

Board of Education

RESCHEDULED REGULAR MEETING

Wednesday, November 14, 2018 – 6:30 p.m.

Waterbury Arts Magnet School, 16 South Elm Street, Waterbury, CT

A G E N D A

1. *Silent Prayer*

2. *Pledge of Allegiance to the Flag*

3. *Roll Call*

4. *Communications*

- a. Email communication dated October 19, 2018 from Joan Cavalari regarding Constellations.
- b. Copy of communication dated October 22, 2018 from Civil Service offering Mildred Johnson the position of Food Service Worker.
- c. Copy of communication dated October 23, 2018 from Civil Service offering Aurea Matos Figueroa the position of Food Service Worker.
- d. Copy of communication dated October 23, 2018 from Civil Service certifying Jason Harris for the position of Maintainer I.
- e. Copy of communication dated October 23, 2018 from Civil Service offering Sandra Barfield the position of Lunchroom Aide.
- f. Email communication dated October 24, 2018 from Brandi Bogli regarding autism program.
- g. Email communication dated October 26, 2018 from CABE regarding Policy Highlights.
- h. Copy of communications dated October 24, 2018 from Civil Service offering Nancy Roldan, Kim Washington, and Ivelisse Concepcion the position of Food Service Worker and Vanessa Wigglesworth the position of Lunchroom Aide.
- i. Copy of communication dated October 26, 2018 from Civil Service offering Miriam Guerrero the position of Food Service Worker.
- j. Copy of communications dated October 30, 2018 from Civil Service offering Ilianisse Torres Melendez, Dixie Amatruda, and Amelia Arroyo the position of Lunchroom Aide.
- k. Copy of communication dated October 30, 2018 from Civil Service certifying Kyle Staten for the position of Maintainer I.
- l. Copy of communications dated November 1, 2018 from Civil Service offering Zuley Vega and Suhey Marquez the position of Lunchroom Aide.
- m. Copy of communications dated November 1, 2018 from Civil Service certifying Elaine Cabrera and Natalie Fox for the position of Paraprofessional.

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

6. *Superintendent's Announcements*

7. *President's Comments*

8. *Consent Calendar*

- 8.1 *Committee of the Whole:* Request approval of the Board of Education's 2019 Meeting Schedule.
- 8.2 *Committee on Finance:* Request approval to apply for the Connecticut Department of Emergency Services & Public Protection, Division of Emergency Management & Homeland Security, School Security Competitive Grant Program (Round 4).

- 8.3 *Committee on Finance:* Request approval of the submission of the 2018-2020 Consolidated Two-year Federal Grant Application.
- 8.4 *Committee on Finance:* Request approval of an Agreement with Connecticut Institute for the Blind, d/b/a Oak Hill.
- 8.5 *Committee on Finance:* Request approval of an Agreement with Hope Academy of Milford, Inc. d/b/a Hope Academy.
- 8.6 *Committee on Finance:* Request approval of Amendment #1 to the Agreement with Adelbrook, Inc.
- 8.7 *Committee on School Personnel:* Request approval of a Memorandum of Understanding with Relay Graduate School of Education to provide Alternate Route to Certification.
- 8.8 *Committee on Building & School Facilities:* Request approval of the ED049F for the West Side Middle School Roof Project (State Project #151-0292 RR).
- 8.9 *Committee on Building & School Facilities:* Use of school facilities by school organizations and/or City departments.
- 8.10 *Committee on Building & School Facilities:* Use of school facilities by outside organizations and/or waiver requests.

9. *Items Removed from Consent Calendar*

10. *Committee on Policy* – Commissioner Sweeney

- 10.1 Rescinding of Medical Marijuana Standards Policy (#4118.235).
- 10.2 Approval of revised City of Waterbury's Drug and Alcohol Policy, Board of Education Policy titled "Drug-Free Workplace" (#4118.231/4218.231).

11. *Superintendent's Notification to the Board*

- 11.1 Grant funded appointments effective immediately:
 - Cabrera, Elaine – Bilingual Aide, Bilingual Office, FT, \$14.06 p/hour, non-union w/benefits, funded by Title III.
 - Cruz, Jailene – Recreation Specialist, PT, \$12.00 p/hour, non-union and w/o benefits, funded by 21st Century.
 - Curtis, Kathy – Secretary 3, Grant's Office, FT, Unit 69 w/benefits, funded by Priority Schools.
 - Goldbach, Donna – Accountant 2, Grant's Office, FT, Unit 69 w/ benefits, funded by Title I Public/Non-public.

Grenon, Jason – Tutor, Children’s Community School, PT, \$25 p/hour, non-union and w/o benefits, funded by Title I/Non-public.

Maldonado, Tiffany – Office Manager, Bilingual Office, FT, Unit 69 w/benefits, funded by Bilingual Grant.

Martinez, Michelle, Secretary 2, Special Education, FT, Unit 69 w/benefits, funded by IDEA Part B.

Modeen, Brianne – Tutor, Driggs School, PT, \$32 p/hour, non-union and w/o benefits, funded by Title I/Public.

Robalino, Celina – Bilingual Aide, Bilingual Office, FT, \$14.06 p/hour, non-union w/benefits, funded by Title III.

11.2 21st Century/State Department of Education After-school Program Teacher appointments, salary per contract:

Carrington: Michael Gomola, Marlene Madera, Jessica Hanley
Claire Hamel, Abigail Radzimirski

Duggan: Cara Files, Rachel Schmidt, Ioulia Tzepos

Gilmartin: Catherine Dwyer, Marcy Peschke, Suzanna Dali-Parker

Kingsbury: Bret Bisailon, Lauren Marques, Christine Capaldo

North End: Jennifer Rosa, Ryan Carpenter

Reed: Jerina Tona

Wallace: Marguerite Pesce

Walsh: Evan Crane

Wilson: Karyn Skinner

11.3 WCA STEM After-school Program appointments effective immediately:

Kendra O’Brien – Teacher Kelly Delgatti-Dupont – Paraprofessional
Sharon Crosby – Paraprofessional

11.4 Extended School Hours Program (ESH) appointments, salary according to individual’s contract:

<u>School</u>	<u>Last Name</u>	<u>First Name</u>	<u>Assignment</u>
<i>Bucks Hill</i>	Bello	Delia	Administrator
	Hudobenko	Filomena	Administrator
	Sanzone	Ashley	Teacher
	Drewry	Megan	Teacher
	O’Donnell	Jennifer	Teacher
	Gibson	Alyse	Teacher
	Rodriguez	Nanichi	Teacher
	Arroyo	Maria	Teacher
	Cacho-Zuniga	Lurbin	Teacher
	Martinez	Gisele	Teacher
	Colon	Zulinette	Teacher
	Gerrish	Jessica	Teacher
	Brunelli	Teri	Secretary
	Comeau	Elizabeth	Substitute Teacher

<i>Bunker Hill</i>	Fortuna	Anne	Substitute Teacher
	Santiago	Koulla	Substitute Teacher
	Montes de Oca	Delmaliz	Substitute Teacher
	Cruess	Steven	Lead Teacher
	Avxhiu	Bjanka	Teacher
	Gwiazdoski	Andrew	PE Teacher
	Guerrera	Maureen	Secretary
	Perugini	Haleigh	Substitute
	Groppi	Susan	Substitute
	Rochon	Howard	Substitute
<i>Chase</i>	Colangelo	Tina	Substitute
	Stango	Melissa	Substitute
	Calabrese	Matthew	Admin.
	Evans-Foster	Shernett	Admin. – Sub.
	Zillo	Maria	Admin. – Sub.
	Caldarella	Lorri	Teacher
	Cavallo	Angelia	Teacher
	Matthews	Steve	Teacher
	O'Toole	Kaitlyn	Teacher
	Spinella	Abby	Teacher – Sub
<i>Driggs</i>	Melendez	Doreen	Coordinator/Parent Liaison
	Turner	Gina	Paraprofessional
	Salvia	Carol	Clerical
	Quezada	Paula	Teacher
	Owens	Theresa	Teacher
	Oheara	Megan	Teacher
	Theriault	Michael	Admin
	Pinho	Kelly	SVP
	Argenta	Taryn	Admin
	Atkinson	Jennifer	Secretary
<i>Duggan</i>	Finkenzeller	Frances	Teacher
	McCasland	Maureen	Teacher
	Sirica	Erin	Teacher
	Schmidt	Rachel	Substitute
	Brittingham	Michele	Substitute
	Ferrare	Patty	Substitute
	Field	Susan	Substitute
	Rock	Stefanie	Facilitator/Teacher
	Pelletier	Roseann	Teacher
	Mendoza	Tania	Secretary
<i>Generali</i>	Verrier	Marie	Paraprofessional
	Barbieri	Nikki	Teacher – Sub
	DellaCamera	Ashley	Teacher – Sub
	Neibel	Amy	Teacher – Sub
	Rhinesmith	Wendy	Teacher – Sub
	Walling	Maggie	Paraprofessional/Sub

