that he/she answers to the foregoing questions and all statements therein are true and
correct.

Subscribed and sworn to before me this 29 day of March 2019.

Robert E. Salinger
(Notary Public)

My Commission Expires: March 31, 2021

KEVIN McCaffery
DIRECTOR OF PURCHASING



OFFICE OF THE DIRECTOR OF PURCHASING
THE CITY OF WATERBURY
CONNECTICUT

August 8, 2019

Utility Communications, Inc.
920 Sherman Avenue
Hamden, CT 06514


RFP# 6332
Project: Department of Education CTC - S2 Service and Maintenance Support

Dear Mr. Robert Manfield Jr.,

On behalf of the City of Waterbury I want to inform you that your firm has been selected for the above mentioned City project. In order to contract with the City of Waterbury a written contract must be approved by the Corporation Counsel and all required City Boards.

You will be contacted in the immediate future by a member of our Legal Department.

Sincerely,


Kevin McCaffery
Director of Purchasing

Print Requisitions

RQ111 Date: 08/28/19 JOB SUBMISSION PARAMETERS
Time: 11:45

User Name: WTBY\rmaghford
Job Name: RQ111
Step Nbr: 1

Company: 1 City of Waterbury IC Company
Requesting Location: Plant Maintenance Insp Janitor
 or
Location Attribute List:
Requisition: 194830

Print Requisitions

RQ111 Date 08/28/19 Company 1 - City of Waterbury IC Company Currency Code USD Page 1
 Time 11:45 Requisitions
 Draft Print Released

Requisition 194830 Buyer KM From Co/Loc 1 City of Waterbury IC Company / B031 Inspector of School Buildings

For 83106 Plant Maintenance Insp Janitor Delivery Date Approval Value 75,000.00
 Requester B031 Maghfour Rochdi

Deliver To Vendor 3520 Utility Communications Inc
 Purchase From

Line	Item/Vendor Item	Type	Qty Ordered UOM	Unit Cost	Issue Account Activity/Acct Category	Delivery Dates
1	SERVICE AND SUPPORT MAINTENANC S FOR S2 SYSTEM- RFP6332		1.0000 EA	75,000.0000	88031006 543011	

Authorization Name	Authorization
Final Controller	
Chris Harmon	

THE CITY OF WATERBURY
MEMORANDUM

From: Delinquent Tax Office

Date: 8/27/2019

To: Will Zhuta
Department of Education

Subject: Tax Clearance

As of this date, the records in the Tax Collector's Office indicate that the following is not delinquent.

Utility Communications, Inc.
920 Sherman Ave.
Hamden, CT 06514

If you have any questions regarding this issue, do not hesitate to call our office at (203) 574-6815.

Very truly yours,



NJO/wmf

Nancy J. Olson CCMC
Deputy Revenue Collections Manager
City of Waterbury



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/28/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ION Insurance Corporation 1520 Highland Ave. Cheshire CT 06410	CONTACT NAME: Ion Insurance Corporation PHONE (A/C, No, Ext): 203-729-5261 E-MAIL ADDRESS: Aaldo@ioninsurance.com	FAX (A/C, No): 203-729-4343
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Selective Insurance Company		12572
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
Utility Communications, Inc.
920 Sherman Avenue
Hamden CT 06514

UTILITY

COVERAGES**CERTIFICATE NUMBER:** 112330539**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	S 2376833	10/1/2018	10/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	S 2376833	10/1/2018	10/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ n	Y	Y	S 2376833	10/1/2018	10/1/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	Y	WC 9059611-00	10/1/2018	10/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Crime			S 2376833	10/1/2018	10/1/2019	1,000,000

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

S2 Service and Maintenance Support

The City of Waterbury is listed as the additional insured on a primary and non-contributory basis on the general liability policy and auto policy per written contract.

CERTIFICATE HOLDER**CANCELLATION**

City of Waterbury
235 Grand Street
Waterbury CT 06702

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CORPORATE RESOLUTION


I, Lorrie Abrams, hereby certify that I am the duly elected and acting Secretary of Utility Communications, Inc., a corporation organized and existing under the laws of the State of Connecticut, do hereby certify that the following facts are true and were taken from the records of said corporation.

The following resolution was adopted at a meeting of the corporation duly held on the 26 day of June, 2008.

"It is hereby resolved that Robert J. Manfield, Jr. is authorized to make, execute and approve, on behalf of this corporation, any and all contracts or amendments thereof".

And I do further certify that the above resolution has not been in any way altered, amended, repealed and is now in full force and effect.

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said Utility Communications, Inc. corporation this 29 day of August, 2019.



Secretary

LEGAL DEPARTMENT

Phone: 203-574-6731

Fax: 203-574-8340

ATTORNEY-CLIENT PRIVILEGE

ACKNOWLEDGEMENT OF REVIEW

Agreement for S2 Service and Maintenance between the City of Waterbury and
Utility Communications, Inc.

Department: Education

I hereby acknowledge that I, William Clark, Chief Operating Officer, as department head designee of the above referenced department, or my designee, have personally and thoroughly reviewed the above-referenced final contract draft and that this contract fully and adequately documents all the details and particulars with reference to the term, specifications as was bid, compensation, fees and expenses payable by the City.

I further acknowledge that the Scope of Services is complete and contains all services expected to be performed by the contractor for the City of Waterbury.



William Clark
Chief Operating Officer

Date

8/29/19



Waterbury Public Schools

236 Grand Street ♦ Waterbury, Connecticut 06702 ♦ (203) 574-8017 ♦ Fax (203) 346-3509

Mrs. Melissa Baldwin
Director of Special Education

August 29, 2019

The Honorable Board of Aldermen
City of Waterbury
City Hall
Waterbury, CT 06702
and
Honorable Commissioners
Waterbury Board of Education
236 Grand St.
Waterbury, CT 06702

Re: Approval of Contract between City of Waterbury and Post University, Inc. for undergraduate student psychology interns.

Dear Honorable Commissioners and Aldermen:

The attached contract between Post University, Inc. and the City of Waterbury sets forth a student internship agreement for undergraduate psychology students to intern in the Waterbury Public Schools at no cost to the City. The agreement is for a three-year term until August 30, 2022 and may be renewed for five (5) successive one-year terms by mutual agreement of the parties at no cost to the City.

The agreement with Post University sets forth the procedures for student psychology interns from the University to intern in the Waterbury Public Schools. The contract enables the District to obtain school interns while providing the interns with valuable and necessary experiences required for their degrees. I appreciate your attention to this important matter and please do not hesitate to call me with any questions.

Respectfully Submitted,

Melissa Baldwin

Enc. Contract

STUDENT INTERN AFFILIATION AGREEMENT
for
Psychology Student Internships
between
The City of Waterbury, Connecticut
And
Post University, Inc.

THIS AGREEMENT, effective on the date signed by the University, is by and between the City of Waterbury, with a principal place of business at City Hall, 235 Grand Street, Waterbury, Connecticut (the "City") and Post University, Inc., having a principal place of business in Waterbury, Connecticut (the "University").

WHEREAS, Post University is a private University and maintains a Department of Psychology, located at 800 Country Club Road, Waterbury, Connecticut, and

WHEREAS, the University desires to establish Undergraduate Psychology internships with the City to assist in the training of students enrolled in its Undergraduate Psychology Program; and

WHEREAS, the City desires to assist in the training of such students by hosting them as Psychology student interns ("Interns") in the City's school system; and

NOW THEREFORE, THE PARTIES AGREE AND COVENANT AS FOLLOWS:

1. **Term.** The term of this Agreement shall commence on September 1, 2019, and terminate on August 30, 2022 or the last scheduled school date, whichever occurs first, unless earlier terminated as provided herein. Thereafter, this Agreement may be renewed for five (5) successive one-year terms by the mutual written agreement of the parties.

2. **Compensation.** Neither the University nor the City shall be responsible to compensate the other party, or the intern for services rendered under this Agreement. The parties further agree and understand neither the intern nor the Faculty Advisor/Internship Supervisor is an employee of the City of Waterbury, but rather that the intern is participating in an internship in the Waterbury Public Schools for the purpose of obtaining experience in furtherance of his/her education. The intern and the parties therefore agree that neither the intern nor the University faculty member shall be entitled to the usual characteristics of employment, such as wages, income tax withholding, F.I.C.A. deductions, pension or retirement privileges, Workers' Compensation coverage, health benefits, etc.

3. **Responsibilities of the University.**

The University shall:

3.1. The University's Director of Internship and Field Experience, or his or her designee, not later than August 1 of each year, shall notify the City of the number of Interns available

to be hosted by the City during the coming school year, and the City shall give notice as promptly as is practicable of the number of Interns it agrees to host during that school year.

3.2. The University shall certify for participation in the clinical internship only those qualified psychology students enrolled in the Psychology Program who have received a high school diploma degree

3.3. Prior to placement at an internship site (the "Internship Site"), the University shall arrange for the potential Interns to be interviewed by the Principal, Vice-principal, School Psychologist/ Counselor who is certified to supervise the intern, or other designated representative of the Internship Site. Interns shall be approved by the Principal of the intended internship site. Only those students of the University who have been interviewed and accepted by the school representative at the Internship Site shall be permitted to intern at the site.

3.4. The University shall designate an Internship Supervisor (the "Internship Supervisor") to facilitate administration of the internship. Interns will be assigned to each Internship Site in consultation with the Internship Supervisor. The Internship Supervisor shall visit each internship site twice per semester and as requested by the City. The Internship Supervisor shall be solely responsible for evaluating and grading the performance of the interns. The Internship Supervisor may consult with school personnel with regard to the performance and evaluation of the interns.

3.5. The University shall advise its Interns that they shall be required to follow the Post University Department of Psychology Field Education Instructions during the intern's involvement in the internship program (the "Program"). A copy of the Manual shall be provided to the City prior to commencement of this agreement.

3.6. The University will instruct its student interns to comply with all applicable rules and regulations of the City. Upon the City's request, the University shall withdraw from the internship any student who fails to comply with applicable City rules and regulations.

3.7. The University shall withdraw an intern from the internship with the City, due to health, performance, or other reasons, upon the request of the City if the City determines that such intern's continued participation in the internship is detrimental to the intern and/or any employee of the City or student in the City's school system.

3.8. The University shall advise its interns that they will be expected to report to their designated internship sites as per their agreed upon schedules.

3.9 The University shall be responsible for the planning, implementation and execution of all aspects of the Student's educational program, including clinical or other fieldwork experience and instruction and requirements for matriculation, promotion and graduation.

3.10. The University shall provide Faculty for the purpose of tracking Student progress and for consultation with the Institution, as necessary. The Faculty shall be solely responsible for assigning final course grades to the Students.

3.11. The University will instruct Students, Faculty and University personnel not to disclose any confidential material or information connected with the City or any of its Students as set forth herein.

3.12. The University will convey to the City' personnel information about the philosophy and objectives of the Program.

4. Responsibilities of the City

The City shall:

4.1. During the term of this Agreement, the City reserves the right to determine the number of psychology student interns enrolled in the University's Undergraduate Psychology Program and who are qualified to act as psychology student interns in the City's school system performing functions as described below.

4.2. The City shall provide the Internship Supervisor and student interns relevant information, including policies, procedures, and rules with which the student interns must comply.

4.3. The City will notify the University's Director of Internship and Field Experience, or his or her designee, whenever an intern does not timely report to the designated internship site.

4.4. The City may, in its exclusive discretion, require that each intern execute a waiver of liability in the form attached hereto as Schedule A. The City may condition participation in the Program on its receipt of such waiver of liability.

4.5. The City shall provide interns suitable space for conferences connected with the clinical or fieldwork instruction.

4.6. The City shall provide a certified professional in the relevant field who shall be responsible for planning and implementing individual Student Assignments, and for evaluating Student performance in accordance with criteria developed by and provided to the City by the University.

4.7. The City shall provide orientation for Faculty regarding relevant City information, including policies, procedures, and rules with which Faculty and Students must comply. The University shall provide such orientation to the Students.

5. Responsibilities of the Intern.

The University shall ensure that the Intern:

5.1. Executes a waiver of liability in the form attached hereto as Schedule A. The City may condition participation in the Program on its receipt of such waiver of liability.

5.2. Each Intern shall be expected to report to their designated internship sites as per their agreed upon schedules.

5.3. Each Intern shall comply with all applicable rules and regulations of the City as well as the applicable rules and regulations of the University relating to internships.

5.4. Each intern shall comply with all Federal, State, and Local, laws regulations, Charter and Ordinance provisions relating to confidentiality and student privacy of records as outlined herein.

6. Criminal Background Check and DCF Registry Check. The University shall provide to each proposed student intern an authorization in the form attached as Schedule B requesting and authorizing the RESC to release the results of the intern's state and national criminal history records checks to the City of Waterbury Board of Education and the City of Waterbury, and the Department of Children and Families background check report to the City of Waterbury. The University will instruct the proposed student intern that s/he will be required to go to the RESC for fingerprinting and present the executed authorization to the RESC at the time of fingerprinting. Each proposed student intern shall pay directly to the RESC the cost of fingerprinting and obtaining the state and national criminal history records checks. The University will also advise each proposed student intern that s/he shall be required to submit to a DCF registry check and present to the RESC an executed "Authorization for Release of Information for DCF CPS Search," the results of which will be provided to the City.

Should the results of any criminal history or DCF registry check for any student intern be determined by the City to be unsatisfactory, the City may terminate the internship of such student intern and notify the University's Director of Internship and Field Experience, or her designee, of such termination.

The provisions of this Section 3 shall be automatically amended to comport with any changes in applicable laws and regulations on this subject while this Agreement remains in effect.

7. Student Education Records. The parties acknowledge that in the course of providing/hosting the student interns pursuant to this Agreement, they may come into possession of Education records of the City of Waterbury students as defined in and governed by Family Educational Rights and Privacy Act ("FERPA", 20 U.S.C. § 1232g) and related regulations (34 C.F.R. § 99). The University and interns shall comply with the requirements of said statute and regulations, and agree to use information obtained in connection with the internship only for the purposes provided in this Agreement. Without the prior written consent of the student whose records are at issue (or the parent of such student, if a minor), as required by FERPA, the parties

have no authority to make any other disclosures of any information from education records. The University shall instruct its student interns on their obligations to comply with FERPA.

8. Student Data Privacy.

8.1 All student records, student information, and student-generated content (collectively, "Student Data") provided or accessed pursuant this Agreement are not the property of, or under the control of, the University or the Intern.

8.2 The City's Board of Education ("Board") shall have access to and the ability to delete Student Data in the possession of the University or the Intern except in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the University or the Intern. The Board may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery. The Board may request the deletion of Student Data by the University or the Intern within two (2) business days of receiving such a request and provide to the Board confirmation via electronic mail that the Student Data has been deleted in accordance with the request, the date of its deletion, and the manner in which it has been deleted. The confirmation shall contain a written assurance from the University and/or the Intern that proper disposal of the data has occurred in order to prevent the unauthorized access or use of Student Data and that deletion has occurred in accordance with industry standards/practices/protocols.

8.3 Neither the University nor the Intern shall not use Student Data for any purposes other than those authorized pursuant to this Agreement.

8.4 A student, parent or legal guardian of a student may review personally identifiable information contained in Student Data and correct any erroneous information, if any, in such Student Data. If the University or the Intern receives a request to review Student Data in the University's or the Intern's possession directly from a student, parent, or guardian, the University and the Intern agree to refer that individual to the Board and to notify the Board within two (2) business days of receiving such a request. The University and the Intern agrees to work cooperatively with the Board to permit a student, parent, or guardian to review personally identifiable information in Student Data that has been shared with the University or the Intern, and correct any erroneous information therein.

8.5. The University and the Intern shall take actions designed to ensure the security and confidentiality of student data.

8.6. The University and the Intern will notify the Board, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of Student Data. Such notification will include the following steps:

Upon discovery by the University or the Intern of a breach of Student Data, the University shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not more than thirty (30) days after such discovery, shall provide the Board with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature of and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

8.7. Student Data shall not be retained or available to the University upon expiration of the contract between the University and City, or to the Intern at the expiration of his or her internship term except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with the University after the expiration of such contract for the purpose of storing student-generated content.

8.8. The University, Intern and Board shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.

8.9. The University and the Intern acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd.

8.10. The Parties agree that this Agreement controls over any inconsistent terms or conditions contained within any other agreement entered into by the Parties concerning Student Data.

9. Proprietary Information. Except as otherwise permitted under this Agreement, the University shall not knowingly disclose to any third party, or make any use of information designated by the City as its confidential proprietary information (the "Confidential Information"). The University shall use at least the same standard of care to maintain the confidentiality of the City's Confidential Information that it uses to maintain the confidentiality of its own Confidential Information of equal importance. The University's obligation to maintain the confidentiality of the City's Confidential Information shall survive the expiration or earlier termination of this Agreement.

9.1 Nothing herein shall prohibit or limit the University from disclosing the City's Confidential Information if so required by any court order, subpoena or other legal Information Act, provided, however, that the University shall rely upon any and all trade secret or proprietary information exceptions or exemptions to the public disclosure laws available to it to protect the Confidential Information from disclosure to any person, except as expressly authorized hereunder. In the event that the University receives any such demand, order or other legal process compelling such disclosure, the University shall notify the City immediately upon their receipt of said demand and prior to making any disclosure in order to afford the City the opportunity, at its sole discretion and expense, to take legal action opposing such disclosure. Disclosure by the University of any of the City's Confidential Information in any instance will not relieve the University of the obligation to adhere to the confidentiality obligations imposed by this Agreement in all other instances and for all other purposes.

10. Use of City Property. The Internship Supervisor and/or student intern shall have access to such areas of City property as the City and the Internship Supervisor agree are necessary for the performance of the Internship Supervisor's and/or student intern's functions pursuant to this Agreement and at such times as the City and the Internship Supervisor may mutually agree.

11. Insurance.

11.1. The University shall offer health insurance to the student to be considered a potential Intern, and advise the student that unless the student has health insurance satisfactory to the City, either provided through the University or through other means, the student may not be eligible to participate in the student intern program. With the consent of the student, the University shall provide the student's health insurance information when submitting the potential Intern for review by the City.

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

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

11.4. Each insurance policy shall state that the insurance company shall investigate and defend the insured against all claims for damages, even if groundless. If any insurance required herein is to be issued or renewed on a claims made form as opposed to an occurrence form, the retroactive date for coverage shall be no later than the commencement

date of this Contract and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims ("Tail Coverage") shall be available for at least 60 months.

11.5. The following policies with stated limits shall be maintained by the University or the Intern(s) as indicated below, in full force and effect, at all times during which the services are to be performed by the University or Intern(s):

11.5.1 General Liability Insurance: \$1,000,000 per occurrence, \$2,000,000 aggregate, \$2,000,000 Products/Completed Operations Aggregate
The University shall provide General Liability Insurance providing coverage to protect the City for all damages arising out of bodily injuries, property damage or death of all persons in any one accident or occurrence and for all damages arising out of destruction of property in any one accident or occurrence.

11.5.2 Auto Liability: \$1,000,000 combined single limit each Accident, Any Auto, All Owned and Hired Autos
The University shall provide Auto Liability Insurance providing coverage to the University, the City or Intern(s) on any Auto and all Owned and Hired Autos.

11.5.3 Workers Compensation: Workers' Compensation Statutory Limits and Employer Liability (EL): \$500,000 EL Each Accident, \$500,000 EL Disease Each Employee; \$500,000 EL Disease Policy Limit.
The University shall provide Workers' Compensation Insurance Statutory Limits and Employer Liability Coverage to the University, the City and the Intern(s).

11.5.4 Excess/Umbrella Liability: \$1,000,000 each Occurrence and \$1,000,000 Aggregate: The University shall provide Excess/Umbrella Liability Insurance providing coverage to the University, the City or Intern(s).

11.5.5 Professional Liability Insurance /E&O: \$1,000,000 each Wrongful Act, \$1,000,000 Aggregate
The University shall provide Professional Liability (also known as, errors and omissions) Insurance providing coverage to the University, the City or Intern(s), as it relates to Educational Services provided to City of Waterbury Board of Education.

11.5.6 Sexual Abuse/Molestation Liability Insurance: \$1,000,000 each Occurrence, \$1,000,000 Aggregate
The University shall provide coverage to respond to allegations of Sexual Misconduct, and Corporal Punishment allegations involving an intern(s) within the program.

11.6. Failure to Maintain Insurance: It shall be a material breach of this Agreement if the University or the Intern(s) fails to maintain the minimum required coverage as set forth herein.

11.7. Cancellation: The City of Waterbury shall receive written notice of cancellation from the University or Intern(s) at least thirty (30) calendar days prior to the date of actual cancellation, regardless of the reason for such cancellation.

11.8. Certificates of Insurance: The University and /or Intern(s)' General, Automobile and Excess/Umbrella Liability Insurance policies shall be endorsed to add the City and its Board of Education as additional insureds and provide a waiver of subrogation on all lines of coverage except Worker's Compensation and Professional Liability. The insurance afforded the additional insured shall be primary and non-contributory insurance and the coverage and limits provided under the University or Intern(s)' policies shall not be reduced or prorated by the existence of any other insurance applicable to any loss the additional insured may have suffered. At the time the University or Intern(s) execute this Contract, it shall furnish to the City, subject to City approval, certificate(s) of insurance and Additional Insured Endorsement and Waiver of Subrogation Endorsement verifying the above coverages, including the naming of the City of Waterbury and the Board of Education, as follows: **"The City of Waterbury and its' Board of Education are listed as additional insureds on all lines of coverage except Workers Compensation and Professional Liability and include a waiver of subrogation on all lines of coverage except Professional Liability."** The University or Intern(s) must supply replacement/renewal certificates at least thirty (30) calendar days prior to the expiration of the policy(ies). Said certificates shall contain a provision that coverage afforded under the policies shall not be cancelled or reduced for any reasons unless notice of not less than thirty (30) calendar days has been mailed to the Office of Corporation Counsel, 235 Grand Street, Waterbury, CT 06702.

11.9. No later than thirty (30) calendar days after University or Intern(s)' receipt, the University or Intern(s) shall deliver to the City a copy of the University or Intern(s) insurance policies, endorsements, and riders.

12. Indemnification. University agrees to indemnify and hold harmless the City, its officers, directors, employees and agents from and against liabilities, damages and costs (including reasonable attorneys fees and costs of defense) arising out of the death or bodily injury to any person or the destruction or damage to any property, to the extent caused, during the performance of the College's/University's and the Intern's obligations under this Agreement, by the negligent acts, errors or omissions of University, the Intern or anyone for whom the College is legally responsible regardless of whether or not it is caused in part by a party indemnified hereunder.

13. Termination.

13.1. Termination Either party may terminate this Agreement at any time without cause by giving Thirty (30) days' written notice to the other party.

13.2. Termination for Non-Appropriation or Lack of Funding. The University acknowledges that the City is a municipal corporation and that this Agreement is subject to the appropriation of funds by the City sufficient for this Agreement for each budget year

in which this Agreement is in effect. The University therefore agrees that the City shall have the right to terminate this Agreement in whole or in part without penalty in the event sufficient funds to provide staff services under this Contract is not appropriated, not authorized or not made available pursuant to law, or such funding has been reduced pursuant to law.

13.3. Termination for Cause. If, through any cause, in part or in full, not the fault of University, the University shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if University shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving written notice to University of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination.. In the event of such termination, all documents, data, studies, and reports prepared by University under this Agreement shall, at the option of the City, become its property.

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

14. Students Intern and Faculty Not Employees or Agents. The University and the City acknowledge and agree that neither the student interns nor the Internship Supervisor will be considered employees or agents of the City, and that the relationship between the City and the student interns, the Internship Supervisor and the City is that of an independent contractor. The University, and shall not be entitled to the usual characteristics of employment such as income tax withholding, F.I.C.A. deductions, pension or retirement privileges, Workers compensation coverage, health benefits, etc.

15. Accommodations for Persons with Disabilities. In the event that a student intern requests accommodations for a disability beyond those accommodations that are currently available at the City, and provided that the University determines that such accommodations should be provided, the University shall be responsible for making any arrangements necessary to effectuate the additional accommodations.

16. Notice. Any notice required to be given pursuant to the terms of this Agreement shall be in writing and shall be sent, postage prepaid, by certified mail, return receipt requested, to the City or the University at the address set forth below. The notice shall be effective on the date of delivery indicated on the return receipt.

To the University:

Post University, Inc.
800 Country Club Road
Waterbury, CT 06708

With a copy to:

To the City:

City of Waterbury
c/o Department of Education
Chief Operating Officer
236 Grand Street
Waterbury, CT 06702.

17. Contract Assignment: No right or duty, in whole or in part, of either party under this Agreement may be assigned or delegated without the prior written consent of the other party.

18. Discriminatory Practices. In performing this Agreement, the University shall not discriminate against any intern or applicant for internship, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, sex, age, religious creed, disability, national origin or ancestry, marital status, family status, prior psychiatric treatment, health care, military status or source of income or because of a handicap that is unrelated to the employee's or the applicant's ability to perform the duties of a particular job or position. Subcontracts with each subcontractor shall contain a provision requiring non-discrimination in employment as herein specified. This covenant is required pursuant to §93.04 of the Code of Ordinances of the City and any breach thereof may be regarded as a material breach of this Agreement. Said provisions with subcontractors shall require conformity and compliance with all Local, State and Federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements.

18.1. Discrimination Because of Certain Labor Matters. No person employed on the work covered by this Agreement shall be discharged or in any way discriminated against because such person has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or related to the labor standards applicable hereunder to its employer.

19. Governing Law. The validity, construction, performance and effect of this Agreement shall be governed by the laws of the State of Connecticut without regard to its principles of conflicts of laws, and any question arising under of this Agreement shall be construed or determined according to such laws, except to the extent preempted by federal law.

20. Prohibition against Assignment. This Agreement may not be assigned by either party without the prior written consent of the other party.

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

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

24. Entire Agreement. This written contract shall constitute the entire agreement between the parties and no other terms and conditions in any document, acceptance or acknowledgment shall be effective or binding unless expressly agreed to in writing by the University. This Agreement may not be changed other than by a formal written contract amendment signed by the parties hereto.

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

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

25.2. It shall be a material breach of this Contract, and it shall be a violation of the City's Code of Ordinances for any Person to offer, give, or agree to give any current or former Public Official, Employee or Member of a Board or Commission, or for such current or former Public Official, Employee or Member of a Board or Commission to solicit, demand, accept or agree to accept from another Person, a gratuity or an offer of employment in connection with any: decision; approval; disapproval; recommendation; preparation of any

part of a program requirement or a requisition; influencing the content of any specification or procurement standard; or rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a Contract or Purchase Order, or to any solicitation or proposal therefore.

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

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

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

25.6. It shall be a material breach of this Contract and it shall be a violation of the City's Code of Ordinances for a Person to be retained, or to retain a Person, to solicit or secure a contract with the City upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee; and every Person, before being awarded a City contract, shall deliver to the City, on a City authored form, a representation that such Person has not retained anyone in violation of this subsection 26.6, the failure to deliver said form being a material breach of this Contract and a violation of the City's Code of Ordinances. Note, however, this subsection 26.6 shall not apply to full-time Employees who, as a condition of their employment, may be entitled to bonuses or other fees in accordance with their employment relationship.

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

Statutes. Any violation of this subsection 26.7 shall be deemed a material breach of this Contract and shall be a violation of the City's Code of Ordinances.

25.8. The definitions set forth in the City's Code of Ordinances shall be the primary source for interpretation of the forgoing subsections 25.1-25.7.

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

25.10. The University or Intern hereby acknowledges receipt of a copy of the Chapters 38 and 39 of City's Ordinance regarding Procurement, Ethics, and Conflicts of Interest and has familiarized itself with said Code and hereby agrees to adhere to said Code. The text of Chapters 38 and 39 of said Code may be obtained from the Office of the City Clerk of the City and on the internet at the City Clerk's web site: <http://www.waterburyct.org/content/9569/9605/9613/15125.aspx> [click link titled "The City of Waterbury Code of Ordinances Rev. 12/31/15". For Chapter 38, click on "TITLE III: ADMINISTRATION", then click on "CHAPTER 38: CENTRALIZED PROCUREMENT SYSTEM". For Chapter 39, click on "TITLE III: ADMINISTRATION", then click on "CHAPTER 39: ETHICS AND CONFLICTS OF INTEREST"]].

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

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

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

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

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

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

WITNESS:

CITY OF WATERBURY

By: _____
Neil M. O'Leary, Mayor

Date: _____

WITNESS:

POST UNIVERSITY, INC.

By: _____
_____, Dean

Date: _____

SCHEDULE A

**WAIVER OF LIABILITY
AND
ACKNOWLEDGMENT OF NON-EMPLOYMENT**

In consideration of the City of Waterbury Department of Education ("Education Department") granting me the privilege of participating in a psychology student internship that includes observation and when appropriate, participation in some of the various functions of the Department of Education, I, _____, the undersigned, do hereby acknowledge that I am aware of the risks associated with the aforesaid internship with the Department of Education and any associated activity, and I hereby agree to assume all risk of any loss, damage, claim, liability, cost, loss of earnings, personal injury including death, consequential damage and property damage which may directly or indirectly result from or occur as a consequence of said internship or any associated activity.

I further agree and understand that I am not an employee of the City of Waterbury, but rather that I am a student at Post University, Undergraduate Psychology Program participating as a Psychology Intern in the City of Waterbury school system for the purpose of obtaining clinical experience in furtherance of my education. As such, I agree that I shall not be entitled to the usual characteristics of employment, such as wages, income tax withholding, F.I.C.A. deductions, pension or retirement privileges, Workers Compensation coverage, health benefits, etc.

I hereby acknowledge that I have read this document in full and understand that by signing, I am waiving and releasing rights that I could exercise but for my signing of this waiver which I sign voluntarily without coercion or duress.

Dated at Waterbury, Connecticut this ____ day of ____, 2019.

WITNESSES:

Print Name:

Print name:

Print Name:

State of Connecticut:

: ss: Waterbury _____, _____, 2019

County of New Haven:

On this _____ day of _____, 201____, before me the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed herein and acknowledged that he/she executed the foregoing document for the purposes contained therein as his/her free act and deed.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Commissioner of Superior Court
Notary Public
My Commission Expires:

SCHEDULE B

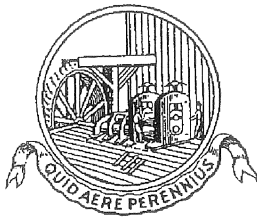
AUTHORIZATION FOR RELEASE OF CRIMINAL HISTORY RECORDS CHECKS

I, the undersigned, _____, an undergraduate student in the Psychology Program at Post University, hereby request and authorize Cooperative Educational Services (a Regional Education Service Center), and the Department of Children and Families ("DCF") to release to the Board of Education of the City of Waterbury the results of my state and national criminal history records check and my DCF registry check requested by the Board of Education of the City of Waterbury pursuant to Connecticut General Statutes Section 10-221d.

Signed,

[Printed Name of Student Intern]

Dated: _____



Waterbury Public Schools

236 Grand Street ♦ Waterbury, Connecticut 06702 ♦ (203) 574-8017 ♦ Fax (203) 346-3509

Mrs. Melissa Baldwin
Director of Special Education

August 30, 2019

The Honorable Board of Aldermen
City of Waterbury
City Hall
Waterbury, CT 06702
and
Honorable Commissioners
Waterbury Board of Education
236 Grand St.
Waterbury, CT 06702

Re: Approval of Contract between City of Waterbury and
Capella University for graduate student school counselor interns.

Dear Honorable Commissioners and Aldermen:

The attached contract between Capella University and the City of Waterbury sets forth a student internship agreement for graduate school counseling students to intern in the Waterbury Public Schools at no cost to the City. The agreement is for a three-year term until June 30, 2022 and may be renewed for five (5) successive one-year terms by mutual agreement of the parties at no cost to the City.

The agreement with Capella University sets forth the procedures for student school counseling interns from the University to intern in the Waterbury Public Schools. The contract enables the District to obtain school interns while providing the interns with valuable and necessary experiences required for their degrees. I appreciate your attention to this important matter and please do not hesitate to call me with any questions.

Respectfully Submitted,

Melissa Baldwin

Enc. Contract

STUDENT INTERN AFFILIATION AGREEMENT
for
School Counseling Student Internships
between
The City of Waterbury, Connecticut
And
Capella University

THIS AGREEMENT, effective on the date signed by the University, is by and between the City of Waterbury, with a principal place of business at City Hall, 235 Grand Street, Waterbury, Connecticut (the "City") and Capella University, having a principal place of business in Minneapolis Minnesota (the "University").

WHEREAS, Capella University is a private University and maintains School of Counseling and Human Services programs, located at Capella Tower, 225 South 6th Street, 9th Floor, Minneapolis, MN 55402; and

WHEREAS, the University desires to establish school counseling internships with the City to assist in the training of students enrolled in its Graduate Counseling Program ("Students" or "Interns"); and

WHEREAS, the City desires to assist in the training of such Students by hosting them as school counseling student interns in the City's school system; and

NOW THEREFORE, THE PARTIES AGREE AND COVENANT AS FOLLOWS:

1. **Term.** The term of this Agreement shall commence on August 1, 2019, and terminate on June 30, 2022 or the last scheduled school date, whichever occurs first, unless earlier terminated as provided herein. Thereafter, this Agreement may be renewed for five (5) successive one-year terms by the mutual written agreement of the parties.

2. **Compensation.** Neither the University nor the City shall be responsible to compensate the other party, or the Intern for services rendered under this Agreement. The parties further agree and understand neither the Intern nor the Faculty Advisor/Internship Supervisor is an employee of the City of Waterbury, but rather that the Intern is participating in an internship in the Waterbury Public Schools for the purpose of obtaining experience in furtherance of his/her education. The Intern and the parties therefore agree that neither the Intern nor the University faculty member shall be entitled to the usual characteristics of employment, such as wages, income tax withholding, F.I.C.A. deductions, pension or retirement privileges, Workers' Compensation coverage, health benefits, etc.

3. **Responsibilities of the University.**

The University shall:

3.1. The University's Director of Internship and Field Experience, or his or her designee, not later than August 1 of each year, shall notify the City of the number of school counseling Interns available to be hosted by the City during the coming school year, and the City shall give notice as promptly as is practicable of the number of Interns it agrees to host during that school year.

3.2. The University shall certify for participation in the internship only those qualified school counseling Students enrolled in the Graduate School Counseling Program.

3.3. Prior to placement at an internship site (the "Internship Site"), the University shall arrange for the potential Intern to be interviewed by the Principal, Vice-principal, School Social Worker/ Counselor who is certified to supervise the Intern, or other designated representative of the Internship Site. Interns shall be approved by the Principal of the intended internship site. Only those Students of the University who have been interviewed and accepted by the school representative at the Internship Site shall be permitted to intern at the site.

3.4. The University shall designate an Internship Supervisor (the "Internship Supervisor") to facilitate administration of the internship. Interns will be assigned to each Internship Site in consultation with the Internship Supervisor. The Internship Supervisor will maintain regular phone/email contact with the City. The Internship Supervisor shall be solely responsible for evaluating and grading the performance of the Interns. The Internship Supervisor may consult with school personnel with regard to the performance and evaluation of the Interns.

3.5. The University shall advise its Interns that they shall be required to follow the Capella University School of Counseling and Human Services Field Education Manual during the Intern's involvement in the internship program (the "Program"). A copy of the Manual shall be provided to the City prior to commencement of this agreement.

3.6. The University will instruct its Students to comply with all applicable rules and regulations of the City. Upon the City's request, the University shall withdraw from the internship any Student who fails to comply with applicable City rules and regulations.

3.7. The University shall withdraw an Intern from the internship with the City, due to health, performance, or other reasons, upon the request of the City if the City determines that such Intern's continued participation in the internship is detrimental to the Intern and/or any employee of the City or student in the City's school system.

3.8. The University shall advise its Interns that they will be expected to report to their designated internship sites as per their agreed upon schedules.

3.9 The University shall be responsible for the planning, implementation and execution of all aspects of the Student's educational program, including clinical or other fieldwork experience and instruction and requirements for matriculation, promotion and graduation.

3.10. The University shall provide Faculty for the purpose of tracking Student progress and for consultation with the Institution, as necessary. The Faculty shall be solely responsible for assigning final course grades to the Students.

3.11. The University will instruct Students, Faculty and University personnel not to disclose any confidential material or information connected with the City or any of its students as set forth herein.

3.12. The University will convey to the City' personnel information about the philosophy and objectives of the Program.

4. Responsibilities of the City

The City shall:

4.1. The City reserves the right to determine the number of school counseling student Interns will host in its school system in accordance with Paragraph 3.1 herein

4.2. The City shall provide the Internship Supervisor and Interns relevant information, including policies, procedures, and rules with which the Interns must comply.

4.3. The City will notify the University's Director of Internship and Field Experience, or his or her designee, whenever an Intern does not timely report to the designated internship site.

4.4 The City may, in its exclusive discretion, require that each Intern execute a waiver of liability in the form attached hereto as Schedule A. The City may condition participation in the Program on its receipt of such waiver of liability.

4.5 The City shall provide equipment and supplies necessary for the administration of care by the Students and suitable space for conferences connected with the Students' clinical or fieldwork instruction.

4.6. The City shall provide a certified professional in the relevant field who shall be responsible for planning and implementing individual Student Assignments, and for evaluating Student performance in accordance with criteria developed by and provided to the City by the University.

4.7 The City shall provide orientation for Faculty and Students regarding relevant City information, including policies, procedures, and rules with which Faculty and Students must comply.

5. Responsibilities of the Intern.

The University shall ensure that the Intern:

5.1. Executes a waiver of liability in the form attached hereto as Schedule A. The City may condition participation in the Program on its receipt of such waiver of liability.

5.2. Each Intern shall be expected to report to their designated internship sites as per their agreed upon schedules.

5.3. Each Intern shall comply with all applicable rules and regulations of the City.

5.4. Each Intern shall comply with all Federal, State, and Local, laws regulations, Charter and Ordinance provisions relating to confidentiality and student privacy of records as outlined herein.