<i>Reed</i>	Steffero	Melissa	3 rd grade teacher
	Tomasella	Diurca	Site Administrator
	Mendoza	Juan	Sub Administrator
	Giron	Jenny	Paraprofessional
	Farrington	Gina	Paraprofessional
<i>Tinker</i>	Wehry	Nina	Secretary
	Bumci	Ereald	Para Professional
<i>Walsh</i>	Pierre Saint	Courtney	Lead Teacher
	Bilbrough	Allyson	Teacher
	Maldonado	Joanne	Teacher
	Nadonly	Karen	Sub
	Natoli	Jane	Sub
<i>Washington</i>	Langan	Colleen	Teacher
	Montagno	Nikita	Teacher
	Sullivan	Mariannina	Sub
	Rua	Stephanie	Sub
	Bocchicchio	Judy	Paraprofessional
	Cocchiola	Kaitlyn	Paraprofessional
	Fitzgerald	Kris	Clerical
<i>Wilson</i>	Rosser	Jennifer	Administrator
	Coelho	Dana	Administrator – Sub
	Densmore	Amy	Teacher-ELA-Wonders/Lexia
	Healy	Tara	Teacher-Science-NGSS
	Osagie	Nancy	Teacher – Math – i-Ready
	Shaffer	Andrea	Teacher – Sub
	Orsatti	Donna	Para
	Correa	Marlene	Para Sub
	Davis	Shelby	Para Sub
	Lacy	Simone	Para Sub

11.5 Teacher transfers:

DeFazio, Ronald – from Chase Grade 2 to Bunker Hill Library/Media Specialist, effective 10/09/18.

Linskey, Tara – from WSMS/WMS Split Health to WSMS Health, effective 10/04/18.

Rizzo, Lisa – from Kingsbury Grade 3 to Bucks Hill Reading, effective 10/22/18.

11.6 Teacher hires:

<u>Name</u>		<u>Assignment</u>		<u>Effective</u>
Alexandrou	Steven	Wallace	Math Lab	8/27/2018
Barnick	Sara	Chase	SLP	8/27/2018
Brown	Edith	Tinker	Gr. 2	10/4/2018
Burke	Kaitlin	Kennedy	PE/Health	10/15/2018
DeFoe	Audra	State Street	Gr. 3-5	8/27/2018
Erris	Talia	WMS/Brass City	Social Worker	8/27/2018
Fernandez-Troche	Arelys	Reed	Library Media	10/29/2018

Giacomi	Melissa	Chase	Gr. 2	10/9/2018
Gonzalez	Stephanie	Chase	Bilingual Gr. 2	9/12/2018
Hennessey	Marguerite	Duggan	Library Media	10/9/2018
Lopez	Xylia	Tinker	Social Worker	9/13/2018
Muratori	Katie	Kingsbury	Gr. 3	10/22/2018
O'Connor	Jessica	Sprague	Gr. 3	8/27/2018
Suarez	Wanda	Crosby	WL-Spanish	9/4/2018
Thibodeau	Hannah	Wallace	Health	10/4/2018
Timaul	Simarpreet	Regan	Gr. 4	9/10/2018
Zaja	Olivia	Tinker	Gr. 5	10/9/2018

11.7 Resignations:

Briggs, Alyson – Reed ELA, effective 11/09/18.

Carroll, Christine – MMS Social Worker, effective 11/02/18.

Gaydosh, Kathy – KHS Chemistry, effective 10/31/18.

Hennessey, Rita – Duggan Library Media, effective 10/30/18.

Steinmetz, Sarah – Driggs Special Education, effective 11/16/18.

11.8 Retirements:

Ames, Toni – Tinker Library Media Specialist, effective 10/31/18.

12. *Unfinished Business of Preceding Meeting Only*

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

14. *Executive Session*

15. *Adjournment*

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #8.1

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee of the Whole recommends that the Waterbury Board of Education approve the Board of Education's 2019 Meeting Schedule, as attached.

Approved:

Karen E. Harvey

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #8.2

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends that the Waterbury Board of Education approve to apply for the Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security's School Security Competitive Grant Program – Round 4 (FY2018).

Approved:

Catherine N. Awwad

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #8.3

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends that the Waterbury Board of Education approve the submission of the 2018-2020 Consolidated Two-year Federal Grant Application.

Approved:

Catherine N. Awwad

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #8.4

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends that the Waterbury Board of Education approve an Agreement with Connecticut Institute for the Blind, Inc., d/b/a Oak Hill, to provide educational services for students with disabilities.

Approved:

Catherine N. Awwad

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #8.5

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends that the Waterbury Board of Education approve an Agreement with Hope Academy of Milford, Inc., d/b/a Hope Academy, to provide educational services to students with disabilities.

Approved:

Catherine N. Awwad

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #8.6

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends that the Waterbury Board of Education approve Amendment #1 to the Agreement with Adelbrook, Inc. to provide educational services to students with disabilities.

Approved:

Catherine N. Awwad

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON SCHOOL PERSONNEL

Item #8.7

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on School Personnel recommends that the Waterbury Board of Education approve a Memorandum of Understanding with Relay Graduate School of Education for Relay Teaching Residency Alternate Route to Certification Program.

Approved:

Charles L. Stango

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #8.8

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Building and School Facilities recommends that the Waterbury Board of Education approve the ED049F (Final Payment Request) for the West Side Middle School Roof Project, State Project #151-0292 RR.

Approved:

Jason Van Stone

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING AND SCHOOL FACILITIES

Item #8.9

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

GROUP	FACILITIES AND DATES/TIMES
Registrar of Voters	Tues., Nov. 6, 5:00 am - 9:00 pm, General Election
T. Begnal/T. DeCarlo	(see attached for list of schools)
Park/Recreation Dept.	Crosby gym: Thurs., Nov. 15, 6:00 - 9:00 pm
V. Cuevas	(pre-season basketball game)
Y. Demirali	Sprague café & gym: Sat., Dec. 1, 7:30 am -12:00 pm
	(Breakfast with Santa) (snow date: Saturday, December 8)
Blue Collar Union	Sun., Nov. 4, 8:30 am - 1:30 pm (Union Ratification Meeting)
R. Melendez, Pres	
D. Lecaros	Crosby café: Tues., Nov. 20, 6:00-8:00 pm
	(Bilingual students pot luck dinner)
T. King	WAMS atrium: Tues., Apr. 9, 4 - 6 pm (International Night)
	WAMS recital hall: Wed., May 29, 5 - 7 pm (Spanish honor Society)
J. Momodes	WAMS atrium: Thurs., Mar. 14, 2:30 - 5:30 pm (pie eating contest)
C. Altieri	Rotella aud. & café: 3/30, 4/6, & 4/7 - 9 am - 8 pm
	(Rotella musical theater play)
M. Bergin	Rotella rm.: Tues., Nov. 6, 8 am - 3 pm (Professional Dev.)
T. St. Pierre	Duggan rm. 122: Wed., Jan. 9, 2:15 - 3:15 pm for 18 weeks
	(Brass City Harvest/5 th grade)
	Duggan gym: Wed., Nov. 14, 6:30 am - 7:30 am (Fitness Fury)
V. Vicenzi	Rotella café: Tues., Nov. 13, 6:00 - 9:00 pm (UPSEU meeting)
N. Hutchinson	WAMS atrium: Thurs., Nov. 29, 6 - 9 pm (Starlight performance)
Mr. Quattrococchi	WAMS gym/courtyard: Fri., May 17, 5:00 - 6:30 pm (spring carnival)
	WAMS atrium: Thurs., Dec. 13, 6 - 8 pm (winter coffee house)
	WAMS atrium: Wed., April 3, 6 - 8 pm (spring coffee house)
J. Farrell	WAMS recital hall: Fri., May 17, 6:00 - 8:30 pm (NJHS induction)
*P. Caldarone	Crosby gym: Saturday, December 8, noon - 6:00 pm
Middle School A.D.	(middle school basketball jamboree)