6. Criminal Background Check and DCF Registry Check. The University shall provide to each proposed Intern an authorization in the form attached as Schedule B requesting and authorizing the RESC to release the results of the Intern's state and national criminal history records checks to the City of Waterbury Board of Education and the City of Waterbury, and the Department of Children and Families background check report to the City of Waterbury. The University will instruct the proposed Intern that s/he will be required to go to the RESC for fingerprinting and present the executed authorization to the RESC at the time of fingerprinting. Each proposed Intern shall pay directly to the RESC the cost of fingerprinting and obtaining the state and national criminal history records checks. The University will also advise each proposed Intern that s/he shall be required to submit to a DCF registry check and present to the RESC an executed "Authorization for Release of Information for DCF CPS Search," the results of which will be provided to the City.

Should the results of any criminal history or DCF registry check for any Intern be determined by the City to be unsatisfactory, the City may terminate the internship of such Intern and notify the University's Director of Internship and Field Experience, or her designee, of such termination.

The provisions of this Section 6 shall be automatically amended to comport with any changes in applicable laws and regulations on this subject while this Agreement remains in effect.

7. Student Education Records. The parties acknowledge that in the course of providing/hosting the Interns pursuant to this Agreement, the Interns may come into possession of education records of the City of Waterbury students as defined in and governed by Family Educational Rights and Privacy Act ("FERPA", 20 U.S.C. § 1232g) and related regulations (34 C.F.R. § 99). The University and Interns shall comply with the applicable requirements of said statute and regulations, and agree to use information obtained in connection with the internship only for the purposes provided in this Agreement. Without the prior written consent of the student whose records are at issue (or the parent of such student, if a minor), as required by FERPA, the parties have no authority to make any other disclosures of any information from education records. The University shall instruct its Interns on their obligations to comply with FERPA.

8. This Section Left Intentionally Blank

9. Proprietary Information. Except as otherwise permitted under this Agreement, the University shall not knowingly disclose to any third party, or make any use of information designated by the City as its confidential proprietary information (the "Confidential Information"). The University shall use at least the same standard of care to maintain the confidentiality of the City's Confidential Information that it uses to maintain the confidentiality of its own Confidential Information of equal importance. The University's obligation to maintain the confidentiality of the City's Confidential Information shall survive the expiration or earlier termination of this Agreement.

9.1 Nothing herein shall prohibit or limit the University from disclosing the City's Confidential Information if so required by any court order, subpoena or other legal Information Act, provided, however, that the University shall rely upon any and all trade secret or proprietary information exceptions or exemptions to the public disclosure laws available to it to protect the Confidential Information from disclosure to any person, except as expressly authorized hereunder. In the event that the University receives any such demand, order or other legal process compelling such disclosure, the University shall notify the City immediately upon their receipt of said demand and prior to making any disclosure in order to afford the City the opportunity, at its sole discretion and expense, to take legal action opposing such disclosure. Disclosure by the University of any of the City's Confidential Information in any instance will not relieve the University of the obligation to adhere to the confidentiality obligations imposed by this Agreement in all other instances and for all other purposes.

10. Use of City Property. The Internship Supervisor and/or Intern shall have access to such areas of City property as the City and the Internship Supervisor agree are necessary for the performance of the Internship Supervisor's and/or Intern's functions pursuant to this Agreement and at such times as the City and the Internship Supervisor may mutually agree.

11. Insurance.

11.1. The University does not offer health insurance to the Intern. The University shall advise the Student that unless the Student has health insurance satisfactory to the City, obtained solely by the Student, the Student may not be eligible to participate in the intern program. With the consent of the Student, the University shall provide the Student's health insurance information when submitting the potential Intern for review by the City.

11.2. The University or Intern(s) shall not commence work under this Contract until all insurance required under this Section 11 has been obtained by the University or Intern(s) and such insurance has been approved by the City. Insurance shall be provided by insurers that are satisfactory to the City, authorized to do business in the State of Connecticut, that have at least an "A-" A.M. Best's Rating, and are in an A.M. Best financial size category of VIII or higher. The A.M. Best classifications are based on the most current A.M. Best Company ratings or an equivalent City approved rating system.

11.3. At no additional cost to the City, the University or Intern(s) shall purchase and maintain the insurance coverages set forth below which shall protect the City from claims which may arise out of or result from the University's and/or Intern(s)' obligations under this Contract, whether such obligations are the University's or Intern(s)' or person or entity

directly or indirectly employed by said University or Intern(s), or by any person or entity for whose acts said University or Intern(s) may be liable.

11.4. Each insurance policy shall state that the insurance company shall investigate and defend the insured against all claims for damages, even if groundless. If any insurance required herein is to be issued or renewed on a claims made form as opposed to an occurrence form, the retroactive date for coverage shall be no later than the commencement date of this Contract and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims ("Tail Coverage") shall be available for at least 60 months.

11.5. The following policies with stated limits shall be maintained by the University or the Intern(s) as indicated below, in full force and effect, at all times during which the services are to be performed by the University or Intern(s):

11.5.1 General Liability Insurance: \$1,000,000 per occurrence, \$2,000,000 aggregate, \$2,000,000 Products/Completed Operations Aggregate

The University shall provide General Liability Insurance providing coverage to protect the City for all damages arising out of bodily injuries, property damage or death of all persons in any one accident or occurrence and for all damages arising out of destruction of property in any one accident or occurrence, as a result of University's or Intern's acts or omissions.

11.5.2 Auto Liability: The University shall advise the Student that unless the Student has automobile liability insurance satisfactory to the City, the Student may not be eligible to participate in the intern program.

With the consent of the Student, the University shall provide the Student's auto liability insurance when submitting the potential Intern for the City's review.

11.5.3 Workers Compensation: Workers' Compensation Statutory Limits and Employer Liability (EL): \$500,000 EL Each Accident, \$500,000 EL Disease Each Employee; \$500,000 EL Disease Policy Limit.

The University shall provide Workers' Compensation Insurance Statutory Limits and Employer Liability Coverage only to the University's employees).

10.5.4 Excess/Umbrella Liability: \$1,000,000 each Occurrence and \$1,000,000 Aggregate: The University shall provide Excess/Umbrella Liability Insurance coverage that follows form or sits over General Liability and Workers Compensation insurances.

11.5.4 Professional Liability Insurance: \$1,000,000 each Wrongful Act \$1,000,000 Aggregate

The University shall provide Professional Liability (also known as, errors and omissions) Insurance providing coverage to the University, or Intern(s), as it relates to Educational Services provided to City of Waterbury Board of Education.

11.5.5 Sexual Abuse/Molestation Liability Insurance: \$1,000,000 each Occurrence, \$1,000,000 Aggregate

The University shall provide coverage to respond to allegations of Sexual Misconduct, and Corporal Punishment allegations involving an Intern(s) within the program.

11.6. Failure to Maintain Insurance: It shall be a material breach of this Agreement if the University or the Intern(s) fails to maintain the minimum required coverage as set forth herein.

11.7. Cancellation: The City of Waterbury shall receive written notice of cancellation from the University or Intern(s) at least thirty (30) calendar days prior to the date of actual cancellation, regardless of the reason for such cancellation.

11.8. Certificates of Insurance: The University or Intern(s)' General, Automobile and Excess/Umbrella Liability Insurance policies shall be endorsed to add the City as an additional insured and provide a waiver of subrogation on all lines of coverage except Professional Liability. The insurance afforded the additional insured shall be primary and non-contributory insurance and the coverage and limits provided under the University or Intern(s)' policies shall not be reduced or prorated by the existence of any other insurance applicable to any loss the additional insured may have suffered. At the time the University or Intern(s) execute this Contract, it shall furnish to the City, subject to City approval, certificate(s) of insurance and Additional Insured Endorsement and Waiver of Subrogation Endorsement verifying the above coverages, including the naming of the City of Waterbury, as follows: "The City of Waterbury and its' Board of Education are listed as additional insureds on all lines of coverage except Workers Compensation and Professional Liability and include a waiver of subrogation on all lines of coverage except Professional Liability." The University or Intern(s) must supply replacement/renewal certificates at least thirty (30) calendar days prior to the expiration of the policy(ies). Said certificates shall contain a provision that coverage afforded under the policies shall not be cancelled or reduced for any reasons unless notice of not less than thirty (30) calendar days has been mailed to the Office of Corporation Counsel, 235 Grand Street, Waterbury, CT 06702.

11.9. No later than thirty (30) calendar days after University or Intern(s)' receipt, the University or Intern(s) shall deliver to the City a copy of the University or Intern(s) insurance policies, endorsements, and riders.

12. Indemnification. University agrees to indemnify and hold harmless the City, its officers, directors, employees and agents from and against liabilities, damages and costs (including reasonable attorneys' fees and costs of defense) arising out of the death or bodily injury to any person or the destruction or damage to any property, to the extent caused, during the performance of the University's and the Intern's obligations under this Agreement, by the negligent acts, errors or omissions of University, the Intern or anyone for whom the University is legally responsible.

13. Termination.

13.1. Termination Either party may terminate this Agreement at any time without cause by giving Thirty (30) days' written notice to the other party.

13.2. Termination for Non-Appropriation or Lack of Funding. The University

acknowledges that the City is a municipal corporation and that this Agreement is subject to the appropriation of funds by the City sufficient for this Agreement for each budget year in which this Agreement is in effect. The University therefore agrees that the City shall have the right to terminate this Agreement in whole or in part without penalty in the event sufficient funds to provide staff services under this Contract is not appropriated, not authorized or not made available pursuant to law, or such funding has been reduced pursuant to law.

13.3. Termination for Cause. If, through any cause, in part or in full, not the fault of University, the University shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if University shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving written notice to University of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination..

13.3.1 Notwithstanding the above, University shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Agreement by University.

14. Students and Faculty Not Employees or Agents. The University and the City acknowledge and agree that neither the Interns nor the Internship Supervisor will be considered employees or agents of the City, and that the relationship between the City and the Interns, the Internship Supervisor and the City the is that of an independent contractor. The University, and shall not be entitled to the usual characteristics of employment such as income tax withholding, F.I.C.A. deductions, pension or retirement privileges, Workers compensation coverage, health benefits, etc.

15. Accommodations for Persons with Disabilities. In the event that an Intern requests accommodations for a disability beyond those accommodations that are currently available at the City, and provided that the University determines that such accommodations should be provided, the University shall be responsible for making any arrangements necessary to effectuate the additional accommodations or shall be able to immediately terminate this Agreement.

16. Notice. Any notice required to be given pursuant to the terms of this Agreement shall be in writing and shall be sent, postage prepaid, by certified mail, return receipt requested, to the City or the University at the address set forth below. The notice shall be effective on the date of delivery indicated on the return receipt.

To the University: Capella University
 School of Counseling and Human Services
 Capella Tower
 225 South 6th Street, 9th Floor
 Minneapolis, MN 55402

Private College/University or College

With a copy to: Capella University
c/o General Counsel
Capella Tower
225 South 6th Street, 9th Floor
Minneapolis, MN 55402

To the City: City of Waterbury
c/o Department of Education
Chief Operating Officer
236 Grand Street
Waterbury, CT 06702.

17. Contract Assignment: No right or duty, in whole or in part, of either party under this Agreement may be assigned or delegated without the prior written consent of the other party.

18. Discriminatory Practices. In performing this Agreement, the University shall not discriminate against any Intern or applicant for internship, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, sex, age, religious creed, disability, national origin or ancestry, marital status, family status, prior psychiatric treatment, health care, military status or source of income or because of a handicap that is unrelated to the employee's or the applicant's ability to perform the duties of a particular job or position. If there are any subcontracts related to this Agreement, each such agreement subcontractor shall contain a provision requiring non-discrimination in employment as herein specified. This covenant is required pursuant to §93.04 of the Code of Ordinances of the City and any breach thereof may be regarded as a material breach of this Agreement. Said provisions with subcontractors shall require conformity and compliance with all Local, State and Federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements.

18.1. Discrimination Because of Certain Labor Matters. No person employed on the work covered by this Agreement shall be discharged or in any way discriminated against because such person has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or related to the labor standards applicable hereunder to its employer.

19. Governing Law. The validity, construction, performance and effect of this Agreement shall be governed by the laws of the State of Connecticut without regard to its principles of conflicts of laws, and any question arising under of this Agreement shall be construed or determined according to such laws, except to the extent preempted by federal law.

20. Prohibition against Assignment. This Agreement may not be assigned by either party without the prior written consent of the other party.

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

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

24. Entire Agreement. This written contract shall constitute the entire agreement between the parties and no other terms and conditions in any document, acceptance or acknowledgment shall be effective or binding unless expressly agreed to in writing by the University. This Agreement may not be changed other than by a formal written contract amendment signed by the parties hereto.

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

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

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

252. It shall be a material breach of this Contract, and it shall be a violation of the City's Code of Ordinances for any Person to offer, give, or agree to give any current or former Public Official, Employee or Member of a Board or Commission, or for such current or former Public Official, Employee or Member of a Board or Commission to solicit, demand, accept or agree to accept from another Person, a gratuity or an offer of employment in connection with any: decision; approval; disapproval; recommendation;

preparation of any part of a program requirement or a requisition; influencing the content of any specification or procurement standard; or rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a Contract or Purchase Order, or to any solicitation or proposal therefore.

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

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

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

256. It shall be a material breach of this Contract and it shall be a violation of the City's Code of Ordinances for a Person to be retained, or to retain a Person, to solicit or secure a contract with the City upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee; and every Person, before being awarded a City contract, shall deliver to the City, on a City authored form, a representation that such Person has not retained anyone in violation of this subsection 25.6, the failure to deliver said form being a material breach of this Contract and a violation of the City's Code of Ordinances. Note, however, this subsection 25.6 shall not apply to full-time Employees who, as a condition of their employment, may be entitled to bonuses or other fees in accordance with their employment relationship.

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

required by the State of Connecticut General Statutes. Any violation of this subsection 25.7 shall be deemed a material breach of this Contract and shall be a violation of the City's Code of Ordinances.

258 The definitions set forth in the City's Code of Ordinances shall be the primary source for interpretation of the forgoing subsections 25.1-25.7.

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

2510 The University or Intern hereby acknowledges receipt of a copy of the Chapters 38 and 39 of City's Ordinance regarding Procurement, Ethics, and Conflicts of Interest and has familiarized itself with said Code and hereby agrees to adhere to said Code. The text of Chapters 38 and 39 of said Code may be obtained from the Office of the City Clerk of the City and on the internet at the City Clerk's web site: <http://www.waterburyct.org/content/458/539/default.aspx> [click link titled "The City of Waterbury Code of Ordinances Passed 8/24/2009". For Chapter 38, click on "TITLE III: ADMINISTRATION", then click on "CHAPTER 38: CENTRALIZED PROCUREMENT SYSTEM". For Chapter 39, click on "TITLE III: ADMINISTRATION", then click on "CHAPTER 39: ETHICS AND CONFLICTS OF INTEREST"].

2511 The University or Intern is hereby charged with the requirement that it shall have knowledge of, and shall fully comply with, the applicable provisions of the City's Ordinance Sections 34.15 through 34.99 entitled, "Ordinance Concerning the Hiring of Waterbury Residents on Certain Publicly-Funded Construction Projects" and the State of Connecticut Legislature's Special Act No. 01-1.

2512 Every Person who conducts business with, contracts, with or provides commodities or services to the City, is charged with notice of the extent of the powers and authority, and the limitations thereon, of the Public Officials and Employees of the City, as set forth in the charter of the City, the Code of Ordinances and any Regulations or Policies pertaining thereto. In particular, and without implying any limitation as to its applicability, it applies to all Persons who participate in the procedures pertaining to the Centralized Procurement System as set forth in Chapter 38, and the Ethics and Conflict of Interest provisions set forth in Chapter 39 of the Code of Ordinances.

2513 INTEREST OF CITY OFFICIALS. No member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the carrying out of the Project to which this Contract pertains shall have any personal interest, direct or indirect, in this Contract.

Private College/University or College

2514 PROHIBITION AGAINST CONTINGENCY FEES. The University or Intern hereby represents that it has not retained anyone to solicit or secure a contract with the City upon an agreement or understanding for a commission, percentage, brokerage or contingency fee.

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

WITNESS:

CITY OF WATERBURY

By: _____
Neil M. O'Leary, Mayor

Date: _____

WITNESS:

CAPELLA UNIVERSITY

By: _____

Vice President University Operations

Date: _____

F:\New Electronic Filing System\FILE MANAGEMENT\Transactional\Contracts\Intern Agreements\Education\Capella University(2019 -2022)
CRT19-159\Drafts\final.docx
x

SCHEDULE A

**WAIVER OF LIABILITY
AND
ACKNOWLEDGMENT OF NON-EMPLOYMENT**

In consideration of the City of Waterbury Department of Education ("Education Department") granting me the privilege of participating in a school counseling student internship that includes observation and when appropriate, participation in some of the various functions of the Department of Education, I, _____, the undersigned, do hereby acknowledge that I am aware of the risks associated with the aforesaid internship with the Department of Education and any associated activity, and I hereby agree to assume all risk of any loss, damage, claim, liability, cost, loss of earnings, personal injury including death, consequential damage and property damage which may directly or indirectly result from or occur as a consequence of said internship or any associated activity.

I further agree and understand that I am not an employee of the City of Waterbury, but rather that I am a student at Capella University, School of Counseling and Human Services in its Graduate School Counseling Program participating in a school counseling student internship in the school system of the City of Waterbury for the purpose of obtaining clinical experience in furtherance of my education and therefore, that I shall not be entitled to the usual characteristics of employment, such as wages, income tax withholding, F.I.C.A. deductions, pension or retirement privileges, Workers Compensation coverage, health benefits, etc.

I hereby acknowledge that I have read this document in full and understand that by signing, I am waiving and releasing rights that I could exercise but for my signing of this waiver which I sign voluntarily without coercion or duress.

Private College/University or College

Dated at Waterbury, Connecticut this _____ day of _____, 2019.

WITNESSES:

Print Name:

Print name:

Print Name:

State of Connecticut:

: ss: Waterbury _____, 2019

County of New Haven:

On this _____ day of _____, 201_, before me the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed herein and acknowledged that he/she executed the foregoing document for the purposes contained therein as his/her free act and deed.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Commissioner of Superior Court
Notary Public
My Commission Expires:

Private College/University or College

SCHEDULE B

AUTHORIZATION FOR RELEASE OF CRIMINAL HISTORY RECORDS CHECKS

I, the undersigned, a graduate student in the ____

Program at the _____ School of _____, hereby request and authorize Cooperative Educational Services (a Regional Education Service Center), and the Department of Children and Families ("DCF") to release to the Board of Education of the City of Waterbury the results of my state and national criminal history records check and my DCF registry check requested by the Board of Education of the City of Waterbury pursuant to Connecticut General Statutes Section 10-221d.

Signed,

[Printed Name of Student Intern]

Dated: _____



Curriculum Update

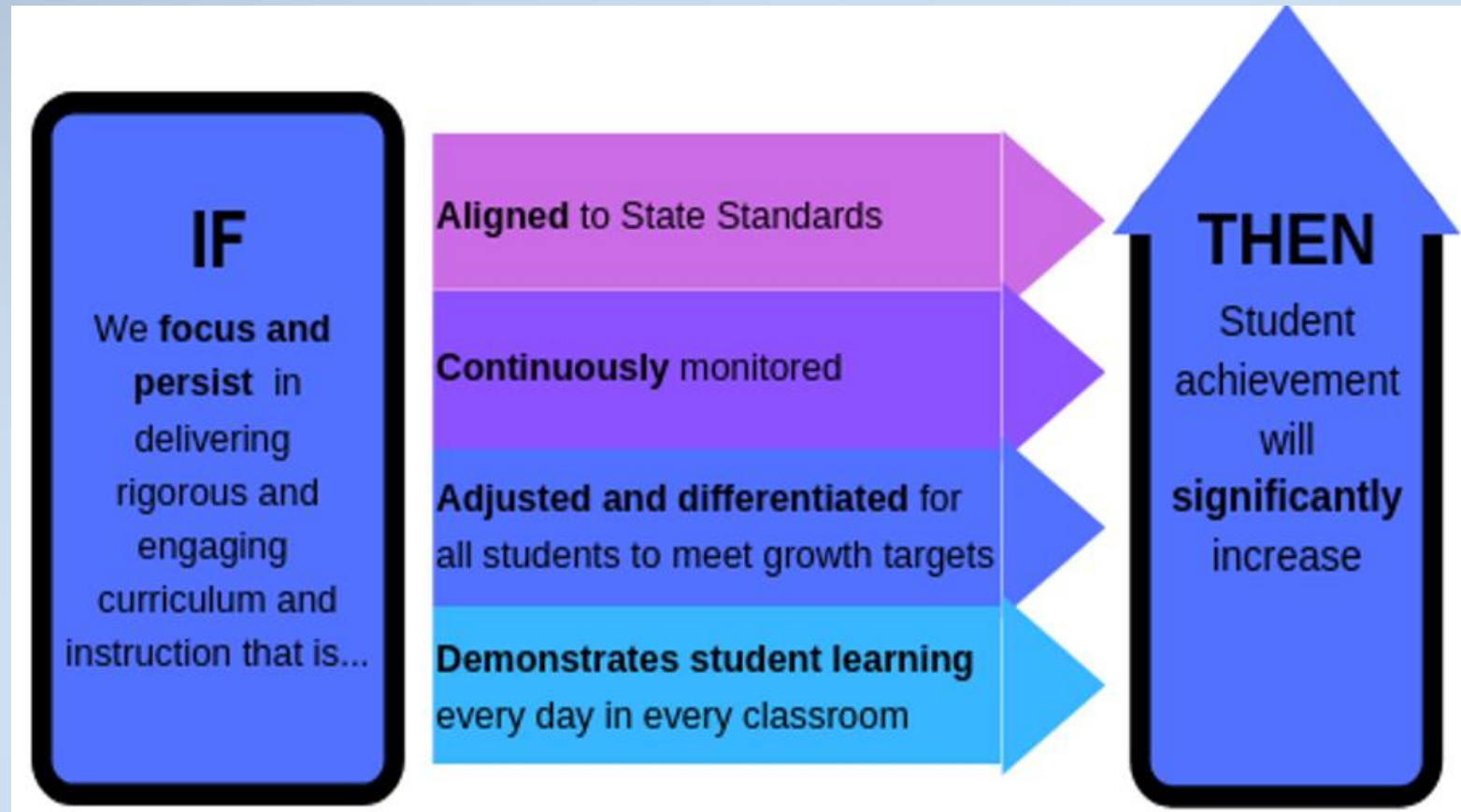
Waterbury Public Schools
September 5, 2019

Mission

The mission of the Waterbury Public Schools Academic Office is to lead curricular coherence and advance instructional efficacy. We hold a collective accountability to continuously improve our own professional practice, as well as the effectiveness of our colleagues within the system. The Academic Office supports campus leaders to create optimal learning environments for adult and student learners. At the center of our work we keep students in mind, and answer the essential questions of the Portrait of a Graduate:

- What do I need to know and do to lead a productive and satisfying life?
- What qualities of mind and character empower me to pursue a productive and satisfying life?

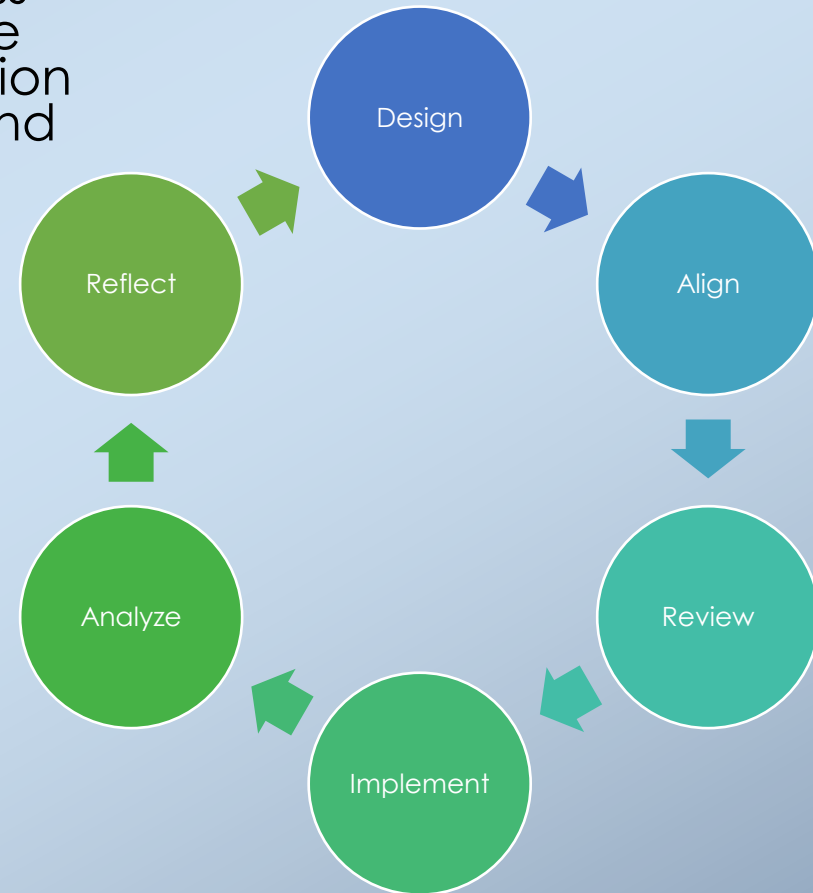
Theory of Action



Curriculum Management Cycle

Curriculum Management is an ongoing process that includes six (6) phases. Each phase is to be monitored by the Office of Curriculum, Instruction and Professional Learning, district leadership and building administrators.

1. Curriculum Design/Development
2. Curriculum Alignment
3. Curriculum Review
4. Curriculum Implementation
5. Curriculum Analysis and Reflection
6. Curriculum Renewal



Implementation in 2019-2020

- Social Studies
 - Grades 6 and 7 (Eastern and Western Hemisphere)
 - Grade 8 (United States History-Colonization to Civil War)
- Preschool (ages 3 and 4)
- Mathematics
 - Algebra 1, Algebra 2, Geometry, Pre-Calculus
- English Language Arts
 - English 9, English 10, English 11, English 12
- Science
 - Chemistry
- Health (High School Full Credit)

Design and Align Phase for 2019-2020

- Mathematics 6-8
- Social Studies 9-12
- Music K-12
- Visual Arts K-12
- World Languages 6-12
- High School Pathways

SUMMER SCHOOL 2019

Waterbury Public Schools

September 5, 2019

Waterbury Public Schools-Summer School Programs 2019

Title	Students	Location	Dates	Times	Enrollment
Soar to Success (General Education Summer School)	Grades K-4	Duggan, Gilmartin, Carrington and Reed	July 8-August 2	9:00-12:30 pm	Carrington: 225 Duggan: 187 Gilmartin: 216 Reed: 178
Middle School Intervention & Transition (slide prevention)	Grades 6th, 7th & 8th	Wallace, North End, West Side	July 8-July 26 Mon.-Fri.	8:00-12:00pm	Wallace: 32 North End: 30 West Side: 30
High School Transition	Grade 9	Wilby, Crosby, Career, Kennedy	July 8-July 26 Mon. -Fri.	8:00-12:00 pm	Wilby: 19 Crosby: 33 Kennedy: 41 WCA: 84
Credit Recovery	Grades 9-12	WAMS	July 8-July 26 Mon.-Fri.	SESSION 1: 8-10 a.m. SESSION2: 10-12 p.m.	274
GoIT	Grades 6th, 7th & 8th	WCA	July 29 - August 2	9:00am - 3:00pm	92

Special Education Programs

Title	Students	Location	Dates	Times	Enrollment
Bucks Hill Annex	PK	Bucks Hill Annex	July 8-August 1	8:05-10:35 a.m. & 11:05-1:35p.m.	71
Maloney	K-4	Maloney	July 8-August 1	8:30-11:30 am	
Rotella	K-3	Rotella	July 8-August 1	8:00 - 12:30 pm	
Applied Behavior Analysis Program (Middle/High)	6-12	Wallace/Crosby	July 8-August 2	7:30 - 1:00 p.m.	32
State Street/Behavior Disordered Learning Centers	K-5	NEMS/Wilby	July 8 - August 1	7:30 - 11:30 a.m.	43
NEMS/Wilby Essential Skills/ Community Based Training	9-12	NEMS/Wilby	July 8 - August	7:30 - 11:30 a.m.	92
Reed Essential Skills; Inclusion	K-8	Reed	July 8 - August 1	9:00-12:30 pm	15
Carrington Essential Skills; Inclusion	K-8	Carrington	July 8 - August 1	9:00-12:30 pm	10
Gilmartin SCOPE; Inclusion	K-3	Gilmartin	July 8 - August 1	9:00-12:30 pm	63
Generali Autism Bucks Hill CBL Autism	K-5	Gilmartin	July 8-August 2	8:00 - 1:30pm	
Resource Room/ Intellectual Disabilities Program	5-12	Wallace	July 8 - August 1	7:30 - 11:30 a.m.	71

SOAR TO SUCCESS
GRADES K-4

Carrington

Gilmartin

Duggan

Reed

OPERATIONS

Duggan led by Missy DiGiovanni

Gilmartin led by Jennifer Rosser

Carrington led by Lisa Romano

Reed led by Dee Tomasella

20 days- July 8, 2019 through August 2, 2019

Monday-Friday

9:00 am until 12:30 pm

706 Students served in the Soar to Success Program!

ELA K

Measure	June 2019	August 2019
Phoneme Segmentation Fluency (PSF)	12.4	17.4
Nonsense Word Fluency (NWF)	20.5	22.4
First Sound Fluency (FSF)	12.8	19.7
Whole Words Read (WWR)	2.7	2.8

ELA GRADES 1-4

DIBELS Oral Reading Fluency (DORF)	June 2019	August 2019
Grade 1	19.9	23.5
Grade 2	45	45
Grade 3	46	59.2
Grade 4	69	69

MATH

Grade	June 2019	August 2019
Kindergarten	33.7	72
Grade 1	38.3	66.9
Grade 2	17.3	42.8
Grade 3	12.5	51.3
Grade 4	25.5	41.3

MIDDLE SCHOOL TRANSITION

OPERATIONS & PROGRAMMING

- All 3 Comprehensive Middle Schools
- July 8, 2019 to July 26, 2019
- 8:00am-12:00pm
- English Language Arts and Mathematics Focus
- Field Trip to Lakewood Lanes, Apple Cinemas and Roller Magic
- Bus Transportation Provided
- Breakfast and Lunch Provided

HIGH SCHOOL TRANSITION

OPERATIONS & PROGRAMMING

- All 3 Comprehensive High Schools and Waterbury Career Academy
- Learn about the operations and landscape of the campus
- Establish relationships with teachers and peers
- Focus on Mathematics (Algebra I) and English Language Arts (English 9)
- Mindsets connected to the portrait of a graduate
- Friday field trips (CCSU, Shelton Sports Center, Lake Compounce)
- 0.5 credits earned
- Bus Transportation Provided
- Breakfast and Lunch Provided

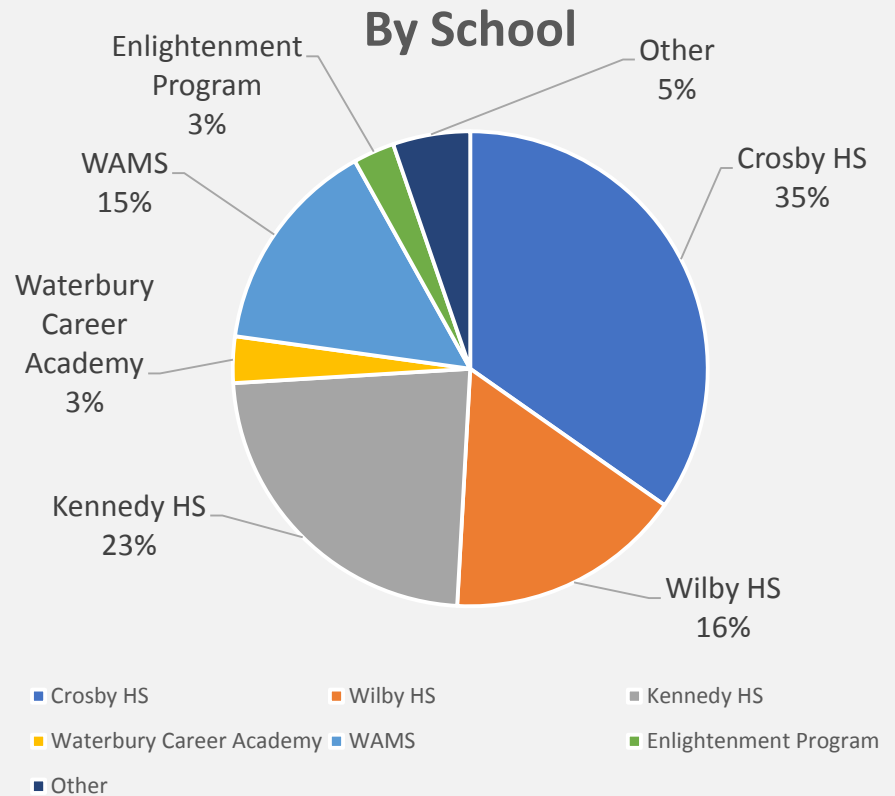
HIGH SCHOOL CREDIT RECOVERY

OPERATIONS

- Waterbury Public Schools students enrolled free of charge
- Total Enrollment **285 Students** with **465 credit opportunities.**
- July 8th – July 30th at Waterbury Arts Magnet School
- 2 classes daily
 - Class 1: 8am – 10am
 - Class 2: 10am - 12pm
- Led by Ray Irrera

ENROLLMENT BY SCHOOL

Schools	Enrollment
Crosby HS	99
Wilby HS	46
Kennedy HS	66
Waterbury Career Academy	9
WAMS	42
Enlightenment Program	8



ENROLLMENT BY COURSE

Course	Enrollment
Algebra 1	77
Algebra 2	43
Geometry	27
English 9	50
English 10	55
English 11	36
English 12	14
Physical Science	25
Biology	17

Course	Enrollment
Spanish 1	13
Spanish 2	2
US History 2	20
US History 3	21
Civics	18
Modern World History	32
Physical Education	11

RESULTS

Course	Enrollment	Pass	Pass Percentage
Algebra 1	77	55	71.43%
Algebra 2	43	41	95.35%
Geometry	27	24	88.89%
English 9	50	37	74.00%
English 10	55	42	76.36%
English 11	36	30	83.33%
English 12	14	14	100.00%
Physical Science	25	22	88.00%
Biology	17	13	76.47%
Chemistry	4	3	75.00%
Spanish 1	13	11	84.62%
Spanish 2	2	2	100.00%
US History 2	20	16	80.00%
US History 3	21	15	71.43%
Civics	18	17	94.44%
Modern World History	32	25	78.13%
Physical Education	11	11	100.00%

GOIT

OPERATIONS

- 1 week program from 9:00am-3:00pm at Waterbury Career Academy
- Grades 5-10
- Focused on App Development and Engineering
- Guest Speaker from NVCC's Manufacturing and Engineering Department (STEM Careers)
- 96 Students
- Sponsored by and in conjunction with TCS (Tata Consulting Services)
- Led by Kari Nizzardo

GOIT





Waterbury Public Schools

Item #10


236 Grand Street ♦ Waterbury, Connecticut 06702 ♦ (203) 573-5057 ♦ Fax (203) 574-8010

Dr. Greg Rodriguez
Deputy Superintendent of Schools

MEMORANDUM

DATE: August 14, 2019

TO: Honorable Board of Education Commissioners

FROM: Dr. Gregory Rodríguez, Deputy Superintendent of Schools 

SUBJECT: Agreement with Southern Connecticut State University for District College-Level Course Offerings

SCSU is offering current academically qualified high school students within the District the opportunity to take college-level courses held at WPS high schools and earn credits towards their degree upon high school graduation. These courses will be taught by authorized high school faculty members under the supervision of SCSU. SCSU is also offering courses held on-campus on a space-available basis.

WPS students will benefit from these courses (up to three a year) by earning credits towards their college degree upon high school graduation. The agreement continues for five years through June 30, 2024. There will be no cost to the Education Department for services. Qualified students will be offered waivers of tuition and University fees. Students will provide their own transportation for on-campus classes.

We respectfully request your review and approval of this agreement. Thank you for your consideration.

GR/mc

c: Dr. Verna D. Ruffin, Superintendent of Schools
Darren M. Schwartz, Chief Academic Officer
Janice Epperson, Assistant Superintendent
File

**Agreement Between
City of Waterbury
Waterbury Public Schools
and
Southern Connecticut State University
for
Type C Tuition and Fee Waiver**

This Agreement is made by and between the **City of Waterbury**, Waterbury Public Schools with offices at 236 Grand Street, Waterbury, CT 06702 (hereinafter the "Contractor" or "Waterbury Public Schools") and Southern Connecticut State University, a constituent unit of the Connecticut State Colleges and Universities (SCSU) with its campus located at 501 Crescent Street, New Haven, CT 06515 (hereinafter "SCSU" or the "University").

1. Term and Termination: This Agreement shall become effective upon the date executed by both parties hereto and shall terminate June 30, 2024, or sooner, pursuant to the provisions contained herein. SCSU may terminate this Agreement by providing Waterbury Public Schools with five (5) days' prior written notice.
 - (a) The Contractor shall have the right to terminate this agreement at any time upon sixty (60) days written notice to SCSU.
2. Program: SCSU shall offer at its discretion to current academically qualified high school students within the Waterbury Public Schools, the opportunity to take college-level SCSU courses at "Waterbury Public Schools" taught by authorized high school faculty member(s) under the supervision of a department of the University.
3. Responsibilities of Waterbury Public Schools
 - (a) No later than three months prior to the start of the desired term, finalize with the named SCSU official authorization and appointment of high school faculty member(s) to teach the University's course(s) at a named high school under the University department's supervision.
 - (b) No later than three weeks prior to the start of the desired term, provide a written recommendation from a teacher within the Waterbury Public Schools to the named SCSU official noting that the applicant(s) for the SCSU course(s) to be delivered at the high school are prepared for college-level work in the relevant subject area(s).
4. Responsibilities of SCSU:
 - (a) Review student materials submitted by the high school to confirm all course pre-requisites are met.
 - (b) Provide optional dates for on-campus registration.
 - (c) Facilitate student access to SCSU email and Banner Student Information System.
 - (d) Coordinate billing with the SCSU's Student Account's Office to apply any

appropriate tuition and fee waivers.

- (e) Provide transcripts for students upon request to share as they deem appropriate.
- (f) Monitor student end-of-term progress and make student information available to University offices for reporting.