BOARD OF EDUCATION

Waterbury, Connecticut

Item #8.9

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*M. Bergin	Rotella Comm. Room: Wed., Dec. 12 and Wed., Apr. 24 12:00 - 3:00 pm (professional development)
*K. Onrush	WAMS apron stage: Thurs., Dec. 6, 5:00 - 8:30 pm and Fri., Dec. 7, 8:00 am - 10:00 am (Industrial Revolution performances)
*J. Farrell	WAMS café: Tues., Nov. 20, 2:00 - 3:30 pm (NJHS)
*P. Poulter	Regan all purpose room: Wed., Dec. 12, 5:00 - 7:00 pm (winter concert/art show)
*M. Martinez	Rotella comm. room: Fri., Nov. 16, 8 am - noon (Bilingual/ESOL meeting)
*K. Effes	WAMS café: Fri., Jan. 18, 6 - 8 pm, (middle school winter ball)
*D. Melendez	Chase gym: Thursday, Dec. 6, 5 - 8 pm (Hispanic Heritage Night)

Approved:

Jason Van Stone

Book

SCHOOL PERSONNEL USE ONLY

OCT 29 2018

DATE: October 18, 2018

TO: SCHOOL BUSINESS OFFICE

FROM: Paula D. Caldarone, Athletic Director

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

NAME OF SCHOOL REQUESTED: *CROSBY* High School

☐ Auditorium

☒ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED: December *8*, 2018

FROM: *12:00pm*

TO: 6:00pm

FOR THE FOLLOWING PURPOSES:

Waterbury Middle Schools Boys and Girls Basketball Jamboree

*NEED
Scoreboard
&
Sound System*

**Paula D.
Caldarone**

APPLICANT

Please note the following provisions:

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

OCT 31 2018

SCHOOL PERSONNEL USE ONLY

DATE: 10/30/18

TO: SCHOOL BUSINESS OFFICE

FROM: Maureen Bergin

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

NAME OF SCHOOL REQUESTED: Rotella - Community Room

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: December 12, 2018 ✓ April 24, 2019 ✓

FROM: 12:00 am/pm TO: 3:00 am/pm

FOR THE FOLLOWING PURPOSES:

Professional Development

Maureen H. Bergin
APPLICANT

Please note the following provisions:

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

OCT 31 2018

SCHOOL PERSONNEL USE ONLY

DATE: 10-22-18

TO: SCHOOL BUSINESS OFFICE

FROM:

WAMS

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

NAME OF SCHOOL REQUESTED: WAMS

☒ Apex Stage
Auditorium

☐ Gymnasium

☐ Swimming Pool

☐ Café/Rooms

DATES REQUESTED: Dec 6, Dec 7, 2018

FROM: 5 am/pm
Dec 7 8 am

TO: 8³⁰ am/pm
to 10 am

FOR THE FOLLOWING PURPOSES:

Industrial Revolution Mandayore 9th grade
World History Performance

Kyle Oran
APPLICANT

Kyle Oran

Please note the following provisions:

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

OCT 31 2018

SCHOOL PERSONNEL USE ONLY

DATE: 10/29/18

TO: SCHOOL BUSINESS OFFICE

FROM: Jaimie Farrell

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

NAME OF SCHOOL REQUESTED: WAMS

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

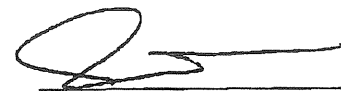
☒ Café/Rooms

DATES REQUESTED: 11/20/18

FROM: 2 am/pm TO: 3:30 am/pm

FOR THE FOLLOWING PURPOSES:

NJHS Bracelets for a cash
service opportunity



APPLICANT

Jaimie Farrell

Please note the following provisions:

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

SCHOOL USE FORM

DATE:

11/5/18

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

FROM:

Regan School

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

NAME OF SCHOOL REQUESTED:

Regan

AUDITORIUM

GYMNASIUM

SWIMMING POOL

CAFE/ROOMS

DATE(S) REQUESTED:

Wednesday December 12, 2018

FROM 5:02 am TO 7:00 am

FOR THE FOLLOWING PURPOSE:

* snowdate - Thursday December 13, 2018

5-7:00pm

Winter concert / Art show

Patricia Poulter

APPLICANT

Please note the following provisions:

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

NOV 6 2018


SCHOOL PERSONNEL USE ONLYDATE: 11/6/18

TO: SCHOOL BUSINESS OFFICE

FROM: Bilingual Department

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

NAME OF SCHOOL REQUESTED: Rotella Community Room☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/RoomsDATES REQUESTED: Friday Nov. 16, 2018FROM: 8:00 am/pm TO: 12:00 am/pmFOR THE FOLLOWING PURPOSES:The Bilingual/ESOL Education Depart.
is having a meeting for ESL/Reading/
Basic Skills teachersMargaret Marquez
APPLICANTPlease note the following provisions:When the public is invited to an activity, police and fire departments must be notified.
These arrangements *must* be made in person at the police and fire headquarters.

NOV 9 2018

SCHOOL PERSONNEL USE ONLY

DATE: 11-7-18

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS

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

NAME OF SCHOOL REQUESTED: WAMS

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED: 1-18-19 ★ REVISED DATE

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

FOR THE FOLLOWING PURPOSES:

Middle School Winter Ball

Kinney
APPLICANT

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

NOV 8 2018

DATE: 11-8-18

TO: SCHOOL BUSINESS OFFICE

FROM:

Doreen Melendez

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

NAME OF SCHOOL REQUESTED:

Chase

Auditorium



Gymnasium



Swimming Pool



Café/Rooms

DATES REQUESTED:

December 6, 2018

FROM:

5

am/pm

TO:

8

am/pm

FOR THE FOLLOWING PURPOSES:

Hispanic Heritage NightDoreen Melendez
APPLICANT

Please note the following provisions:

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

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #8.10

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

GROUP	FACILITIES AND DATES/TIMES
Spirit of Dance Kim Ahern	Wilby aud., café: Fri. May 3, 3 – 10 pm; Sat., May 4 and Sun., May 5 6:00 am - 10:00 pm (Dance Competition)
*Grace N Vessels Pastor L. James	Crosby Auditorium, Saturday, December 8, 6:00 – 10:00 p.m. (Gospel Concert)

REQUESTING WAIVERS:

Uplifting Life E. Cooper	Reed café: Sunday, Nov. 18, 6:00 - 9:00 pm (community Thanksgiving dinner)	(\$336.)
Bunker Hill Sports N. Meglio	Carrington gym: Saturdays, 11/17/18 – 3/30/19, 9 am – 3 pm Bunker Hill gym: Saturdays, 11/17/18 – 3/30/19, 9 am – 3 pm WSMS gym: Saturdays, 11/17/19 – 3/30/19 – 9 am – 1 pm	(\$5,292) (\$3,780.) (\$3,780.)
*Lady of Mt. Carmel	Tinker gym, Saturdays, 11/10/18 thru 3/9/19, 8 am to 5 pm (Girls & Boys Basketball Program)	(\$6,720)

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

Hillside Neigh. Assoc. M. Batista	Driggs café or rm.: Wed., Nov. 14 th 6-7 pm (neighborhood meeting)
Uplifting Life E. Cooper	Walsh classrooms: 11/12/18-5/515/19 Mon., Tues., Wed. 3:30-6:30 pm (after school program)
Bunker Hill Sports N. Meglio	Carrington gym: Mon. thru Fri.; 11/19/18 – 3/29/19. 6 – 9 p.m. Bunker Hill gym: Mon. thru Fri.; 11/13/18 – 3/29/19, 6 – 9 pm WSMS gym: Mondays. 11/19/18 – 3/25/19. 5 – 9 pm
*Town Plot Neighborhood Assoc. Art Denze	Kennedy lib.: Tues., Nov. 13, 7:00 - 9:00 pm (members meeting)
*Lady of Mt. Carmel J. Egan	Tinker gym: Mon. thru Friday, 11/13/18 – 3/8/19 5:00 - 8:30 pm (Girls & Boys Basketball Program)

Approved:

Jason Van Stone

Book

OCT 31 2018

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#

(501C)

APPLICANT Grace N Vessels of Christ NAME OF ORGANIZATION Grace N Vessels of Christ
ADDRESS 820 CONESTOGA TRAIL APT 101 (street) (city) (state) (zip code) TEXAS, 76078 TELEPHONE # 940-255-5977 203-556-5596

SCHOOL REQUESTED Crosby HS DATES SAT. DEC 8-2018 ROOM(S) Auditorium

OPENING TIME 6:00pm CLOSING TIME 10:00pm PURPOSE Gospel Concert Service

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT ADULTS 130 CHILDREN 20

SIGNATURE OF APPLICANT [Signature] DATE OCT 30, 2018

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: 940-255-5977
Grace N Vessels of Christ Ministry Pastor Larry James 820 CONESTOGA TRAIL
Apt 101 TEXAS 76078

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. PLS (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

\$42/HR plus 1 HR service per cust

RENTAL FEES:

\$750/4 HRS

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$

500

INSURANCE COVERAGE

YES

NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: 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

Date:

29 Jan 1982

Employer Identification Number:

06-1047644

Accounting Period Ending:

Form 990 Required: ☐ Yes ☒ No

Person to Contact:

Mary Joyce

Contact Telephone Number:

(617) 223-4241

Grace N. Vessela of Christ Ministries, Inc.
77 Graysbridge Rd.
Brookfield, CT 06804

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 170(b)(1)(A)(i) and 509(a)(1).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should contact us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

(over)

Letter 947(DO) (5-77)

You are not required to file Federal income tax returns (less you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

† Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,
for *Anthony T. Cusano*
HERBERT B. MOSHER
District Director

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# NOV 8 2018

APPLICANT JOHN EGAN NAME OF ORGANIZATION MT CARMEL

ADDRESS 76 PEDERSON DR WTBY CT 06708 TELEPHONE # 203 206 9861
(street) (city) (state) (zip code)

SCHOOL REQUESTED TINKER DATES 11/10-3/9 ROOM(S) GYM

OPENING TIME 8:00AM CLOSING TIME 5 PM PURPOSE Basketball

ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO N/A

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2 CHILDREN 20

SIGNATURE OF APPLICANT John M. Egan DATE 11/8/18

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

JOHN EGAN 76 PEDERSON DR WTBY CT 203 206 9861

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR SERVICE (\$46,720)

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.

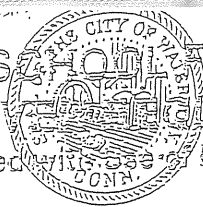
IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

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: Mt CARMEL SCHOOL

Please check below specific item(s):

Building Usage Fees ☒

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: TINKER GYM

DATE(S): 11/10 - 3/9 Saturdays

TIMES: 8am - 5pm

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

11-8-18

Date

John M. Egan
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____

Building Usage Fees

\$ 6,720.

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 GRANT ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

OCT 30 2018

TOWN PLOT

Book
APPLICANT ARTHUR J. DENZE, SR. NAME OF ORGANIZATION NEIGHBORHOOD ASSOC.
ADDRESS 56 PHYLLIS AVE WTBY CT 06708 TELEPHONE # 203-755-5731
(street) (city) (state) (zip code)

SCHOOL REQUESTED KENNEDY H.S. DATES NOV 13 2018 ROOM(S) LIBRARY

OPENING TIME 7:00am CLOSING TIME 9:00pm PURPOSE MEMBER MEETING

ADMISSION (if any) NO CHARGE TO BE DEVOTED TO _____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS _____ CHILDREN _____

SIGNATURE OF APPLICANT Arthur J. Denze Jr. PRES. DATE 10-30-18

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

SAME AS ABOVE

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

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

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

PLEASE READ THE FOLLOWING CAREFULLY

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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. 674-6960 FIRE DEPT. 697-3462

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

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 674-3210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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

White-Permitted

Gold-Noted-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# NOV 8 2018

Book
APPLICANT John Egan NAME OF ORGANIZATION MT CARMEL
ADDRESS 76 PEDSLO DR WBY CT 06708 TELEPHONE # 203 206 9861
(street) (city) (state) (zip code)
SCHOOL REQUESTED TNKER DATES 11/10 - 3/9 M-F ROOM(S) GYM
OPENING TIME 5:00pm CLOSING TIME 8:30pm PURPOSE BASKETBALL
ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO N/A
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2 CHILDREN 20
SIGNATURE OF APPLICANT John M. Egan DATE 11/8/18
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
JOHN EGAN 76 PEDSLO DR 203.206.9861

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

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

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

PLEASE READ THE FOLLOWING CAREFULLY

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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.

*Monday
Thru
Friday*

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON POLICY & LEGISLATION

Item #10.1

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy & Legislation recommends that the Waterbury Board of Education rescind the Board of Education Policy entitled "Medical Marijuana Standards - #4118.235.

Approved:

Ann M. Sweeney

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON POLICY & LEGISLATION

Item #10.2

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy & Legislation recommends that the Waterbury Board of Education approve the revised City of Waterbury's Drug and Alcohol Policy, Board of Education Policy titled "Drug-Free Workplace" (#4118.231/4218.231).

Approved:

Ann M. Sweeney

Drug-Free Workplace

The City of Waterbury prohibits the use of illegal drugs and alcohol in the workplace and is committed to the establishment of "drug-free awareness programs" for its employees. This policy is being issued to inform workers about the dangers of drugs and alcohol and that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace.

Any City of Waterbury employee failing to comply with this Drug-Free Workplace Policy shall be subject to appropriate disciplinary actions, such as, but not limited to, written and/or verbal warning, suspension, demotion, or dismissal, and will be referred for prosecution, all consistent with the applicable bargaining unit agreement and/or Civil Service Rules and Regulations.

As a condition of employment, all City of Waterbury employees acknowledge that they are in receipt of this Drug-Free Workplace Policy and agree to comply with its provisions. Employees further agree that they will notify the City of Waterbury, Director of Personnel, of any criminal drug or alcohol statute conviction for a violation occurring in the workplace not later than five days after such conviction.

The city of Waterbury may, within thirty (30) days of receiving notice from an employee regarding a drug statute conviction, impose disciplinary action such as written and/or verbal warning, suspension, demotion, or dismissal consistent with the applicable bargaining agreement and/or Civil Service Rules and Regulations.

The City of Waterbury is committed to making a good faith effort to maintain a drug-free workplace, and will continue to do so through the constant implementation and monitoring of this policy.

(SEE ATTACHED)

Legal Reference:

City of Waterbury

Drug and Alcohol Policy

Restated (October, 2018)

Purpose

In compliance with the Drug-Free Workplace Act of 1988 (41 U.S.C. 81)*, the City of Waterbury has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which the City operates. Alcohol and drug abuse poses a threat to the health and safety of City of Waterbury employees and to the security of the City's equipment and facilities. For these reasons, City of Waterbury is committed to the elimination of drug and alcohol use and abuse in the workplace. This policy applies to City of Waterbury Board of Education employees as well as all other City employees.

Scope

This policy outlines the practice and procedure designed to correct instances of identified alcohol and drug use in the workplace.

This policy applies to all employees of and all applicants for employment with the City of Waterbury and the City of Waterbury, Board of Education. The human resource (HR) department is responsible for policy administration.

Substance Abuse Awareness

Illegal drug use and alcohol and/or marijuana use have many serious adverse health and safety consequences. Information about those consequences and sources of help for drug or alcohol problems is available from the HR department, which has been trained to make referrals and to assist employees with drug or alcohol problems.

NOTE: For purposes of this policy, a controlled substance is defined in accordance with federal law. The use of any substance included in Schedule I of the Controlled Substance Act, including marijuana, whether for nonmedical or "ostensible medical purposes", is considered a violation of the Federal Drug-Free Workplace Program and therefore, constitutes a violation of this policy. Schedule I Controlled Substances, which includes marijuana have no currently recognized medical use under Federal Law. You cannot report to work under the effect of a Schedule I controlled substance. You cannot use a Schedule I controlled substance while on the job. You cannot bring a Schedule I controlled substance to work with you. Schedule II Controlled Substances are those that have been determined to have a high potential for abuse and which may lead to severe psychological or physical dependence. Certificates or recommendations from a health care provider are not recognized as a prescription and does not excuse an employee or candidate from a positive drug test result.

Employee Assistance

City of Waterbury will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline or termination under this or other City of Waterbury policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been scheduled, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities

Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will be subject to possible discipline, up to and including termination.

Employees must report to work fit for duty and free of any adverse effects of illegal drugs, marijuana or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor *in writing*. Employees should not, however, disclose to City of Waterbury underlying medical conditions unless directed to do so. If you are prescribed a Schedule II Controlled Substance, you must submit in writing a note to your department head identifying the prescription. If you have any question about whether a prescription that you're taking is a Schedule II controlled substance, please consult your prescriber.