5. Tuition and Fee Waiver: SCSU shall offer at its discretion to current academically qualified high school students within the Waterbury Public Schools, Waiver Type C:

(Type C): A full waiver of the part-time tuition and general University fees for those cases in which an academic department of the University authorizes high school faculty member(s) to teach the University's course(s) at the Waterbury Public Schools under the University department's supervision.

Note that Type A Waivers are also available via a separate, signed agreement:

(Type A): A full waiver of the part-time tuition and general University fees, registration, transportation, and writing center fees, and any laboratory fees for courses held on the University's campus or at the high school when taught by SCSU faculty. Enrollment at the University shall be on a space-available basis with the University reserving the right to accept or not accept students at its discretion.

Waiver Type A and/or Waiver Type C

- Shall apply for total enrollment in up to three courses per high school student.
 - Courses may be on ground, hybrid, or online.
 - Courses requiring registration for both a lecture and a laboratory section shall count as one course toward the three.
 - Students may be enrolled in up to two courses per semester and up to one course per summer session.
6. Payment: There shall be no exchange of funds between the contracting parties for this Agreement. Enrolled students shall be responsible for payment of any determined tuition and fees outside of the Agreement outlined in Article 5 above.
7. Insurance: The Contractor agrees that while performing services specified in this Agreement that it shall carry sufficient insurance as applicable according to the nature of the service to be performed so as to "save harmless" the State of Connecticut from any insurable cause whatsoever. If requested, the Contractor shall provide SCSU with certificates of insurance.
8. Applicable Law: This Agreement shall be governed by the laws of the State of Connecticut, without regard to its principles of conflicts of laws. The Contractor, shall at all times comply with and observe all federal and state laws, local laws,

ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct.

9. Contract Assignment: No right or duty, in whole or in part, of the Contractor, under this Agreement may be assigned or delegated without the prior written consent of the University.

10. Claims Against the State: The Contractor, agrees that the sole and exclusive means for the presentation of any claim against the State of Connecticut arising from this agreement 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.

11. Non-Discrimination

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 § 32-911; 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).

(a) (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.

(b) 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.

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

(d) 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.

(e) 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.

(f) 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.

(g) 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.

12. Executive Orders Nos. 3, 17, 16, and 7C: The Contract is subject to the provisions of Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms, Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, all of which are incorporated into and are made a part of the Contract as if they had been fully set forth in it.
13. Indemnification: The Contractor shall defend, indemnify and hold harmless SCSU and the State of Connecticut, their officers and employees against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorneys' fees, costs and expenses of whatsoever kind or nature arising out of the performance of this Agreement, including those arising out of injury to or death of the Contractor's employees or subcontractors, whether arising before, during or after completion of the services hereunder and in any manner directly or indirectly caused, occasioned or contributed to in whole or in

part, by reason of any act, omission, fault or negligence of the Contractor or its employees, agents or subcontractors.

14. Sovereign Immunity: Notwithstanding any provisions to the contrary contained in his agreement, 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.
15. Severability: If any provision of this agreement shall be held invalid by any court of competent jurisdiction, such holding shall not invalidate any other provision hereof.
16. Amendment: The parties may agree to amend or add provision of this Agreement only by written Amendment signed by the parties.
17. Entire Agreement: This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written. No specific level of activity or dollar amount is committed or assigned to the Contractor through this contract. SCSU reserves the right to solicit bids for any project and there is no special privilege or right of first refusal conveyed by the execution of this Agreement.
18. Student Data Requirements.
 - 18.1 All student records, student information, and student-generated content (collectively, "Student Data") provided or accessed pursuant this Agreement are not the property of, or under the control of, SCSU.
 - 18.2 The City's Board of Education ("Board") shall have access to and the ability to delete Student Data in the possession of SCSU in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the Contractor. The Board may request the deletion of any such student information, student records or student generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery. The Board may request the deletion of Student Data by SCSU within two (2) business days of receiving such a request and provide to the Board confirmation via electronic mail that the Student Data has been deleted in accordance with the request, the date of its deletion, and the manner in which it has been deleted. The confirmation shall contain a written assurance from SCSU that proper disposal of the data has occurred in order to prevent the unauthorized access or use of Student Data and that deletion has occurred in accordance with industry standards/practices/protocols.
 - 18.3 SCSU shall not use Student Data for any purposes other than those authorized pursuant to this Agreement.

18.4 A student, parent or legal guardian of a student may review personally identifiable information contained in Student Data and correct any erroneous information, if any, in such Student Data. If SCSU receives a request to review Student Data in the Contractor's possession directly from a student, parent, or guardian, SCSU agrees to refer that individual to the Board and to notify the Board within two (2) business days of receiving such a request. SCSU agrees to work cooperatively with the Board to permit a student, parent, or guardian to review personally identifiable information in Student Data that has been shared with SCSU, and correct any erroneous information therein.

18.5 SCSU shall take actions designed to ensure the security and confidentiality of the student data.

18.6 SCSU will notify the Board, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of Student Data. Such notification will include the following steps:

Upon discovery by SCSU of a breach of Student Data, SCSU shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not more than thirty (30) days after such discovery, shall provide the Board with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature of and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

18.7 Student Data shall not be retained or available to SCSU upon expiration of the Agreement between SCSU and City, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with SCSU after the expiration of such Agreement for the purpose of storing student generated content.

18.8 SCSU and Board shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.

18.9 SCSU acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd.

18.10 The Parties agree that this Agreement controls over any inconsistent terms or conditions contained within any other Agreement entered into by the Parties concerning Student Data.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement.

CITY OF WATERBURY
WATERBURY PUBLIC SCHOOLS

By: _____

Its: _____

Dated: _____

SOUTHERN CONNECTICUT STATE UNIVERSITY

By: _____

Its: _____

Dated: _____

COMMITTEE ON BUILDINGS AND SCHOOL FACILITIES

WORKSHOP: Thursday September 5, 2019 (WAMS)
BOARD MEETING: Thursday, September 19 2019

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
M.A. Marold	Gilmartin café: Fri., Sept. 27 th 9:00 – 10:30 am (School Governance Council breakfast)
D. Mortensen	Rotella community rm.: Sept.-May monthly ELA meetings 11:30 am - 2:30 pm
C. Couture	Maloney café: Thurs., Sept. 26 th 5:30-7:00pm (Pre-K meeting with parents & children)
Mayor's Office M. Demac	Duggan conference rm.: Tues., Sept. 24 th 5:00-8:00pm (public meeting re: 909 Bank Street remediation)
L. Martin	Rotella comm. rm.: 9/12-9/30 all day (Book Fair) Rotella aud.,café, gym: Oct. 25 th 3:30-9:00 pm (Harvest Fest) Rotella café: Mon., Nov. 25 th 4:00-8:00 pm (Title 1 meeting and Family Science Night) Rotella café: Wed., Dec. 18 th 4:30-6:30 pm (Books Before Bed)

Approved

 Jason Van Stone

 Dr. Verna D. Ruffin
 Superintendent of Schools

dyck

SCHOOL PERSONNEL USE ONLY

AUG 29 2019

TO: SCHOOL BUSINESS OFFICE

DATE: 8/29/19

FROM: Margaret Rocco

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

NAME OF SCHOOL REQUESTED: Waterbury Career Academy

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool

☒ Café/Rooms/Library (possibly the Gym when it is available)

DATES REQUESTED: 10/22/19, 11/19/19, 12/17/19, (snow date 12/18)
2/11/20, 3/24/20, 4/21/20, 5/26/20 from 4:30 until 7:45 including set up
and clean up.

FOR THE FOLLOWING PURPOSES:

Project Love Family nights that are held for families living at St. Vincent
DePaul Shelter, Salvation Army Shelter, American Motor Lodge and Double
up families.

Margaret Rocco

APPLICANT

.....

Please note the following provisions:

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

AUG 26 2019

SCHOOL PERSONNEL USE ONLY

DATE:
August 26, 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: Gilmartin School

☐ Library/Media Center ☐ Gymnasium ☐ Swimming Pool X ☐ Café/
Auditorium

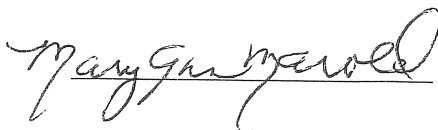
DATES REQUESTED: _____
Friday September 27, 2019 _

FROM: 9:00a.m. _____ TO: 10:30 a.m. _____ /

FOR THE FOLLOWING PURPOSES:

School Governance Council Back To School Breakfast for the 28 School Governance Councils. The Board of Education Report 2019 , Highlights to Share and Strategic Planning for the 2019-2020 School Year.

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



REVISED 9/3/19

SEP - 3 2019

SCHOOL PERSONNEL USE ONLY

DATE: 8/19/19

TO: **SCHOOL BUSINESS OFFICE**

FROM: Dena Mortensen

The undersigned hereby makes application for use of school facilities as follows:

NAME OF SCHOOL REQUESTED: **ROTELLA SCHOOL**

☒ Community Room ☐ Gymnasium ☐ Café/Rooms

DATE REQUESTED: 9/24/19; 10/8/19; 11/26/19;
12/10/19; 1/21/20; 2/25/20;
3/24/20; 4/28/20; 5/19/20

FROM: **11:30 a.m.** TO: **2:30 p.m.**

FOR THE FOLLOWING PURPOSES:

ELA Department Meetings

PLEASE SET UP SEATING FOR 60 PEOPLE.

Dena Mortensen
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.

Spink

SCHOOL PERSONNEL USE ONLY

AUG 29 2019

DATE: 8/29/19

TO: SCHOOL BUSINESS OFFICE

FROM: Cheryl Couture

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

NAME OF SCHOOL REQUESTED: Maloney Magnet Pre-k

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Thursday Sept 26, 2019

FROM: 5:30 am/pm ☒ TO: 7:00 am/pm ☒

FOR THE FOLLOWING PURPOSES:

Parents and children getting
together to meet other families
and that are in Pre-k.

Cheryl Couture
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.

FAX 8032

SCHOOL PERSONNEL USE ONLY

AUG 30 2019

DATE: 8/30/19

TO: SCHOOL BUSINESS OFFICE

FROM: Mack Demac

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

NAME OF SCHOOL REQUESTED: _Duggan School

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

Conference Rm.

DATES REQUESTED: September 24th

FROM: ___ 5 PM ___ am/pm TO: ___ 8 PM ___
am/pm

FOR THE FOLLOWING PURPOSES:

Public meeting regarding the 909 Bank Street remediation

Mack Demac
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.

AUG 30 2019

SCHOOL PERSONNEL USE ONLY

DATE: 8/28/2019

TO: SCHOOL BUSINESS OFFICE

FROM: Lauren Martin

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

☒ Community Room
Café/Rooms

DATES REQUESTED: 9/12/2019 - 9/20/2019

FROM: all day am/pm

TO: all day am/pm

FOR THE FOLLOWING PURPOSES:

Book Fair - Room must be kept locked
when not in use

Lauren Martin
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.

AUG 30 2019

SCHOOL PERSONNEL USE ONLY

DATE: 8/28/2019

TO: SCHOOL BUSINESS OFFICE

FROM:

Lauren Marti

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

DATES REQUESTED:

10/25/2019

FROM:

3:30

am/pm

TO:

9:00

am/pm

FOR THE FOLLOWING PURPOSES:

Harvest Fest

Lauren Marti
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.

dyork

SCHOOL PERSONNEL USE ONLY

AUG 30 2019

DATE: 8/28/2019

TO: SCHOOL BUSINESS OFFICE

FROM:

Lauren Martik

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

DATES REQUESTED:

November 25, 2019

FROM: 4:00 am/pm

TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

Title 1 Meeting 3 Family Science
Night

Lauren Martik
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.

AUG 30 2019

SCHOOL PERSONNEL USE ONLY

DATE: 8/28/2019

TO: SCHOOL BUSINESS OFFICE

FROM:

Lauren Martin

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

NAME OF SCHOOL REQUESTED: _____

☐ Auditorium



Gymnasium



Swimming Pool



Cafe/Rooms

DATES REQUESTED:

12/18/2019

FROM:

4:30

am/pm

TO:

6:30

am/pm

FOR THE FOLLOWING PURPOSES:

Books Before Bear

Lauren Martin
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 BUILDINGS AND SCHOOL FACILITIES

WORKSHOP: Thursday, September 5, 2019 (WAMS)
BOARD MEETING: Thursday, September 19, 2019

**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.

GROUP	FACILITIES AND DATES/TIMES
NASKA	Kennedy aud., café, gym: Sat., October 19 th 11:30am – 11:30pm
Nirupan Kumar Basu	(community event for the North America Sarbojanin Kalipuja Association)

REQUESTING WAIVERS:

Miss Greater Wtby. Pageant	Rotella aud., café, lib., classrm.: Sat., Oct. 19 th 9am-10pm	
C. Mastrianni	(scholarship program)	(\$1,176.)
East Mt. Athletic Assoc.	Chase gym: Sat., Oct. 19 th noon-3:00pm	(Ratings)
R. Godsil	Basketball program)	(\$168.)

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

Wtby. Knights	Driggs gym: 9/6 – 12/9/19 Mon. thru Fri. 5:45-8:30 pm
S. Clements	(cheerleading practice)
Hoops 4 Life	Reed gym: 9/16-11/14/19 4:30-9:00pm
D. Fryer	(basketball program)
Catholic Academy	Gilmartin gym: 10/2 – 3/6/19 6:15 – 9:00 pm
B. Zaccagnini	Mon, Tues, Wed, Fri. (basketball program)

Seven Angels Theater	Hopeville classrm.:	Oct. 10 th – Dec. 19 th	2:55-4:15 pm
S. Kealey	Sprague classrm.:	Sept. 30 th – Dec. 16 th	2:20-3:40 pm
	Washington classrm:	Sept. 24 th - Dec. 3 rd	2:25 – 3:45 pm
	(acting classes)		
Grandville Academy	Reed café, classrms.:	Sept – May	2 Mondays each month 5:30-8:30 pm
Maurice Mosley	(enrichment program)		
East Mt. Athletic Assoc.	Chase gym:	Sept.-Dec. one Tues./month for coaches meetings	6-7:30pm
R. Godsil	Chase gym:	10/3 & 10/10	5:30-7:30 pm (sign-ups)

MONIES COLLECTED TO DATE:

\$ 13,397.10

Approved:

Jason Van Stone

Dr. Verna D. Ruffin
Superintendent of Schools

These activities are completed and have been billed:

Wild About Dance
Triple Threat Dance
Woodbury Ballet
Heart & Sole Dance

2019-20

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#

JUN 25 2019

APPLICANT Nirupam Kumar Basu NAME OF ORGANIZATION NASKA
ADDRESS 461 Cardinal Lane, Cheshire, CT 06410 TELEPHONE # 860 202 3453
(street) (city) (state) (zip code)
SCHOOL REQUESTED Kennedy High DATES 10/19/2019 ROOM(S) Auditorium, Cafeteria, Gymnasium
OPENING TIME 11:30 AM CLOSING TIME 11:30 PM PURPOSE Community event
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 300 CHILDREN 100
SIGNATURE OF APPLICANT NK Basu DATE 6/17/2019

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

Nirupam Basu, 56 Frazer Fr Road, South Windsor, CT 06074 / 860 202 3453

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. ms (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

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# AUG - 1 2019

APPLICANT Cassandra Mastromanni NAME OF ORGANIZATION Miss Greater Waterbury
ADDRESS 50 Lincoln Street Naugatuck CT 06770 TELEPHONE # 203 560 1893
(street) (city) (state) (zip code)
SCHOOL REQUESTED Rotella DATES 10/29/19 ROOM(S) Auditorium, cafeteria, library, classroom
OPENING TIME 9am CLOSING TIME 10pm PURPOSE Scholarship Program
ADMISSION (if any) 10\$ CHARGE TO BE DEVOTED TO Scholarship Fund/Organizational
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 75-100 CHILDREN 20
SIGNATURE OF APPLICANT [Signature] DATE 7/24/19

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

Abore Applicant is responsible
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. CM (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR service per cust (\$1,176,-)

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 574-8210 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 Building Permit)

APPLICANT/ORGANIZATION: Miss Greater Waterbury Scholarship Org.

Please check below specific item(s):

Building Usage Fees ☒

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Rotella, and, library, cafe, classrooms

DATE(S): 10/19/19

TIMES: 9a - 10pm

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

7/24/19
Date

[Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____
Building Usage Fees

\$ 1176.15
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# AUG 30 2019

APPLICANT RICHARD GODSIL NAME OF ORGANIZATION E.M.A.A
ADDRESS 107 NEWFIELD AVE APT 37 TELEPHONE # 754.5320
(street) (city) (state) (zip code)
SCHOOL REQUESTED Chase RATES see attached ROOM(S) GYM
OPENING TIME see attached CLOSING TIME see attached PURPOSE BASKETBALL Ratings
ADMISSION (if any) NO CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 25
SIGNATURE OF APPLICANT Richard Godsil DATE 8-30-19
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: *
RICH GODSIL 107 NEWFIELD AVE APT 37 754.5320

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. R.G (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

\$42/HR plus 1 HR service (\$168)

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.

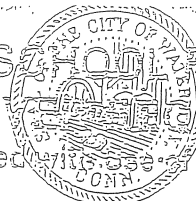
IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

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: RICHARD GODSL / E.M.A.A.

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Chase

DATE(S): 10/19

TIMES: NOON - 3pm

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

8-30-19

Date

Paul Sub

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____

Building Usage Fees

\$ 168.

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

AUG 14 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 Shengquiao Clements NAME OF ORGANIZATION Willy Knights
ADDRESS 129 Washington St Willy CT TELEPHONE # 203-819-3766
(street) (city) (state) (zip code) 06706
SCHOOL REQUESTED Driggs DATES 8-26 to 12-9 ROOM(S) Gym
OPENING TIME 545 CLOSING TIME 830 PURPOSE cheer
ADMISSION (if any) Q CHARGE TO BE DEVOTED TO Q
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 5 CHILDREN 20
SIGNATURE OF APPLICANT Shengquiao Clements DATE 8/14/19
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. (SC) (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.

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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).

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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

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# AUG - 8 2019

APPLICANT DENEEN FRYER NAME OF ORGANIZATION Hoops4Life, Inc.
ADDRESS 232 N Elm Street Wthby CT 06702 TELEPHONE # 203 575-4340
(street) (city) (state) (zip code) Cell 203 232-4578
SCHOOL REQUESTED Johnston Deer DATES See Attachment ROOM(S) Gym
OPENING TIME 4:30pm CLOSING TIME 9:00pm PURPOSE Basketball games
ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 20 CHILDREN 20
SIGNATURE OF APPLICANT Deneen Fryer DATE 8-7-19

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

Deneen Fryer 65 Cablers Ave Davey Clay (203) 982-1532

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)

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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).

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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 30-day Building Permit)

APPLICANT/ORGANIZATION: Johnathon Reed

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Gym

DATE(S): 9/16 9/17 9/18 9/19 9/20
 DATE(S): 9/23 9/24 9/25 9/26 9/30
 DATE(S): 10/1 10/2 10/3 10/4 10/7 10/8
 DATE(S): 10/9 10/11 10/15 10/16 10/17
 DATE(S): 10/21 10/22 10/23 10/24
 DATE(S): 10/28 10/29 10/30 11/1
 DATE(S): 11/4 11/6 11/7 11/8 11/12
11/14

TIMES: 4:30 p - 9 pm
 TIMES: 4:30 p - 9 pm
 TIMES: 4:30 p - 9 pm
 TIMES: 4:30 p - 9 pm
 TIMES: 4:30 p - 9 pm
 TIMES: 11 11

Aug 8 - 2019
 Date

Denise Fry
 Signature

Not Available
9/18 - open House

OFFICE USE ONLY

List total cost of fees being requested to be waived:

AUG 26 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 Brian Zaccagnini NAME OF ORGANIZATION Catholic Academy of Wtby
ADDRESS 386 Robinwood Wtby CT 06708 TELEPHONE # 203 756-5313
(street) (city) (state) (zip code)
SCHOOL REQUESTED gilmartin DATES Oct 21 - 2020 ROOM(S) Gym
OPENING TIME 6pm CLOSING TIME 9pm PURPOSE Basketball
ADMISSION (if any) X CHARGE TO BE DEVOTED TO X
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 20
SIGNATURE OF APPLICANT [Signature] DATE 8/9/2019

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

Brian Zaccagnini 23 Peach Orchard Rd Wtby (203) 206-3063

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. BZ / RL (PLEASE INITIAL)

Ryan Lafleur (203) 496-1122 Wtby. Columbia Blvd.

SCHEDULE OF RATES: CUSTODIAL FEES: _____
RENTAL FEES: _____
MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ X INSURANCE COVERAGE X YES NO

Oct 21st to March 6th

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.

Mon
Tues
Wed
Fri.
6:15 - 9:00 pm

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# AUG 29 2019

APPLICANT Scott Kealey NAME OF ORGANIZATION Seven Angels Theatre
ADDRESS 1 Plank Rd Waterbury CT 06705 TELEPHONE # 203-757-4676
(street) (city) (state) (zip code)
SCHOOL REQUESTED Heperville DATES 10/10 - 12/19 ROOM(S) Classroom
OPENING TIME 2:55 CLOSING TIME 4:15 PURPOSE Acting Class
ADMISSION (if any) ————— CHARGE TO BE DEVOTED TO —————
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2 CHILDREN 23
SIGNATURE OF APPLICANT Scott Kealey DATE 8/15/19

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

Scott Kealey, 30 Mountain View Rd Bethany CT 06524 203-605-6765
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. SK (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# AUG 29 2019

APPLICANT Scott Kealey NAME OF ORGANIZATION Seven Angels Theatre
ADDRESS 1 Plank Rd Waterbury CT 06705 TELEPHONE # 203-257-4676
(street) (city) (state) (zip code)
SCHOOL REQUESTED Sprague DATES 9/30 - 12/16 ROOM(S) Classroom
OPENING TIME 2:30 CLOSING TIME 3:40 PURPOSE Art Class
ADMISSION (if any) — CHARGE TO BE DEVOTED TO 0

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2 CHILDREN 23
SIGNATURE OF APPLICANT Scott Kealey DATE 8/15/19

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

Scott Kealey, 30 Mountain View Rd Bethany CT 06524, 203-605-6765
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. SK (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.

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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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).

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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.

Washington Sch

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# AUG 29 2019

APPLICANT Scott Kealey NAME OF ORGANIZATION Seven Angels Theater
ADDRESS 1 Plank Rd Bethany CT 06524 TELEPHONE # 203-757-4476
(street) (city) (state) (zip code)
SCHOOL REQUESTED Washington DATES 9/24 to 12/3 ROOM(S) 2 CLASSRM.
OPENING TIME 2:25 CLOSING TIME 3:45 PURPOSE Acting Class
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2 CHILDREN 23

SIGNATURE OF APPLICANT Scott Kealey DATE 8/15/19

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

Scott Kealey 30 Mountain View Bethany CT 06524 203-605-6765

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. SK (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.

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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# AUG 30 2019

APPLICANT Maurice Mosley NAME OF ORGANIZATION Granville Academy
ADDRESS 66 Red Coat Rd - Waterbury TELEPHONE # 203 756 3879
(street) (city) (state) (zip code)
SCHOOL REQUESTED Reed DATES see attached ROOM(S) Cafe, 5 classroom, Gym, computer room
OPENING TIME 5:30pm CLOSING TIME 8:30pm PURPOSE Enrichment Program
ADMISSION (if any) NA CHARGE TO BE DEVOTED TO _____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 20 CHILDREN 100

SIGNATURE OF APPLICANT [Signature] DATE 8/30/19

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

Maurice Mosley
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. MBM (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

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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.



Maurice Mosley <attymauricebmosley@gmail.com>

Granville Dates for 2019-2020

2 messages

Alicia Pittman <alicia.n.pittman@gmail.com>

Thu, Aug 22, 2019 at 7:51 AM

To: "Mr. Mosley" <attymauricebmosley@gmail.com>, gene.council@gmail.com, Valita Lockett <vluckett@snet.net>

Granville 2019-2020 dates

Monday's:

September 23rd ✓

October 7th ~

October 21st ~

November 4th <

November 18th —

December 2nd —

December 16th —

Skip the month of January

February 3rd —

February 10th —

February 24th —

March 9th —

March 23rd —

April 6th —

April 20th —

May 4th —

May 18th —

June 1st End of the Year Banquet ✓

If you find any concerns please let me know. We skipped January last year to avoid snow days. Thank you for your time!

Sincerely,
Alicia Pittman

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: AUG 30 2019

APPLICANT RICHARD GODSIL NAME OF ORGANIZATION E.M.A.H
ADDRESS 107 NEWFIELD AVE APT 37 (street) (city) (state) (zip code) TELEPHONE # 754.5320
SCHOOL REQUESTED CHASE RATES see attached ROOM(S) GYM
OPENING TIME see attached CLOSING TIME see attached PURPOSE BASKETBALL
ADMISSION (if any) NO CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 25
SIGNATURE OF APPLICANT [Signature] DATE 8-30-19
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: *
RICH GODSIL 107 NEWFIELD AVE APT 37 754.5320

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. R.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)

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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.

EAST MT. ATHLETIC ASSOCIATION

COACHES MEETINGS:

CHASE SCHOOL: MONDAYS 6:00-7:30 PM

9/10

10/8

11/12

12/10

.....

BASKETBALL SIGN-UPS

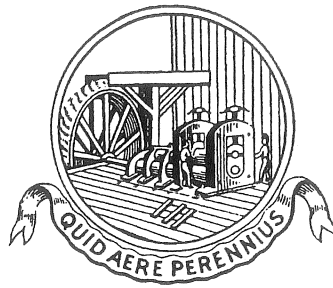
THURSDAY, OCTOBER 3RD 5:30 - 7:30 PM GYM

THURSDAY, OCTOBER 10TH 5:30 - 7:30 PM CAFE

Communications



Packet week ending: 9-3-19



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

August 16, 2019

Krista DiGiovancarlo
92 Bracewood Rd.
Waterbury, CT 06706

Dear Ms. DiGiovancarlo:

We are pleased to receive your acceptance of our offer of employment for the position of Office Aide for the Education Department – Chase Elementary School (Requisition #2020095) at \$10.66 per hour.

We have scheduled your orientation for Thursday, August 22, 2019 at 9:00 a.m. at the Department of Human Resources, 236 Grand Street, 2nd Floor, Room 202 in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to Chase Elementary School will be August 19, 2019 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.


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

This position does not provide health insurance benefits. Please refer to the SEIU contract for other available fringe benefits by visiting our website at www.waterburyct.org.

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

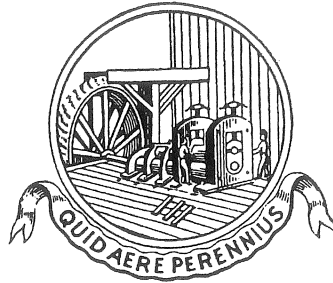
We look forward to working with you.

Again, welcome to the City of Waterbury.

Sincerely,

Jennifer Palazzo
Human Resources Generalist

JP/sd

cc: Board of Education
Matt Calabrese, Principal @ Chase
Dr. Ruffin, Supt. of Schools
file



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

August 16, 2019

Antoinette Yates
450 Hill St., Apt. 31
Waterbury, CT 06704

Dear Ms. Yates:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional @ West Side Middle School (Req. #2020019) at \$16.36 per hour. Please contact Melissa Baldwin, Director of Special Education at (203) 574-8017 with any questions you may have in regards to this position.

We have scheduled your orientation for Tuesday, August 20, 2019 at 9:00 a.m. in the Department of Human Resources, 236 Grand Street, 2nd Floor, Room 202 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 August 22, 2019 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
Melissa Baldwin, Director of Special Educ
file

8/18/2019

Waterbury School District

236 Grand Street

Waterbury, CT 06702

Reference: Wall of Separation

To Whom It May Concern:

The purpose of my letter is to ensure that those on the school board hear that we the people see that the school board failed in their job to up hold the wall of separation between church and state.

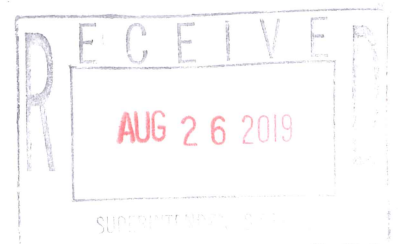
They have failed to be non-discriminatory when it comes to other religions, how the school systems have treated Christian holidays like Christmas or Easter, which has been renamed as winter and spring break.

Your mission statement tells the reader that 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.

Questions to come to mind when one looks at the failure of your system to realize your Mission Statement. Wall of Separation is very clear and your school board has not followed the implied common meaning and use of the metaphor, which is the church (Islam) strictly staying out of the state's business.

Additionally, the school board decision shows their failure to uphold the Wall of Separation of State and Church by allowing Islam to change the state's business of education, which allows your system to fail.

It is my hope that your school board with take a moment to understand the long range effects of their decision. They have now set themselves into a position of not being effective since all other religions will come forward and the school board now will have no choice but to enable all religions to have students take off time when they should be learning.



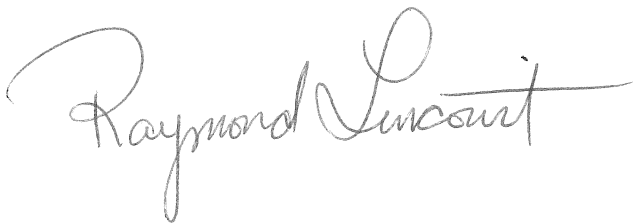
It is my hope that the school board takes a look around the world to understand how Islam will be coming back and complaining about the food that must be changed to be sensitive or show respect to the Muslim culture. Then Islam will be coming back again to slowly change things toward Islam beliefs and mindset.

I recommend that your educational system, School Board and each member of that educational system take some time to educate themselves by looking at history of Islam over the past 1400 years before your School Board decides to continue to fail to follow Separation of Wall.

My final question for the School Board is when do they plan to be sensitive to Christians, will they be changing the name of winter break to Christmas break and spring break back to Easter break?

Let me close this letter with words of thought from our 16th President, Abraham Lincoln told us: "Important principles may and must be inflexible."

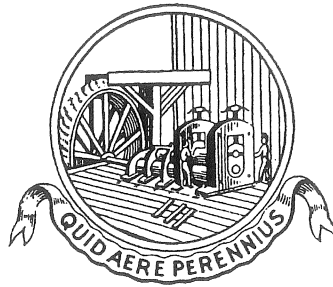
Sincerely, -

A handwritten signature in cursive script that reads "Raymond Lincourt". The signature is written in dark ink and is positioned above the printed name.

Raymond Lincourt

9161 Santa Fe Ave, Spc. 10

Hesperia, Ca 92345



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

August 19, 2019

Joseph Mahoney
48 Craftwood Rd., Apt. 3D
Waterbury, CT 06704

Dear Mr. Mahoney:

Your name is being certified to the Department of Education for the position of Maintainer II (Req. #2019566) at \$16.39 per hour.

Your official start date is August 22, 2019. Please call Chris Harmon, Acting School Inspector to discuss the details of the position. The telephone number is (203) 574-8013.

Failure to call the above named individual by August 26, 2019 will result in your name being removed from the eligibility list.

Under the Civil Service Rules, your name will be removed from the eligibility list if you refuse this offer of appointment unless, within seven days from today, you furnish satisfactory evidence acceptable to me justifying such refusal. Please call the Civil Service Office at (203) 574-6761 if you are not interested in the position so that another candidate can be certified. If you have any questions, please do not hesitate to contact us.

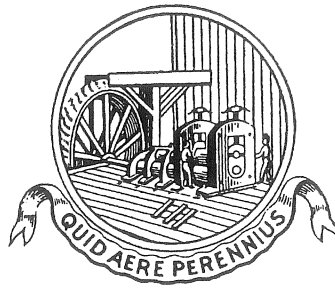
Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Sincerely,

Jennifer Palazzo
Human Resources Generalist

JP/sd

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



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut

Department of Human Resources
Office of the Civil Service Commission

August 19, 2019

Christopher Rajcoomar
41 Euclid Ave.
Waterbury, CT 06710

Dear Mr. Rajcoomar:

Your name is being certified to the Department of Education for the position of Maintainer II (Req. #2019829) at \$16.39 per hour.

Your official start date is August 22, 2019. Please call Chris Harmon, Acting School Inspector to discuss the details of the position. The telephone number is (203) 574-8013.

Failure to call the above named individual by August 26, 2019 will result in your name being removed from the eligibility list.

Under the Civil Service Rules, your name will be removed from the eligibility list if you refuse this offer of appointment unless, within seven days from today, you furnish satisfactory evidence acceptable to me justifying such refusal. Please call the Civil Service Office at (203) 574-6761 if you are not interested in the position so that another candidate can be certified. If you have any questions, please do not hesitate to contact us.

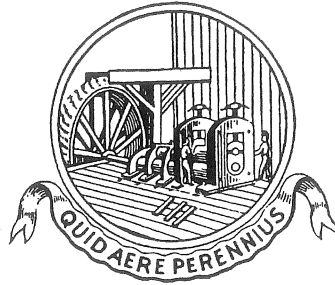
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Sincerely,

Jennifer Palazzo
Human Resources Generalist

JP/sd

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



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

August 19, 2019

Ronnie Kee
156-2 National Ave.
Waterbury, CT 06705

Dear Mr. Kee:

Your name is being certified to the Department of Education for the position of Maintainer II (Req. #2018682) at \$16.39 per hour.

Your official start date is August 22, 2019. Please call Chris Harmon, Acting School Inspector to discuss the details of the position. The telephone number is (203) 574-8013.

Failure to call the above named individual by August 26, 2019 will result in your name being removed from the eligibility list.

Under the Civil Service Rules, your name will be removed from the eligibility list if you refuse this offer of appointment unless, within seven days from today, you furnish satisfactory evidence acceptable to me justifying such refusal. Please call the Civil Service Office at (203) 574-6761 if you are not interested in the position so that another candidate can be certified. If you have any questions, please do not hesitate to contact us.

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.

Sincerely,

Jennifer Palazzo
Human Resources Generalist

JP/sd

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



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

August 19, 2019

Joseph Picco
123 Clay St.
Thomaston, CT 06787

Dear Mr. Picco:

Your name is being certified to the Department of Education for the position of Maintainer II (Req. #2019784) at \$18.45 per hour.

Your official start date is August 22, 2019. Please call Chris Harmon, Acting School Inspector to discuss the details of the position. The telephone number is (203) 574-8013.

Failure to call the above named individual by August 26, 2019 will result in your name being removed from the eligibility list.

Under the Civil Service Rules, your name will be removed from the eligibility list if you refuse this offer of appointment unless, within seven days from today, you furnish satisfactory evidence acceptable to me justifying such refusal. Please call the Civil Service Office at (203) 574-6761 if you are not interested in the position so that another candidate can be certified. If you have any questions, please do not hesitate to contact us.

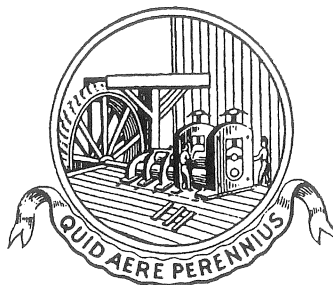
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Sincerely,

Jennifer Palazzo
Human Resources Generalist

JP/sd

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



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

August 19, 2019

Jon Linden
97 Greenwood Ave.
Waterbury, CT 06704

Dear Mr. Linden:

Your name is being certified to the Department of Education for the position of Maintainer II (Req. #2018727) at \$18.45 per hour.

Your official start date is August 29, 2019. Please call Chris Harmon, Acting School Inspector to discuss the details of the position. The telephone number is (203) 574-8013.

Failure to call the above named individual by August 26, 2019 will result in your name being removed from the eligibility list.

Under the Civil Service Rules, your name will be removed from the eligibility list if you refuse this offer of appointment unless, within seven days from today, you furnish satisfactory evidence acceptable to me justifying such refusal. Please call the Civil Service Office at (203) 574-6761 if you are not interested in the position so that another candidate can be certified. If you have any questions, please do not hesitate to contact us.

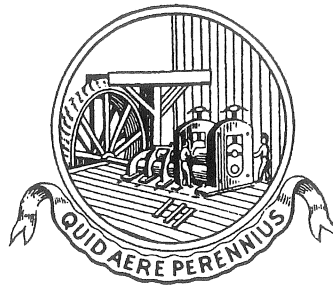
Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Sincerely,

Jennifer Palazzo
Human Resources Generalist

JP/sd

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



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

August 19, 2019

Melissa Moreno
85 Rose St.
Waterbury, CT 06704

Dear Ms. Moreno:

Your name is being certified to the Department of Education for the position of Maintainer II (Req. #2019721) at \$16.39 per hour.

Your official start date is August 22, 2019. Please call Chris Harmon, Acting School Inspector to discuss the details of the position. The telephone number is (203) 574-8013.

Failure to call the above named individual by August 26, 2019 will result in your name being removed from the eligibility list.

Under the Civil Service Rules, your name will be removed from the eligibility list if you refuse this offer of appointment unless, within seven days from today, you furnish satisfactory evidence acceptable to me justifying such refusal. Please call the Civil Service Office at (203) 574-6761 if you are not interested in the position so that another candidate can be certified. If you have any questions, please do not hesitate to contact us.

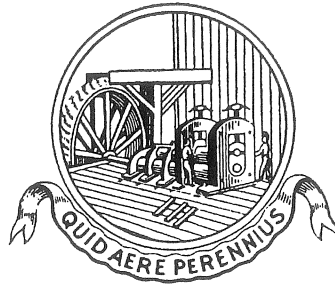
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Sincerely,

Jennifer Palazzo
Human Resources Generalist

JP/sd

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



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

August 20, 2019

James Horan
291 Mark St.
Bristol, CT 06010

Dear Mr. Horan:

Your name is being certified to the Department of Education for the position of Maintainer II (Req. #2018379) at \$16.39 per hour.

Your official start date is August 22, 2019. Please call Chris Harmon, Acting School Inspector to discuss the details of the position. The telephone number is (203) 574-8013.

Failure to call the above named individual by August 26, 2019 will result in your name being removed from the eligibility list.

Under the Civil Service Rules, your name will be removed from the eligibility list if you refuse this offer of appointment unless, within seven days from today, you furnish satisfactory evidence acceptable to me justifying such refusal. Please call the Civil Service Office at (203) 574-6761 if you are not interested in the position so that another candidate can be certified. If you have any questions, please do not hesitate to contact us.