Work Rules

1. Whenever employees are working, operating any City of Waterbury vehicle, not working but are present on City of Waterbury premises or are conducting City-related work offsite, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug or marijuana (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol, marijuana or an illegal drug.
 - c. Possessing or consuming any illegal drug, alcohol or marijuana.
2. The presence of any detectable amount of any illegal drug or marijuana in an employee's body system, while performing City business or while in a City facility, is prohibited.
3. City of Waterbury will also not allow employees to perform their duties while taking prescribed drugs that adversely affect their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
4. Any employee who is taking prescription medication which may interfere with the effective performance of any of the employee's duties shall disclose such to the Department Head or to the Human Resources Director, together with information concerning the effect of the prescription medication. The City may require that an employee be examined by a physician approved by the City to determine the employee's fitness for duty.
5. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

Pre-employment

All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable suspicion

Employees are subject to testing based on (but not limited to) observations by any supervisor of apparent workplace use, possession or impairment. HR, Department Head or designee should be consulted before sending an employee for testing. All levels of supervision making this decision must use the Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that the person is under the influence of illegal drugs or alcohol. If the results of the Observation Checklist indicate further action is justified, the manager or supervisor should confront the employee with the documentation and with a union representative present (for all unionized employees) or with another member of management (for all nonunionized employees). *Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of supervision/management and a union rep (if appropriate) must*

escort the employee; the supervisor/manager will make arrangements for the employee to be transported home.

Post-accident

Employees are subject to testing when they cause or contribute to accidents that seriously damage a City of Waterbury vehicle, machinery, equipment or property or result in an injury to themselves or another employee requiring offsite medical attention in which there is a reasonable basis for concluding that drug, alcohol or marijuana use could have contributed to the incident. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including a City of Waterbury forklift, pickup truck, overhead cranes and aerial/man-lifts) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. *Under no circumstances will the employee be allowed to drive himself or herself to the testing facility.*

Follow-up

Employees who have tested positive, or otherwise violated the City's Drug and Alcohol Policy in any way, are subject to discipline, up to and including termination. Depending on the circumstances and the employee's work history/record, City of Waterbury may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by City of Waterbury for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be subject to immediate termination from employment.

Random Drug Testing

Certain safety sensitive positions will be subject to random drug testing. Those positions include, but are not limited to, police officers, firefighters and certain drivers (CDL licensed). Safety sensitive positions are defined by the State of CT DOL. The listing prepared by State is available at the following web link: <https://www.ctdol.state.ct.us/wgwkstnd/highrisk.htm>. The random drug testing procedures governing this process are not set forth in this policy, but rather appear in the collective bargaining agreements applicable to those employees.

Collection and Testing Procedures

The City's collection and testing procedures shall be compliant with any state and federal laws and regulations governing employer sponsored drug and alcohol testing programs.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.

Employees who refuse to cooperate in required tests in violation of this policy will be terminated. The first time an employee tests positive for alcohol, marijuana or illegal drug use under this policy, the result will be discipline up to and including termination.

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management/supervision, a union representative (if requested), and HR. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO should be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

City of Waterbury reserves the right to inspect all portions of its premises for drugs, marijuana, alcohol or other contraband; affected employees may have union representation involved in this process. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

Crimes Involving Drugs

City of Waterbury prohibits all employees, including employees performing work from manufacturing, distributing, dispensing, possessing or using an illegal drug, marijuana or alcohol in or on City premises or while conducting City business. City of Waterbury employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected.

City of Waterbury does not desire to intrude into the private lives of its employees, but recognizes that employees' off-the-job involvement with drugs, marijuana and alcohol may have an impact on the workplace. Therefore, City of Waterbury reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off company premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within five days. Failure to comply will result in automatic termination. Cooperation in complying may still result in suspension without pay to allow management to review the nature of the charges and the employee's past record with City of Waterbury.

Definitions

"City premises" includes all buildings, offices, facilities, schools, grounds, parking lots, lockers, places and vehicles owned, leased or managed by City of Waterbury or on any site on which the City is conducting business.

"Illegal drug" means a substance whose use or possession is controlled by federal law and its possession or use is prohibited except where Federal law allows the concerned person possession or use pursuant to a valid prescription from a licensed healthcare provider for that substance. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to termination.

"Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the influence of drugs or marijuana" means a confirmed positive test result for illegal drug or marijuana use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

Reasonable Suspicion and Post-Accident Testing Protocol

1. The employee will be advised that City of Waterbury believes that there is reasonable suspicion to believe that he or she is affected by illegal drugs, marijuana or alcohol (or due to the nature of the accident the policy mandates this) and that this test is being offered to confirm or deny this suspicion.
2. The employee will be transported to any one of the City's contracted testing facilities (e.g., health services, prompt care or the emergency department). One member of management or a designated attendant will accompany the employee along with a union representative, if requested by the employee. *Under no circumstances will the employee be allowed to drive himself or herself to the testing facility.*
3. Prior to leaving for the testing facility, supervision/management will contact the testing facility to inform it that a staff member from City of Waterbury will be arriving and will need a drug or alcohol test completed.
4. The employee should be provided water to drink prior to leaving the City premises.
5. The employee should be given reasonable time—not to exceed 15 minutes—to secure photo ID in the company of a City of Waterbury representative.
6. The employee to be tested must present a photo ID (i.e., a driver's license or state ID card) to the testing facility staff before the specimen can be obtained. Ensure that the employee brings the photo ID with him or her when leaving City of Waterbury premises.
7. The employee to be tested must sign a consent form provided by the testing facility. Refusal to sign is addressed under the "Consequences" section of this document.
8. A City of Waterbury representative must sign as a witness to the collection procedure, along with the tested employee.
9. After returning to the City or when leaving the testing facility, the supervisor/manager must make arrangements to transport the person home (unless testing results are immediate). *Under no circumstances will the tested employee be allowed to drive himself or herself home.*

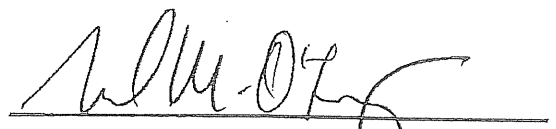
Note: This policy applies unless otherwise governed by a collective bargaining agreement, departmental procedures or federal or state statutes such as, but not limited to, Federal Motor Carrier Safety Administration (FMCSA) rules and regulations for commercial motor vehicle operators requiring a Commercial Driver's License (CDL).

Enforcement

The HR department is responsible for policy interpretation, administration and enforcement.

* The federal government enacted the "Drug-Free Workplace Act," (41 U.S.C.A. §701 et seq.). This act requires any employer receiving federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy be published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

Dated the 29th day of October, 2018


Neil M. O'Leary, Mayor, City of Waterbury CT

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #11.1

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

Cabrera, Elaine – Bilingual Aide, Bilingual Office, FT, \$14.06 p/hour, non-union w/benefits, funded by Title III.

Cruz, Jailene – Recreation Specialist, PT, \$12.00 p/hour, non-union and w/o benefits, funded by 21st Century.

Curtis, Kathy – Secretary 3, Grant's Office, FT, Unit 69 w/benefits, funded by Priority Schools.

Goldbach, Donna – Accountant 2, Grant's Office, FT, Unit 69 w/ benefits, funded by Title I Public/Non-public.

Grenon, Jason – Tutor, Children's Community School, PT, \$25 p/hour, non-union and w/o benefits, funded by Title I/Non-public.

Maldonado, Tiffany – Office Manager, Bilingual Office, FT, Unit 69 w/benefits, funded by Bilingual Grant.

Martinez, Michelle, Secretary 2, Special Education, FT, Unit 69 w/benefits, funded by IDEA Part B.

Modeen, Brianne – Tutor, Driggs School, PT, \$32 p/hour, non-union and w/o benefits, funded by Title I/Public.

Robalino, Celina – Bilingual Aide, Bilingual Office, FT, \$14.06 p/hour, non-union w/benefits, funded by Title III.

Respectfully submitted,

Verna D. Ruffin, Ed.D.
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #11.2

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following
21st Century/State Department of Education After-school Program Teacher
appointments, salary per contract:

Carrington:	Michael Gomola, Marlene Madera, Jessica Hanley Claire Hamel, Abigail Radzimirski
Duggan:	Cara Files, Rachel Schmidt, Ioulia Tzepos
Gilmartin:	Catherine Dwyer, Marcy Peschke, Suzanna Dali-Parker
Kingsbury:	Bret Bisailon, Lauren Marques, Christine Capaldo
North End:	Jennifer Rosa, Ryan Carpenter
Reed:	Jerina Tona
Wallace:	Marguerite Pesce
Walsh:	Evan Crane
Wilson:	Karyn Skinner

Respectfully submitted,

Verna D. Ruffin, Ed.D.
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #11.3

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following
WCA STEM After-school Program appointments effective immediately:

Kendra O'Brien – Teacher
Kelly Delgatti-Dupont – Paraprofessional
Sharon Crosby – Paraprofessional

Respectfully submitted,

Verna D. Ruffin, Ed.D.
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #11.4

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Extended School Hours Program (ESH) appointments, salary according to individual's contract:

<u>School</u>	<u>Last Name</u>	<u>First Name</u>	<u>Assignment</u>
<i>Bucks Hill</i>	Bello	Delia	Administrator
	Hudobenko	Filomena	Administrator
	Sanzone	Ashley	Teacher
	Drewry	Megan	Teacher
	O'Donnell	Jennifer	Teacher
	Gibson	Alyse	Teacher
	Rodriguez	Nanichi	Teacher
	Arroyo	Maria	Teacher
	Cacho-Zuniga	Lurbin	Teacher
	Martinez	Gisele	Teacher
	Colon	Zulinette	Teacher
	Gerrish	Jessica	Teacher
	Brunelli	Teri	Secretary
	Comeau	Elizabeth	Substitute Teacher
	Fortuna	Anne	Substitute Teacher
	Santiago	Koulla	Substitute Teacher
	Montes de Oca	Delmaliz	Substitute Teacher
<i>Bunker Hill</i>	Cruess	Steven	Lead Teacher
	Avxhiu	Bjanka	Teacher
	Gwiazdoski	Andrew	PE Teacher
	Guerrera	Maureen	Secretary
	Perugini	Haleigh	Substitute
	Groppi	Susan	Substitute
	Rochon	Howard	Substitute
	Colangelo	Tina	Substitute
	Stango	Melissa	Substitute

BOARD OF EDUCATION

Waterbury, Connecticut

Item #11.4

Page 2

<i>Chase</i>	Calabrese	Matthew	Admin.
	Evans-Foster	Shernett	Admin. – Sub.
	Zillo	Maria	Admin. – Sub.
	Caldarella	Lorri	Teacher
	Cavallo	Angelia	Teacher
	Matthews	Steve	Teacher
	O'Toole	Kaitlyn	Teacher
	Spinella	Abby	Teacher – Sub
	Melendez	Doreen	Coordinator/Parent Liaison
	Turner	Gina	Paraprofessional
	Salvia	Carol	Clerical
<i>Driggs</i>	Quezada	Paula	Teacher
	Owens	Theresa	Teacher
	Oheara	Megan	Teacher
	Theriault	Michael	Admin
	Pinho	Kelly	SVP
	Argenta	Taryn	Admin
	Atkinson	Jennifer	Secretary
<i>Duggan</i>	Finkenzeller	Frances	Teacher
	McCasland	Maureen	Teacher
	Sirica	Erin	Teacher
	Schmidt	Rachel	Substitute
	Brittingham	Michele	Substitute
	Ferrare	Patty	Substitute
	Field	Susan	Substitute
<i>Generali</i>	Rock	Stefanie	Facilitator/Teacher
	Pelletier	Roseann	Teacher
	Mendoza	Tania	Secretary
	Verrier	Marie	Paraprofessional
	Barbieri	Nikki	Teacher – Sub
	DellaCamera	Ashley	Teacher – Sub
	Neibel	Amy	Teacher – Sub
	Rhinesmith	Wendy	Teacher – Sub
	Walling	Maggie	Paraprofessional/Sub
<i>Reed</i>	Steffero	Melissa	3 rd grade teacher
	Tomasella	Diurca	Site Administrator
	Mendoza	Juan	Sub Administrator
	Giron	Jenny	Paraprofessional
	Farrington	Gina	Paraprofessional
<i>Tinker</i>	Wehry	Nina	Secretary
	Bumci	Ereald	Para Professional

BOARD OF EDUCATION

Waterbury, Connecticut

Item #11.4

Page 3

<i>Walsh</i>	Pierre Saint	Courtney	Lead Teacher
	Bilbrough	Allyson	Teacher
	Maldonado	Joanne	Teacher
	Nadonly	Karen	Sub
	Natoli	Jane	Sub
<i>Washington</i>	Langan	Colleen	Teacher
	Montagno	Nikita	Teacher
	Sullivan	Mariannina	Sub
	Rua	Stephanie	Sub
	Bocchicchio	Judy	Paraprofessional
	Cocchiola	Kaitlyn	Paraprofessional
	Fitzgerald	Kris	Clerical
<i>Wilson</i>	Rosser	Jennifer	Administrator
	Coelho	Dana	Administrator – Sub
	Densmore	Amy	Teacher-ELA-Wonders/Lexia
	Healy	Tara	Teacher-Science-NGSS
	Osagie	Nancy	Teacher – Math – i-Ready
	Shaffer	Andrea	Teacher – Sub
	Orsatti	Donna	Para
	Correa	Marlene	Para Sub
	Davis	Shelby	Para Sub
	Lacy	Simone	Para Sub

Respectfully submitted,

Verna D. Ruffin, Ed.D.
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #11.5

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

DeFazio, Ronald – from Chase Grade 2 to Bunker Hill Library/Media Specialist, effective 10/09/18.

Linskey, Tara – from WSMS/WMS Split Health to WSMS Health, effective 10/04/18.

Rizzo, Lisa – from Kingsbury Grade 3 to Bucks Hill Reading, effective 10/22/18.

Respectfully submitted,

Verna D. Ruffin, Ed.D.
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #11.6

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

Name		Assignment		Effective
Alexandrou	Steven	Wallace	Math Lab	8/27/2018
Barnick	Sara	Chase	SLP	8/27/2018
Brown	Edith	Tinker	Gr. 2	10/4/2018
Burke	Kaitlin	Kennedy	PE/Health	10/15/2018
DeFoe	Audra	State Street	Gr. 3-5	8/27/2018
Erris	Talia	WMS/Brass City	Social Worker	8/27/2018
Fernandez-Troche	Arelys	Reed	Library Media	10/29/2018
Giacomi	Melissa	Chase	Gr. 2	10/9/2018
Gonzalez	Stephanie	Chase	Bilingual Gr. 2	9/12/2018
Hennessey	Marguerite	Duggan	Library Media	10/9/2018
Lopez	Xylia	Tinker	Social Worker	9/13/2018
Muratori	Katie	Kingsbury	Gr. 3	10/22/2018
O'Connor	Jessica	Sprague	Gr. 3	8/27/2018
Suarez	Wanda	Crosby	WL-Spanish	9/4/2018
Thibodeau	Hannah	Wallace	Health	10/4/2018
Timaul	Simarpreet	Regan	Gr. 4	9/10/2018
Zaja	Olivia	Tinker	Gr. 5	10/9/2018

Respectfully submitted,

Verna D. Ruffin, Ed.D.
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #11.7

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

Briggs, Alyson – Reed ELA, effective 11/09/18.
Carroll, Christine – MMS Social Worker, effective 11/02/18.
Gaydosh, Kathy – KHS Chemistry, effective 10/31/18.
Hennessey, Rita – Duggan Library Media, effective 10/30/18.
Steinmetz, Sarah – Driggs Special Education, effective 11/16/18.

Respectfully submitted,

Verna D. Ruffin, Ed.D.
Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #11.8

November 14, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

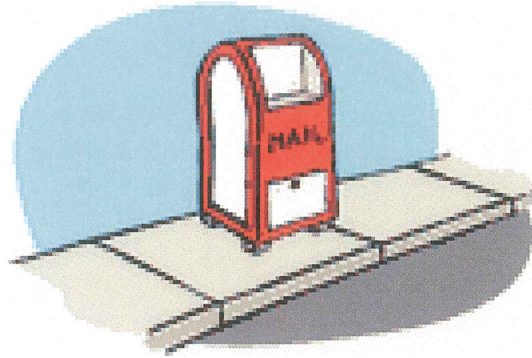
The Superintendent of Schools notifies the Board of Education of the following retirements:

Ames, Toni – Tinker Library Media Specialist, effective 10/31/18.

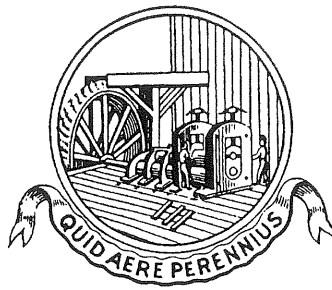
Respectfully submitted,

Verna D. Ruffin, Ed.D.
Superintendent of Schools

Communications



Packet week ending 11/13/18



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

October 30, 2018

Ilianisse Torres Melendez
67 Enoch St., Apt. C
Waterbury, CT 06705

Dear Ms. Torres Melendez:

We are pleased to receive your acceptance of our offer of employment for the position of Lunchroom Aide @ Crosby High School for the Department of Education – Food Service (Requisition #2019236) at \$10.66 per hour.

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

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

We have scheduled your orientation for Thursday, November 8, 2018 at 9:00 a.m. in Veteran's Memorial Hall located in Waterbury City Hall 235 Grand Street, 2nd Floor 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 November 9, 2018 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. You will also be required to provide documentation, mandated by the federal government, to establish your right to work in this country. We have included a sheet that outlines the documents that are acceptable to meet this requirement. You cannot start work without providing us these documents.