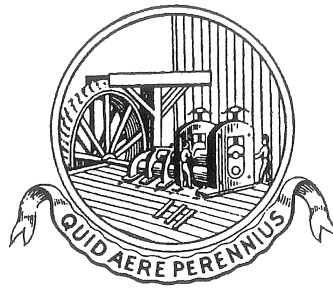
Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Sincerely,

Jennifer Palazzo
Human Resources Generalist

JP/sd

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



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut

Department of Human Resources
Office of the Civil Service Commission

August 19, 2019

Giovanna Hudson
68 Alyce Terrace
Waterbury, CT 06708

Dear Ms. Hudson:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional @ Crosby High School (Req. #2019552) at \$16.36 per hour. Please contact Melissa Baldwin, Director of Special Education at (203) 574-8017 with any questions you may have in regards to this position.

We have scheduled your orientation for Tuesday, August 20, 2019 at 9:00 a.m. in the Department of Human Resources, 236 Grand Street, 2nd Floor, Room 202 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 August 22, 2019 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.

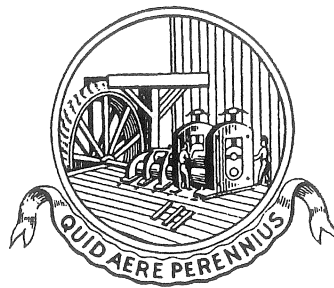
Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Jennifer Palazzo
Human Resources Generalist
JP/sd

cc Board of Education
Dr. Ruffin, Supt. of Schools
Melissa Baldwin, Director of Special Educ
file



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

August 19, 2019

Mildred Diaz
96 Norton St., 2nd Fl.
Waterbury, CT 06708

Dear Ms. Diaz:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional @ Tinker Elementary School (Req. #2020018) at \$21.66 per hour. Please contact Melissa Baldwin, Director of Special Education at (203) 574-8017 with any questions you may have in regards to this position.

We have scheduled your orientation for Tuesday, August 20, 2019 at 9:00 a.m. in the Department of Human Resources, 236 Grand Street, 2nd Floor, Room 202 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 August 22, 2019 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.

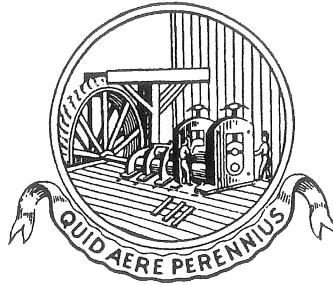
Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Jennifer Palazzo
Human Resources Generalist
JP/sd

cc Board of Education
Dr. Ruffin, Supt. of Schools
Melissa Baldwin, Director of Special Educ
file



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

August 19, 2019

Tiffany Hines
97 Cherry St., Apt. 5
Waterbury, CT 06702

Dear Ms. Hines:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional @ Reed Elementary School (Req. #2019681) at \$16.36 per hour. Please contact Melissa Baldwin, Director of Special Education at (203) 574-8017 with any questions you may have in regards to this position.

We have scheduled your orientation for Tuesday, August 20, 2019 at 9:00 a.m. in the Department of Human Resources, 236 Grand Street, 2nd Floor, Room 202 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 August 22, 2019 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.

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Again, welcome to the City of Waterbury.

Sincerely,

Jennifer Palazzo
Human Resources Generalist
JP/sd

cc Board of Education
Dr. Ruffin, Supt. of Schools
Melissa Baldwin, Director of Special Educ
file



Connecticut Association of Boards of Education

Vincent A. Mustaro, Senior Staff Associate for Policy Services

PRESENTS POLICY HIGHLIGHTS

August 23, 2019

Volume 19 – Issue #5

Promoting Equity and Diversity in Schools: The nation's public schools represent the pluralism of American society. Unfortunately, many children experience their public school environment as unwelcoming or even violent. Prejudicial attitudes contribute to problematic intergroup relations in public school settings. Furthermore, teachers are often unprepared to work with the diversity of class, linguistic groups, sexual orientation, and other sociocultural backgrounds that make up the diverse student body in their classrooms.

However, as stated in an article published in the American School Board Journal, American education is at a crossroads with significant challenges. The need exists to educate students with the knowledge and skills required of a 21st century workforce to the ongoing challenges of budgets and sufficiency of fiscal resources. In addition, another challenge is a demographic reality. "Significantly larger segments of our emerging workforce will come in future years from low-income and racial and ethnic groups that often have been the least well-served by our schools."

It is agreed that education plays the critical role in ensuring the development of citizens who can meet our nation's challenges. Therefore, it is necessary to use our resources wisely to benefit all students. A resource that must be included is the diversity of the student population which needs to be capitalized on to enhance learning, achievement and success. A focus must be placed on leveraging and enhancing the diversity among students as an integral part of the educational enterprise.

After the landmark Supreme Court ruling in the 1954 *Brown v. Board of Education* case, the efforts of school districts focused on curing the problems of the past. Districts acted to end legally imposed segregation of students on the basis of race. This resulted, in the late 60's and early 70's in a significant decrease in the percentage of black students in severely segregated schools. However, school districts are not required to exercise policies to remediate segregation in perpetuity. In the aforementioned Journal article, the authors state that "the concept of legally mandated racial integration supported by a historical, remedial rationale has significantly less relevance to districts now than in decades past. Much of district energy today focuses on the educational, civic, and economic benefits that often result from well-developed policies and strategies that are mission-focused and forward-looking."

A major shift has occurred in the manner in which education leaders think and act regarding issues pertaining to diversity. The shift is a move away from court or federal agency imposed obligations to institutional choices. As a result, districts should ensure that its policies pertaining to equity and diversity are seen as tools that promote core educational benefits.

Diversity acknowledges and embraces the richness of human differences. It includes, when considering the student body, such multiple factors, in addition to race, ethnicity and sex, references to socioeconomic status, neighborhood, language status, special education needs, academic performance and potential, record of achievement, community or civic engagement or interest and more.

Therefore, a district's equity and diversity policy must not be a one size fits all approach. Diversity policies should be framed considering the educational objectives the board wants to achieve. Further, community involvement is essential. The community needs to understand the purpose, rationale and substance of the equity and diversity policy. Such a policy, when adopted, should serve to advance the educational goals of attaining higher student achievement, preparing students for a competitive global economy and inculcating civic and democratic values.

The district's equity and diversity policy should not be viewed as a remedial program intended to correct past wrongs. It is not about racial balancing, affirmative action or special benefits to a particular group. It "is about reaping the academic and educational benefits for all students that can flow from a diverse student body."

Source: "Promoting Diversity in Your Schools," by Arthur L. Coleman, Francisco M. Negron, Jr., and Katherine E. Lipper, *American School Board Journal*, 2015.

Policy Implications: Schools in Connecticut have become more diverse. Therefore, a better understanding of diversity is critical. Educational leaders understand that to be more effective in managing diversity, and to capitalize on the diversity of the population, they need to be culturally competent in creating a school climate where all students, educators, staff and parents are respected and welcomed.

Every student deserves a respectful learning environment in which their cultural, racial and ethnic diversity is valued and contributes to successful academic outcomes. Districts need to be committed to identifying and correcting practices and policies that perpetuate the achievement gap and institutional racism in all forms in order to provide all students with the opportunity to succeed. Learning and work environments are enriched and improved by the contributions, perspectives and very presence of diverse participants.

Sample policy #0523, "Equity and Diversity," pertains to this topic. This is considered a "good practice" recommended policy for inclusion in a district's policy manual. Several versions are available upon request for your consideration.

Handling Public Complaints: A new school year will soon begin. It is expected that complaints from members of the public will occasionally arise. It is recommended that school districts have a policy related to public complaints. The policy should contain a complaint procedure that attempts to resolve matters at the lowest possible level. Ideally, this way most complaints would be resolved before reaching the board level.

A public complaint policy provides board of education members the opportunity to direct public complaints to the appropriate channel and/or individual for review. If board members were to hear complaints individually, potential problems could exist with regard to board member bias if an issue later rose to the level of requiring a hearing, discussion or action at the board of education level.

In addition, board members have no legal authority to act on behalf of the school district outside of a lawfully convened board meeting. Therefore, hearing complaints is unnecessary because no resolution will come from providing a complaint directly to a member of the board of education.

However, it is recognized that the public comment period of a board of education meeting can be a valuable way for board members and the administration to keep in touch with the concerns of the district's citizens. The Freedom of Information Act requires that the public be permitted to attend meetings of the board of education. Most boards, by policy and/or bylaw, permit the public to make comments to the board at a board meeting and provide an opportunity and place or such comment on the meeting's published agenda.

Once a board permits public comments as part of a board meeting, free speech requirements of the First Amendment apply because the board meeting is considered a public forum. Therefore, in a public forum, the board cannot pick and choose from the speakers on the basis of the content of their speech. However, the board can limit comments to a particular topic or solely to items on the meeting's agenda, thereby creating a limited public forum, but cannot discriminate based upon viewpoint. Check your board policy and/or bylaw on this topic.

Some boards have attempted through their policy or bylaw to prohibit complaints against a district employee during the comment period. The courts have ruled that such policies are not content neutral. Therefore, boards should consider limiting the public comment period to topics on the agenda or to subjects within the general jurisdiction of the school board. Also, as previously indicated, boards should have a policy outlining its complaint procedure that attempts to resolve matters at the lowest level, causing most complaints to be resolved before reaching the board level, thereby avoiding the issue of surprise during the public comment period.

Policy Implications: Policy #1312, "Public Complaints" pertains to this issue. This is considered a recommended policy for inclusion in a district's policy manual. Several samples are available for your consideration.

Change Required in Policies Pertaining to Expulsion: P.A. 19-91, An Act Concerning Various Revisions and Additions to the Education Statutes, was passed by the General Assembly in its last session and signed by the Governor. One of the changes made by this new legislation relates to student expulsion criteria.

Previously, the law allowed a board of education to expel from public school a student enrolled in grades three to 12 if an impartial hearing board finds that the student's conduct (1) on school grounds or at a school-sponsored activity violates a publicized board policy or is seriously disruptive of the educational process or endangers persons or property or (2) off school grounds violates such a policy and is seriously disruptive of the educational process.

This legislation narrows the expulsion criteria for student conduct on school grounds or at a school-sponsored activity. Under the Act, the hearing board must find the student's conduct to be both (1) violative of a board policy and (2) either seriously disruptive of the educational process or endangering persons or property, rather than meeting only one of these two criteria.

Policy Implications: A district's policy which covers the topic of suspension and expulsion must be modified to reflect this new requirement. Depending on the district, the topic of expulsions is covered in one of the following policies:

1. Policy #5114 – Suspension/Expulsion/Due Process (a mandated policy*)
2. Policy #5131 – Conduct and Discipline (a mandated policy*)
3. Policy #5144 – Student Discipline (a mandated policy*)

*Any one of these three policies fulfill the statutory mandate.

Carrie Swain

From: Theresa DeMars <CABE@embrams-mail.com>
Sent: Tuesday, August 27, 2019 2:42 PM
To: Carrie Swain
Subject: CABE Annual Due Process Notifications (Updated)
Attachments: July 12 2019.pdf

EXTERNAL MAIL- This email originated from outside the District. Do not click on links or open attachments unless you recognize the sender and know the content is safe.



Dear CABE Members,

The Annual Due Process Notifications has been updated.

We listened when you wanted policy numbers added.

We have now linked those policy numbers to the corresponding Word documents for added convenience to the District and as part of your CABE membership.

You can now click on the link to easily access or to print the document.

Please see the attached PDF file for the updated Annual Due Process Notifications with links.

We hope you find this helpful to your District and please feel free to contact us with any questions.

CABE Policy Department

Connecticut Association of Boards of Education
81 Wolcott Hill Road
Wethersfield, CT 06109
Phone 860-571-7446 ~ Fax 860-571-7452



Connecticut Association of Boards of Education

Vincent A. Mustaro, Senior Staff Associate for Policy Services

PRESENTS POLICY HIGHLIGHTS

July 12, 2019

Volume 19 – Issue #1 & #2

Required Annual Due Process Notifications (Updated): School districts are required by federal and state laws and regulations to provide parents, guardians, students, employees in some cases, and the public with information which affect them pertaining to board policies or public notices, many of which must be provided at the beginning of the school year. This annual publication of such notifications has been updated to reflect the impact of legislation passed in the 2019 regular session of the Connecticut General Assembly, and federal and state regulatory changes and/or updates. Additional changes may be necessary based upon any special session of the General Assembly and/or regulatory changes at the state and federal levels.

School districts have some discretion in how this information can be distributed. Commonly distributed in the fall, some forms include letters, booklets, mailings, inclusion in a student or parent handbook, district calendar, posting on the district and/or school's website, adding to student portals, district newsletters and in an annual notification manual. It is recommended that districts use multiple modes of delivery; a combination of the above.

Student handbooks, whether hard copy or electronic, remain one of the most direct means of implementing board policies and meeting this important annual obligation. Handbooks should be reviewed and updated annually to assure consistency with changes or additions in board policies, administrative regulations, new or revised state and federal requirements, judicial decisions and changes in local procedures and practices. Student handbooks, which should be shared with parents/guardians, provide information about the school district, individual schools and most importantly, about the rules and regulations with which students are expected to conform and of which parents/guardians need to be aware.

In order to protect themselves regarding the required due process notifications, many school districts require parents/guardians to sign and return to school a form that signifies they have read and reviewed the handbook with their students. This helps to ensure parental knowledge about board policies. However, handbooks should not be viewed and used as the only way to provide this knowledge. Many districts also provide this needed information on district and school websites, in school calendar publications and in a specific handbook-type publication which addresses the required notifications and also contain related policy language. Further, some legislation specifically requires notification to be posted on district and/or school websites.

Listed below are the required due-process notifications which should be given annually at the beginning of each school year and to new enrollees at the time they register in the district. Links are provided to documents that may be used in writing some of the required notices.

Notifications Required by Federal Legislation

Note: The ESEA reauthorized in December 2015 as P.L. 114-95, the *Every Student Succeeds Act (ESSA)*. requires state education agencies, school districts and individual schools to provide numerous notices to parents, the public and others.

A. Notifications required by the **Elementary & Secondary Education Act (ESEA)** pertaining to:

1. Homeless students and children in foster care (choice of school, transportation and educational services, contact info.) ESSA requires a description of services the district will provide to support the enrollment, attendance, and success of homeless and foster children and youth. The district must disseminate public notice of McKinney-Vento Act rights in locations frequented by parents/guardians and unaccompanied youth in a manner and form understandable to parents/guardians and youth. **Policy #5118.1 and Policy #5118.3** (See “F” *McKinney-Vento Act*)
2. Title I school, parent engagement (including required informational meeting). **Policy #6172.4.**
3. Teacher and paraprofessional qualifications. Inform parents/guardians of their right to request information at the beginning of the school year to request information about whether the student’s teacher has met state qualifications (certification) and licensing criteria for the grade levels and subject areas in which the teacher is providing instruction; whether the teacher is under an emergency or other provisional status, and whether the teacher is teaching in the field of discipline covered by the teacher’s certification. Parents/guardians also to be notified of their right to know whether their children are provided services by a paraprofessional and such person’s qualifications. Also parents/guardians must be provided “timely notice” that the student in a Title I school has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification for the grade level or subject to which the teacher has been assigned. **Policy #4111/4211.**
4. English Learners (EL) students (re: placement in program, selection process etc.) Parents/guardians must be notified within first 30 days of school if their child has been identified as an English learner.) **Policy #6141.311.**
5. Individual achievement on state assessments (as soon as practicably possible after tests taken). **Policy #6146.2.**
6. Academic assessment and local education agency and school improvement (annual report cards, progress reviews, School Accountability Index as soon as practicable after the assessment is given). **Policy #5124, 5124.1, 6146.2.**
7. Participation in NAEP assessment (re: required permission). **Policy #5124.1.**
8. Military recruiters access to directory information (names, addresses, & phone numbers, including opt-out procedure This notice may be provided as part of the required FERPA notice). **Policy #5145.14** (Also required by C.G.S.10-221b)
9. Surveys of student/students privacy issues. (See item “C”) **Policy #6162.51.**
10. Schools identified for “comprehensive support and improvement” or “targeted support and improvement” **if and when applicable**, given in an understandable and uniform format and to the extent practicable in a language parents/guardians understand. (Provided to parents directly, by regular mail or e-mail, media, Internet or public agencies serving the student population and their families). In addition to the notification that the school has been identified as such, also provide the reasons for the identification and how parents can become involved in the needs assessment and in developing a comprehensive support and improvement plan. **Policy #6172.4.**

- B. Notification of student and parental/guardian rights required by the **Federal Educational Rights and Privacy Act (FERPA)** including the local definition of “directory information,” district transfer of records, rights to inspect, review and amend education records, how to file a complaint with the U.S. Department of Education and the manner in which parents/guardians can challenge record content or how to opt-out of allowing the district to release directory data. The statement should define a school official and also what constitutes a legitimate educational interest when it comes to accessing a student’s educational records. The model “Notification of Rights under FERPA” reflects the federal regulations. Notice may be provided in any way that is reasonably likely to inform parents of their rights and must effectively notify parents who have a primary or home language other than English and parents or eligible students who are disabled. **Policy #5125.**

Access: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html> (model FERPA notice) <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html> (model directory information notice)

- C. The **Protection of Pupil Rights Amendment (PPRA)** requires school districts to adopt policies regarding surveys, instructional materials, physical examinations not legally required and not necessary to protect immediate health and safety of student or others, and personal information used for marketing. Parents must be offered an opportunity to opt out their child from these activities. Parents must be notified of the student privacy policy at least annually at the beginning of the school year and within a reasonable time period after any substantial change is made to the policy. **Policy #5145.15, #6162.51.**

Access: <https://www2.ed.gov/policy/gen/guid/fpco/ppra/modelnotification.html> (model PPRA notification of rights notice) <http://www2.ed.gov/policy/gen/guid/fpco/pdf/ppraconsent.pdf> (model PPRA model notice & consent/opt-out for specific activities)

- D. Districts participating in the **National School Lunch Program**, the **School Breakfast Program** or the **Special Milk Program** must provide information at the beginning of the school year about free and reduced price meals and/or free milk. Districts must also provide parents/guardian an application form and information pertaining to completing such application. The U.S. Department of Agriculture’s document, Eligibility Manual for School Meals contains all needed information. The district’s policy pertaining to lunch charging must also be disseminated. The manual contains relevant notices. **Policy #3542.31, #3542.33, #3542.43.**

Access: <http://www.fns.usda.gov/sites/default/files/english.pdf> (application forms available in 34 translations)
Access the Eligibility Manual for School Meals which contains relevant notice in the appendices at: <https://www.fns.usda.gov/eligibility-manual-school-meals>

Note: In schools where at least 80% of enrolled students have free or reduced price meal eligibility, annual notification of program availability and certification only needs to occur once every two consecutive years.