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

We look forward to working with you.

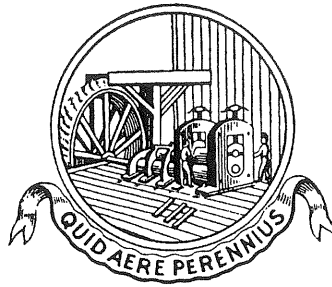
Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix
Human Resources Generalist

CSF/sd

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

October 30, 2018

Dixie Amatruda
12 Wolf Hill Rd., Apt. 2-C
Wolcott, CT 06716

Dear Ms. Amatruda:

We are pleased to receive your acceptance of our offer of employment for the position of Food Service Worker for the Department of Education – Food Service (Requisition #2019108) at \$13.91 per hour.

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

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

We have scheduled your orientation for Thursday, November 8, 2018 at 9:00 a.m. in Veteran's Memorial Hall located in Waterbury City Hall, 235 Grand Street, 2nd Floor in Waterbury. You must attend this orientation session in order to work for the City. Please call Denise Carroll at 203-574-8035 as to your start date.

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

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

We look forward to working with you.

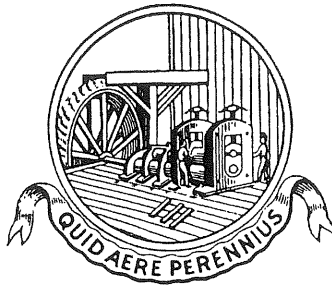
Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix
Human Resource Generalist

CSF/sd

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

October 30, 2018

Amelia Arroyo
1829 Thomaston Ave., 3rd Fl.
Waterbury, CT 06704

Dear Ms. Arroyo:

We are pleased to receive your acceptance of our offer of employment for the position of Lunchroom Aide @ Waterbury Career Academy for the Department of Education – Food Service (Requisition #2019234) at \$10.66 per hour.

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

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

We have scheduled your orientation for Thursday, November 8, 2018 at 9:00 a.m. in Veteran's Memorial Hall located in Waterbury City Hall 235 Grand Street, 2nd Floor 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 November 9, 2018 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. You will also be required to provide documentation, mandated by the federal government, to establish your right to work in this country. We have included a sheet that outlines the documents that are acceptable to meet this requirement. You cannot start work without providing us these documents.

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

We look forward to working with you.

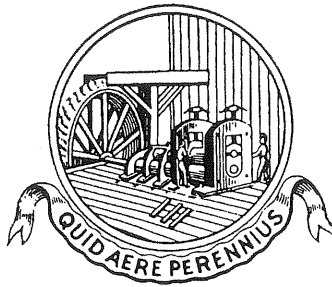
Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix
Human Resources Generalist

CSF/sd

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

October 30, 2018

Kyle Staten
140 Fulkerson Dr., Apt. 17-B
Waterbury, CT 06708

Dear Mr. Staten:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I @ Wilby High School (Req. #2019046) at \$14.91 per hour. Please contact Chris Harmon, Acting School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, November 8, 2018 at 9:00 a.m. in Veteran's Memorial Hall located in Waterbury City Hall, 235 Grand Street, 2nd Floor 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 November 9, 2018 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.

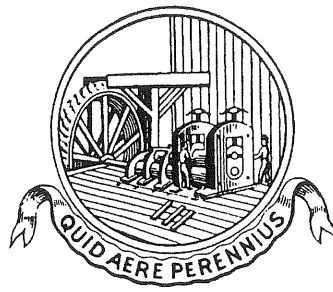
Your new probationary period in accordance with your applicable contract will be 9 months in duration. The department head will be responsible for executing your probationary evaluation no later than 9 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix
Human Resources Generalist
CSF/sd

cc Board of Education
Dr. Ruffin, Supt. of Schools
Chris Harmon, Acting Schl Insp.
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

November 1, 2018

Zuley Vega
19 Taylor St.
Waterbury, CT 06702

Dear Ms. Vega:

We are pleased to receive your acceptance of our offer of employment for the position of Lunchroom Aide @ Bunker Hill Elementary School for the Department of Education – Food Service (Requisition #2019237) at \$10.66 per hour.

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

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

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

We look forward to working with you.

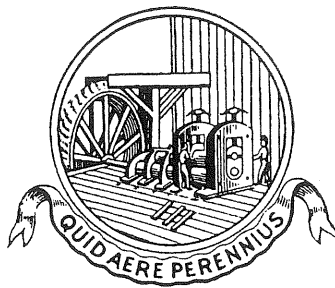
Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix
Human Resources Generalist

CSF/sd

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

November 1, 2018

Suhey Marquez
104 Berkley Ave.
Waterbury, CT 06704

Dear Ms. Marquez:

We are pleased to receive your acceptance of our offer of employment for the position of Lunchroom Aide @ Wilby High School for the Department of Education – Food Service (Requisition #2019238) at \$10.66 per hour.

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

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

We have scheduled your orientation for Thursday, November 8, 2018 at 9:00 a.m. in Veteran's Memorial Hall located in Waterbury City Hall, 235 Grand Street, 2nd Floor 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 November 9, 2018 at your regular scheduled time.

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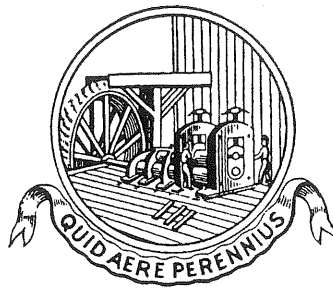
Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix
Human Resources Generalist

CSF/sd

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

November 1, 2018

Elaine Cabrera
1424 Thomaston Ave., #1
Waterbury, CT 06704

Dear Ms. Cabrera:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Paraprofessional @ Chase Elementary School (Req. #2019251) 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 Thursday, November 8, 2018 at 9:00 a.m. in Veteran's Memorial Hall located in Waterbury City Hall, 235 Grand Street, 2nd Floor 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 November 9, 2018 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.

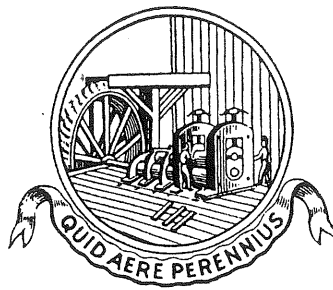
Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix
Human Resources Generalist
CSF/JP

cc: Board of Education
Dr. Ruffin,, Supt. of Schools
Melissa Baldwin, Director of Spec 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

November 1, 2018

Natalie Fox
1054 West Main St.
Waterbury, CT 06708

Dear Ms. Fox:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Paraprofessional @ Bucks Hill Annex School (Req. #2019252) 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 Thursday, November 8, 2018 at 9:00 a.m. in Veteran's Memorial Hall located in Waterbury City Hall, 235 Grand Street, 2nd Floor 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 November 9, 2018 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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cc: Board of Education
Dr. Ruffin,, Supt. of Schools
Melissa Baldwin, Director of Spec Educ
file

Carrie Swain

From: Theresa DeMars <CABE@embrams-mail.com>
Sent: Friday, November 09, 2018 7:00 AM
To: Carrie Swain
Subject: CABE Policy Highlights 11-9-2018
Attachments: November 9 2018.pdf

EXTERNAL MAIL



Hello,

Attached you will find *CABE's Policy Highlights Publication* for **November 9, 2018**. Policy Highlights are designed to contain informative topics of interest for your district.

Please feel free to contact the Policy Department at 860-571-7446 with any questions or concerns.

The publication is attached as a PDF file. You will need Adobe Acrobat Reader which is available by [clicking here](#).

To unsubscribe to this publication, please email Terry DeMars at tdemars@cabe.org and state that you would like to unsubscribe from Policy Highlights.

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

November 9, 2018

Volume 18 – Issue #10

Observance of Religious Holidays in the Public Schools: The rapidly approaching holiday season often brings the question as to the manner in which the various religious holidays can or should be recognized in schools. School populations are increasingly more diverse. The multitude of religions and beliefs present in public schools provide an opportunity to teach, through modern holiday celebrations, not only about history and other cultures, but also about mutual respect, citizenship, tolerance, peace and cooperative learning.

Board policy should provide guidance regarding the role of religion in the schools, not only pertaining to holiday observance, but also to other religion-related issues. The issue of religion in the schools remains a subject often marked by confusion and conflict. Board policy, based on law and judicial decisions, can clarify the district's approach and serve to provide an opportunity for cooperation on what has the potential to be an extremely emotional issue for the community.