- E. The **Healthy, Hunger Free Kids Act of 2010**, as amended, requires districts to inform and update parents/guardians, students, community annually about the content and implementation of the local wellness policy and discuss any updates. Districts must also periodically measure and report on the implementation of the local wellness policy including the extent to which local schools are in compliance with the local school wellness policy and the extent to which the local wellness policy compares to model school wellness policies and a description of the progress made in attaining the goals of the local school wellness policy. This requirement can be met by disseminating printed or electronic material at the beginning of the school year and posting the local wellness policy and an assessment of its implementation on district/school websites. **Policy #6142.101.**

With the help of school food services staff, districts must implement procedures to enable parents and guardians to request modifications to meal services for their children with disabilities. The district must notify parents/guardians of the process to request meal modifications that accommodate the child's needs and the process for resolving disputes. **Policy #5141.251.**

Access: [Policy Memorandum on Modifications to Accommodate Disabilities in the School Meal Programs](#)

- F. The **McKinney Vento Act**, as reauthorized by ESSA, requires school districts through their homeless student liaisons to provide public notice of the education rights of homeless students disseminated in places where homeless students receive services under the Act, including schools, family shelters and soup kitchens. The notice must be in a manner and form understandable to homeless students and their parents/guardians and to the extent possible, in their native language. **Policy #5118.1.** (Also see item A.1)

Access: <https://www2.ed.gov/policy/elsec/guid/secletter/160726.html>

- G. The **Asbestos Hazard Emergency Response Act (AHERA)** requires districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. Parents, teachers, and employee organizations must be notified annually, in writing, of the availability of the asbestos management plan and planned or in progress inspections, re-inspections, response actions and post-response actions, including periodic re-inspections and surveillance activities. **Policy #3516.12.**

Access: <http://www2.epa.gov/asbestos>.
<https://www.epa.gov/asbestos/asbestos-and-school-buildings>.

- H. **Notice of Non-Discrimination under Title VI, Title IX, Section 504, Age Discrimination Act, Title II of the ADA and the Boy Scouts of America Equal Access Act** prohibits discrimination in programs or activities receiving federal and/or state financial assistance. The regulations implementing these statutes require school districts to notify students, parents and others that they do not discriminate on the basis of race, color, ethnicity, national origin, sex, pregnancy, disability or age. Equal access to the Boy Scouts and other designated youth groups is also required. Title IX requires districts to have a Title IX coordinator, to notify all students and employees of the name, office address, and telephone number of the designated coordinator and to adopt and publish a grievance procedure to resolve student and employee complaints under Title IX. A notice must also be published that the district does not discriminate on the basis of sex in admissions or employment. The nondiscrimination notice must be displayed prominently in each announcement, bulletin, catalog, or application used to recruit students or employees. **Policy #5145.4.**

Access: <http://www2.ed.gov/print/about/offices/list/ocr/docs/nondisc.html> (sample notice that meets the requirements of all of these statutes)

- I. The **Individuals with Disabilities Act (IDEA)** requires that parents of a child with disabilities be given a copy of procedural safeguards one time a year and also upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing, upon a disciplinary action constituting a change in placement, or upon request of a parent. The procedural safeguards may be posted on the district's website. The notice must fully explain IDEA's procedural safeguards in an easily understandable manner and in the parent's native language unless it's clearly not feasible to do so. Parents may choose to receive the safeguard notice and other notices under IDEA by e-mail if the district makes this option available. **Policy #'s 6171, 5144.3, 6159.**

Under the IDEA parents must also be informed when the personally identifiable information contained in a student's records is no longer needed to provide services.

Access: www.portal.ct.gov/SDE/Services/Special-Education

PPTs are also required to notify parents at each PPT meeting of “any relevant information and resources relating to IEPs created by the CT SDE, including, but not limited to, information relating to secondary transition resources, including for autistic students, and services for high school students.”

Access: <http://www2.ed.gov/policy/speced/guid/idea/modelform-safeguards.pdf> (model Safeguards Notice)

The procedural safeguards notice requirements in the IDEA also apply to parents of homeless children with disabilities.

Parents/guardians must be informed at the time the district intends to destroy a student’s records containing personally identifiable information when such personally identifiable information is no longer needed to provide services.

Notification Regarding Use of Public Benefits or Insurance

Districts, after determining as required a child’s Medicaid enrollment status, must provide a written notification to a child’s parent/guardian before accessing a child’s or parent’s public benefits or insurance (Medicaid) for the first time and annually thereafter. This notification must be written in language understandable to the general public and in the parent’s native language or other mode of communication used by the parent, unless clearly not feasible to do so. **Policy #3231.**

Access: <http://www.cpacinc.org/2013/06/written-notification-of-parental-rights-regarding-the-use-of-public-benefits-or-insurance/>

- J. The **Health Insurance Portability and Accountability Act (HIPAA)** requires notice of privacy practices which describes how the district may use and disclose protected health information, duties to protect privacy, information about privacy practices and a complaint procedure. **Policy #4112.61.**

Access: www.hhs.gov/ocr/hipaa/

- K. The **Children’s Internet Protection Act (CIPA)** requires the adoption and dissemination of a policy (Acceptable Use Policy) pertaining to the safe use of the Internet. **Policy #5131.81, 6141.321.**

- L. The **Pro Children’s Act of 2001** requires notification that smoking is prohibited in all district facilities. **Policy #1331, #6164.11.** CT’s P.A. 19-13 also bans e-cigarettes, nicotine delivery systems and vapor products.

- M. The **Family and Medical Leave Act of 1993** requires employers to post a general notice/poster from the U.S. Department of labor, or in another format so long as it includes all the information in Labor’s FMLA Poster, explaining the FMLA’s provisions and complaint procedures. This general notice must be posted even if no employees are eligible for FMLA leave. The notice must be posted prominently where it can be readily seen by employees and applicants. The general notice, FMLA leave eligibility notice, rights and responsibilities notice, and the FMLA designation notice shall either be distributed to each new employee upon hiring or be included in employee handbooks or other written guidance concerning benefits or leave rights. Electronic posting is sufficient to meet these requirements. **Policy #4152.6/4252.6.**

Notifications Required by State Legislation

1. Statement of equal opportunity in employment and education (Non-Discrimination/Affirmative Action) 10-220; **Policy #0521, #6121.**
2. Attendance policy/absence procedures/make-up procedures, and definitions of excused and unexcused absences, grounds for truancy, chronic absenteeism (P.A.18-182, 10-221(b), 10-198a). **Policy #5113, 5113.2.**
3. Conduct/discipline/suspension/expulsion (Code of Conduct) (10-233e as amended by PA 14-229, PA 15-96, PA 16-147, PA 17-220 and PA 19-91) **Policy #5114, 5131, 5144.**
4. Substance use and abuse policies and procedures, (Alcohol, Drugs, Tobacco- 10-221(d) as amended by PA 15-206 and PA 19-13 prohibiting electronic nicotine delivery systems and vapor products). **Policy #5131.6, #6164.11.**
5. Grading system including class rank/weighted grades, graduation requirements, report cards and progress reports, promotion and retention (10-220g, 10-223a, as amended by PA 17-42). **Policy #6146, 6146.1, 6146.11, 5121.**
6. Means to achieve parental involvement including parent conferences (10-221(f)). **Policy #1110.1.**
7. Pesticide application plans/notification/prior year's use (At beginning of each school year of district's pest management policy, notification prior to every pesticide application to parents/guardians and staff with a registered request for notification; 10-231a et. seq. as amended by PA 15-5) Districts without IPM plans are required to provide notice of pesticide applications to be sent electronically. Districts with IPM plans must send notices of pesticide application by any means practicable. District website must provide information on how parents/guardians may register for prior notice of pesticide applications. **Policy #3524.1.**
8. Transportation safety complaints procedure (10-221c). **Policy #3541.5.**
9. Health services including administration of medication, communicable/infectious diseases, immunizations, physical examinations (include information regarding asthmatic inhalers & Epinephrine auto-injectors at school. (10-212(a) as modified by PA 15-174, PA 18-168 regarding religious exemptions to vaccinations and grades for hearing, vision, and postural screenings and oral health assessments). **Policy #5141, 5141.21, 5141.3.**
10. Child abuse, neglect, and sexual assault reporting policy (17a-101i(e)). **Policy #5141.4.**
11. Youth suicide prevention policy and procedures (10-221(e)). **Policy #5141.5.**
12. Treatment of recruiters in the school setting (10-221b, ESEA). **Policy #5145.14.**
13. Inform parents, guardians at the middle and high school level of the availability of vocational, technical and technological education and training at technical high schools and agricultural sciences and technology education at regional agricultural science and technology education centers. (10-220d). **Policy #5145.14.**
14. Offer to meet with parents/guardians after a child has been assessed for possible placement in special education and before PPT meets to discuss the PPT process and parental concerns about the student. (10-76b).
15. Provide parents/guardians with State Department of Education information and resources relating to IEPs as soon as a child is identified as requiring special education. (10-76b as amended by P.A. 12-173)
16. Homework policy (10-221(b)). **Policy #6154.**
17. Exemption from AIDS instruction (10-19(b)). **Policy #6164.12.**
18. Bullying/cyberbullying policy *at the beginning of each school year*, (including annual notice to students about how to make a bullying or teen dating violence report and the Safe School Climate Plan; 10-222d as amended by PA 14-172, PA 14-234, PA 19-166 and PA 19-166. Notify parents/guardians of affected students electronically the results of any investigation into such acts. **Policy #5131.911.**
19. Promotion, placement, retention (10-223a). **Policy #5123.**
20. Pledge of Allegiance policy (10-230(c)). **Policy #6115.**

21. Psychotropic drug use policy (10-212b). **Policy #4118.234/5141.23.**
22. Green cleaning program policy and statement of the names & types of environmentally preferable products use, where applied, schedule for application and contact person for more information; must notify staff and if requested, parents/guardians of enrolled students. (10-220, 10-231a-231d). **Policy #3524.2.**
23. Plan for managing students with life-threatening food allergies. This is also required to be posted on district/school websites. Include language regarding use of Epipens by trained school bus drivers(10-212c). **Policy #5141.25.**
24. Notification to parents/guardians of preschool special education students who reach age 5 or 6 of their legal right to hold their child back from entering kindergarten for a year (PA 14-39). **Policy #5112.**
25. Coaches and other “qualified school employees” to notify a student athlete’s parent/guardian when a he/she is removed from play due to a concussion or suspected concussion, within 24 hours of removal but to make a reasonable effort to provide such notice immediately after the student’s removal. (PA 14-66). **Policy #5141.7.**
26. Information posted on the district’s website pertaining to interdistrict magnet schools. (10-220d). **Policy #5117.2.**
27. Information posted on district’s website pertaining to Board of Education aggregate spending on salaries, benefits, supplies, equipment, tuition, services, and other items for each district school (PA 13-247). **Policy #3432/3433.**
28. Information posted on district website on a quarterly basis of the Board’s current and projected expenditures as required by PA 19-117.
29. Information to be provided concerning the district’s sudden cardiac prevention program (PA 14-93). **Policy #5141.28.**
30. Information pertaining to the sexual abuse and assault awareness and prevention program and notification to be provided regarding the ability to opt out of the program in total or portions (PA 14-196 as amended by Section 424 of PA 15-5). **Policy #5145.511.**
31. District plans and procedures that establish monitoring and reporting of the use of physical restraint and seclusion as required by PA 15-141 and amended by PA 18-51). **Policy #5144.1.**
Include information pertaining to the use of exclusionary time out. (**Policy #5144.1** and **Policy #5144.2**)
32. Required posting on district website information about the district’s alternative education programs. Such notification is to include the program’s purpose, location, contact information, staff directory, and enrollment criteria as required by PA 15-133. **Policy #6172.**
33. Parent’s ability to opt out their children from emergency epinephrine administration. **Policy #5141.21**
34. Information that the Board of Education is required within five business days of executing a contract with a software contractor or information storage contractor that involves student personally identifiable information to post notice of such contract on the Board’s website. (PA 16-189, PA 18-125). The notice, which must include a copy of the contract, must state the date of contract execution, its start date, a brief description of the contract and its purpose, state what student generated content, student information or student records may be collected under the contract and indicate that the parent/guardian of a student affected by the contract may choose to opt their student out of participation in the contract’s execution. On or before September 1 annually, the Board of Education must electronically notify students and their parents/guardians of the website address where information pertaining to the contract is posted. **Policy #3520.13.**
35. Information that the Board of Education, upon the notice of a breach of security by a contractor (PA 16-189 as amended by PA 18-125) is required, within two business days, to notify students and their parents/guardians whose student information, student records or student generated content was involved in such breach. The notice of the breach is required to also be posted on the district’s website. The Board is required to maintain and update as necessary. a website with information relating to all contracts entered into pursuant to this policy. **Policy #3520.13.**

36. Sign to be posted on school premises indicating that smoking, including the use of electronic cigarettes is prohibited by state law. (PA 15-206 and PA 19-13).
37. Information pertaining to the posting of the telephone number of DCF's child abuse hotline, "Careline" and the Internet address that provides information about the Careline in each district school in a conspicuous location frequented by students and in various languages most appropriate to students at each school. (PA 16-188). **Policy #5141.4.**
38. Distribute to parents of children receiving special education services in grades 6 through 12, inclusive, once per year at a PPT meeting the "Transition Bill of Rights" notifying parents/guardians of their rights regarding the transition planning process. The "Transition Bill of Rights" is available on the SDE Bureau of Special Education/Secondary Transition web page.
39. Inform parents/guardians of their right to exempt their child from the district's firearm safety program, if the district offers such a program. (PA 19-5). **Policy #5142.**
40. Post on the district's website, by July 1, 2021, a plain language explanation of the rights and remedies afforded to parents/guardians available under C.G.S. 10-4a and 10-4b. (PA 19-166). **Policy #5131.911.**
41. Notify the parent/guardian of a child identified as gifted/talented regarding the manner of identification, the staff member in charge regarding such program(s), the person at SDE that can be contacted regarding gifted/talented programs and the names of associations/groups providing support to such identified children. (PA 19-184) **Policy #6172.1.**

Recommended Notifications

In addition to the above required due-process notifications, the CAGE Policy Service also recommends that students, parents/guardians be notified of the following: (via student/parent handbooks, district and school websites, and notifications at various opportune times during school year)

1. Missions statement, statement of educational goals, educational philosophy, and vision statement of school and/or district. **Policy #0000.**
2. Admission/placement of students, (including placement of former home-schooled students). **Policy #5111, 5122.3.**
3. Student dismissal precautions/leaving school grounds. **Policy #5142.4.**
4. Dress code. **Policy #5132.**
5. Distribution of materials by/to students. **Policy #1140.**
6. Extracurricular activities including eligibility requirements, compliance with CIAC regulations. **Policy #6145.2.**
7. Student publications, productions (regulation of, censorship). **Policy #6145.3, 6145.31.**
8. Student fees such as club dues, security deposits, student accident insurance, parking fees, damaged books and equipment etc. **Policy #6161.21.**
9. Field trip requirements and procedures. **Policy #6153.**
10. Property, lockers and equipment including responsibility for loss or damages; care of property by student. **Policy #6161.2.**
11. Search and seizure issues including lockers, desks, strip searches, and cars in parking lots, canine sniffer use, video surveillance, metal detectors, breathalyzer use. **Policy #5145.12, 5145.124, 5145.122, 5145.123, 5131.111.**
12. Harassment policies, including sexual and peer, and the name(s) of person designated to receive complaints concerning discrimination or harassment. **Policy #5145.51, 5145.5, 4118.112.**
13. Textbook care and obligations. **Policy #6161.2.**
14. Visitors to schools. **Policy #1250.**
15. Classroom observations. **Policy #1250.1.**
16. Student automobile use on school grounds. **Policy #5131.3.**
17. Opt-out provision and procedures for controversial curriculum/procedures, including animal dissections. **Policy #6144.1.**

18. Student organizations and equal access (use of school facilities by students-limited, open, or closed forum). **Policy #6145.**
19. Regulations, discipline concerning use of district/school computer networks, websites. **Policy #6141.321, 6141.322.**
20. Emergency school closing procedures, including safety and accident prevention. **Policy #6114.6, 6114.7.**
21. Fund raising procedures/restrictions. **Policy #1314, 1324.**
22. Transportation rules etc. **Policy #3541 et seq.**
23. Technology-related issues: acceptable computer use policy and agreement, electronic devices including but not limited to cell phone use, laser pointers, I-Pods, cyberbullying, sexting, social networking sites, BYOD program, etc. **Policy #6141.323, 6141.325, 6141.326, 6141.327, 6141.328.**
24. Child nutrition including special dietary needs and the district's food allergy plan. **Policy #5141.25.**
25. Assignment to teachers &/or classes. **Policy #5122.**
26. Emergency action response plan for appropriate use of school personnel to respond to incidents involving sudden cardiac arrest or life threatening emergencies on school grounds and at athletic events (Use and location of AEDs as amended by PA 14-93). **Policy #5141.27, 5141.28.**
27. Student concussions, Concussion Education Plan requirement for students and parents. **Policy #5141.7.**
28. Weapons and dangerous instruments policy and consequences. **Policy #5131.7.**
29. School Governance Councils – overview, implementation, election process etc. **Policy #1110.3.**
30. Non-traditional means to earn academic credits for graduation including online course work-permitted for graduation credits, credit recovery, mastery based performance (PA 13-108). **Policy #6172.6.**
31. Advanced placement course program. **Policy #6141.5.**
32. Educational opportunities for children of parents in the military as a result of Connecticut's involvement with the Interstate Compact on Educational Opportunity for Military Children (10-15f). **Policy #5118.21.**
33. Information about Student Success Plans (grades 6-12). **Policy #6146.**
34. Information about biennial security and vulnerability assessment of schools (PA 13-3). **Policy #5141.6, 3516, 3517.**
35. Information about fire and crisis response drills (PA 13-3). **Policy #6114.1.**
36. The role and responsibilities of school security and safety committees (PA 13-3). **Policy #5141.6, 4148.2.**
37. Information pertaining to school security and safety plans (PA 13-3). **Policy #5141.6.**
38. Information about pool safety for aquatic activities and Pool Safety Plans (PA 13-161). **Policy #6142.63.**
39. Information pertaining to required physical activity of minimum of 20 minutes in elementary schools and such activity not to be deprived as a punishment or used as a form of punishment (PA 13-173 and PA 19-173). **Policy #6142.61, 6142.10, 5144.4.**
40. Information about alternative to participation in or observing animal dissection (PA 13-273). **Policy #6163.31.**
41. Notification about the availability of the board of education's policy manual on the district website.
42. Information pertaining to the policy and procedures allowing emergency administration during regular school hours of epinephrine for students who do not have a prior written parental authorization or prior written order of a qualified medical professional (PA 14-176). **Policy #5141.21.**

- 43. Information that a child diagnosed with asthma or an allergic condition may possess, self-administer or possess and self-administer medicine administered through the use of an asthmatic inhaler or an EpiPen or similar device in the school at any time and on school transportation vehicles, per PA 18-185. **Policy #5141.21.**
- 44. Information pertaining to the administration of antiepileptic medications to students per PA 15-215. **Policy #5141.21.**
- 45. Notice about the requirement that a parent/guardian of a student who will enroll in a magnet school in the following school year or who has been placed on a waiting list for the magnet school to give written notice of the enrollment to the “home” district (PA 15-5). **Policy #5117.11.**
- 46. Information pertaining to required health assessments and immunizations, including claiming an exemption on religious grounds (as amended by PA 18-168). **Policy #5141.3.**
- 47. Information regarding statewide proficiency/mastery assessment program. (PA 15-238). **Policy #6146.2.**
- 48. Information regarding the district’s policy pertaining to transgender and non-conforming youth. **Policy #5145.53.**