Law provides some guidelines for practice and sound policy. Policies and guidelines about the role of religion in the schools should be based on the constitutional guarantee of religious liberty expressed in the First Amendment of the U.S. Constitution. Public schools may neither promote nor inhibit religious belief or non-belief. Schools, as governmental bodies, must remain strictly neutral among religions and between religion and non-religion. Governmental action must have a secular purpose and must not have a primary effect of advancing or inhibiting religion and must not cause excessive entanglement between religion and government. A school, with respect to the Free Speech Clause, cannot discriminate against speech based on the viewpoint of the speaker; however, the courts have distinguished between the religious speech of a private individual, which is protected by the Free Speech Clause, and governmental sponsored or endorsed speech, which is prohibited by the Establishment Clause.

Within the current legal framework, school districts must make many practical decisions regarding religious holidays and related issues. Such policies and decisions must demonstrate sensitivity to the needs of all students and a willingness to provide a course between the avoidance of all references to religion on one hand and promotion of religion on the other.

The adoption of policies pertaining to religious activities in the schools is recommended. Such policies impact instruction, facility usage, curriculum, graduation activities, staff and student attendance. Many samples are available, upon request, from CABE. This "*Policy Highlights*" review is restricted to religious holidays and how law impacts policy direction, due to this time of year.

The study of religious holidays may be included in the curriculum as opportunities for teaching about religions. Such study serves the academic goals of educating students about history and cultures, as well as the traditions of particular religions within a pluralistic society. On the elementary level, natural opportunities arise for discussion of religious holidays while studying different cultures and communities. At the secondary level, students of world history or literature have opportunities to consider the various holy days or religious holidays.

However, teachers must be alert to the distinction between teaching about religious holidays, which is permissible, and celebrating religious holidays, which is not. Recognition of and information about holidays may focus on how and when they are celebrated, their origin, histories and generally agreed upon meaning. An objective and sensitive approach, neither promoting nor inhibiting religion, can foster understanding and mutual respect for differences in belief. Teachers must not use the study of religious holidays as an opportunity to proselytize or to inject personal religious beliefs into the discussions. Activities that clearly promote a particular religious' faith should not be permitted in the schools. "However, school events that involve music and other activities related to various religious faiths, without proselytizing on behalf of any, are permissible," per Attorney Thomas Mooney.

The display of religious symbols in the school setting is a common concern. The use of religious symbols, used only as examples of cultural and religious heritage, is permissible as a teaching aid or resource. Religious symbols may be displayed only on a temporary basis as part of the academic program. Students may choose to create artwork with religious symbols, but teachers should not assign or suggest such creations.

Religious symbols are not permissible seasonable decorations. Religious decorations are prohibited year round. The question is often raised about religious symbols that have become secular. The Supreme Court has held that Christmas trees and a Hanukkah menorah, in some instances, have become such secular symbols of the winter holiday season that their display by a public entity may not be an Establishment Clause violation. However, it is not at all clear that such displays are permitted in public schools. The Court has noted that such displays, "when located in a public school, such a display might raise additional considerations." The Second Circuit in 2006, which includes Connecticut, ruled on a policy of the New York City schools which permits the display of Christmas trees, a menorah, and a star and crescent as "secular" symbols. The Court held that the display of these items served the dual secular purposes of celebrating holidays and promoting greater understanding of cultural and religious differences.

Moreover, religious music may be sung or played as part of the academic study of music. School concerts that present a variety of selections may include religious music. However, concerts should avoid programs dominated by religious music, especially when these coincide with a particular religious' holiday. The overall effect must not endorse religion and must relate to secular educational goals. Students should be excused from participation upon request. The use of art, drama, or literature with religious themes also is permissible if it serves a sound educational goal in the curriculum, but not if used as a vehicle for promoting religious belief.

In the coming month of December questions often are posed regarding religion in the schools. Decisions about what to do at this time of year should begin with the understanding that public schools may not sponsor religious devotions or celebrations. Holiday programs should be devised that serve an educational purpose for all students. Such programs should not make any student feel excluded or identified with a religion not their own.

In short, while recognizing the holiday season, none of the December school activities should have the purpose of promoting or inhibiting religion. In determining whether a particular celebration, song, decoration or display violates the Constitution, the administration and staff should ask the following questions promulgated by the U.S. Supreme Court. To be constitutional, an affirmative answer is required for each question.

1. Does the governmental action have a bona fide secular or civic purpose?
2. Does the primary effect neither advance nor inhibit religion, i.e. is it neutral toward both religion and non-religion?
3. Does the governmental action avoid excessive entanglement with religion?

The Eight Circuit of Appeals in 1980 decided an important case on this subject, holding that the curriculum can include discussion of holidays having both religious and secular significance, and that the study of these holidays could include religious symbols and religious music “in a prudent and objective manner and as a traditional part of the cultural and religious heritage of a particular holiday.” (*Florey v. Sioux Falls School District*).

In summary, public schools can observe, not celebrate religious holidays, which have a cultural or secular component, as well as a religious significance. Teaching about religion is permissible; celebrating religious holidays is not. Schools can teach students about Christmas and have students participate in the cultural traditions of the holiday. The use of religious symbols is permissible as a teaching aid or resource, provided they are used only as examples of cultural or religious heritage. Religious symbols may be displayed only on a temporary basis as part of the academic lesson being studied. Holiday concerts in December may appropriately include music related to Christmas, Hanukkah, and other religious traditions, but religious music should not dominate. Balance is the key or there is a perception the school is sponsoring or favoring a particular religion over other religions. While recognizing the holiday season, none of the school activities in December should have the purpose, or effect, of promoting or inhibiting religion. However, as Thomas B. Mooney indicated in *A Practical Guide to Connecticut School Law*, “Activities that clearly promote a particular religious faith will not be permitted. However, it is also true that holiday traditions have become a part of our culture. It is not always easy to draw the line. School events that involve music and other activities related to various religious faiths, without proselytizing on behalf of any, will be appropriate under the First Amendment.”

Public school teachers do not have the same breadth of academic freedom as university professors, due in large part to the age of the students and to compulsory school attendance laws, which create a captive audience for teachers. Teachers speak on behalf of the school, so they must not use their position to promote outside religious activities or otherwise promote or denigrate religion while fulfilling their teaching roles.

Careful planning in compliance with board policies can result in happy holidays free from legal challenge. Enjoy the upcoming holidays and be sure to consult with your local board attorney or the CABA legal and policy staff if you have any questions regarding religion and your school district.

Policy Implications: CABA policy #6115.1, “Religious Observances and Displays” provides guidance on this issue and is available upon request from the CABA Policy Department. In addition, policy #6115, “Separation of Church and State” also provides guidance on this issue. This policy is available in the Core Policy Manual which can be accessed on the CABA website in the member section.

Other Holiday Season Issues with Policy Direction: Other issues occur at this time of year in which policy can provide guidance as to the appropriate approach. One issue pertains to ethics. Years ago a student might give a teacher a piece of fruit as a holiday gift. However, in our current society gifts are now more elaborate and can potentially pose an ethics problem. It could be inferred, based on the gift, that it was given to influence the recipient in the performance of their duties. Therefore, it is a good idea to review the district's policy concerning ethics and receiving of gifts.

The policies to consider are:

- #0050 – Code of Ethics
- #4118.22/4218.22 – Code of Ethics (Personnel)
- #9271 – Code of Ethics (Board of Education)
- #1313 – Gifts to School Personnel
- #1323 – Gifts to Students

Another concern at this time of year is student attendance. It is supported by research that school attendance is an essential component of school success. Therefore, it's undesirable to see an increase in absenteeism the week before and after the holiday school vacation period.

Use policy to promote a culture of regular school attendance. Remind students and parents/guardians of the district's attendance policy during this holiday season. Policy #5113, "Attendance" and policy #5113.2, "Truancy" pertain to school attendance and the requirements pertaining to chronic absenteeism. The policy should be sensitive to religious observances and permit a reasonable number of excused absences to observe religious holidays.

Student wellness can also come into play at this time of year. The season involves parties, celebrations and gatherings that involve food. It is important to look at the school wellness policy, #6142.101 and its corresponding regulation for direction pertaining to foods that are provided but not sold in the school setting. This is another opportunity to remind the school community about the guidelines. The staff should be reminded that in-school celebrations of the holiday season should center on non-food activities or only serve foods and beverages that are permitted by the guidelines contained in the district's wellness policy.

Also, look at the district's policy pertaining to staff-student relationships. This policy, #4118.24/4218.24, "Staff-Student Relationships" addresses appropriate and prohibited conduct.

The policies mentioned in this issue can help to ensure a safe and happy holiday season for all. Good communication is key to keeping the holidays stress free in the school setting. Through good communication policy is effectively implemented helping districts to run smoothly.