

Board of Education

REGULAR MEETING

Thursday, September 20, 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. Copy of communication dated August 10, 2018 from Civil Service certifying Evan DeVico for the position of Maintainer I.
- b. Copy of communication dated August 13, 2018 from Civil Service certifying Alvin Roldan for the position of Maintainer I.
- c. Copy of communications dated August 15, 2018 from Civil Service certifying Dana Coelho for the position of Supervising Vice Principal and Ricardo Pacheco for the position of Maintainer I.
- d. Copy of communication dated August 16, 2018 from Civil Service to Yngri Solino regarding acceptance of the position of Food Service Worker.
- e. Copy of communications dated August 17, 2018 from Civil Service certifying Daixy Pinto-Silva and Yacqueline Moran for the position of Food Service Helper and Peter Lawlor, III and Matthew Watson for the position of Maintainer I.
- f. Copy of communications dated August 20, 2018 from Civil Service to Susan Lugo and Antonia Cavallo regarding acceptance of the position of Lunchroom Aide.
- g. Copy of communications dated August 21, 2018 from Civil Service to Wanda Vazquez and Noris Mussenden regarding acceptance of the position of Lunchroom Aide.
- h. Copy of communications dated August 21, 2018 from Civil Service certifying Pama Goggin for the position of Cook and Lakisha Beary regarding acceptance of the position of Food Service Worker.
- i. Copy of communications dated August 22, 2018 from Civil Service certifying Edna Cruz and Domonique Johnson for the position of Administrative Associate I.
- j. Copy of communications dated August 23, 2018 from Civil Service certifying Susan Zeleznik and Vickie Peterson for the position of Paraprofessional.
- k. Copy of selection notice dated August 27, 2018 to Imani Jones from Civil Service for the position of Supervising Vice Principal.
- l. Copy of communication dated August 27, 2018 from Civil Service certifying Chelsea White for the position of Office Aide and Johan Sell and Joshua Downey for the position of Food Service Worker.
- m. Copy of communication dated August 28, 2018 from Civil Service to Jessica Heredia regarding acceptance of the position of Food Service Worker.
- n. Email communication dated September 5, 2018 from Melissa Grossman regarding her children.
- o. Copy of communication dated September 10, 2018 from Civil Service to Priscilla Cardona regarding acceptance of the position of Food Service Worker.
- p. Copy of communication dated September 11, 2018 from Civil Service certifying Fred Catalani for the position of School Grounds Foreperson.
- q. Copy of the Department of Education's 2017/18 Annual report to the Mayor.

5. *Approval of Minutes:* August 2, 2018 Workshop and August 16, 2018 Regular Meeting.

6. *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.

7. *Superintendent's Announcements*

8. *President's Comments*

9. *Consent Calendar*

- 9.1 *Committee on Finance:* Request approval to apply for the CSDE Primary Mental Health Program Grant for Duggan, Wendell Cross, and Sprague Schools.
- 9.2 *Committee on Finance:* Request approval of an Agreement of Lease with 562 Connecticut, LLC for property located at 562 Captain Neville Drive.
- 9.3 *Committee on Finance:* Request approval of a Professional Services Agreement with Patricia Reinhardt to provide consulting services under the Quality Enhancement Grant.
- 9.4 *Committee on Finance:* Request approval of a Professional Services Agreement with Sue Vivian to provide consulting services under the Quality Enhancement Grant.
- 9.5 *Committee on Finance:* Request approval of a Professional Services Agreement with Easterseals Rehabilitation Center to provide consulting services under the Quality Enhancement Grant.
- 9.6 *Committee on Finance:* Request approval of an Agreement with Waterbury Youth Services, Inc. as required by the Youth Service Bureau Grant for truancy prevention.
- 9.7 *Committee on Finance:* Request approval and acceptance of the Office of Policy and Management Grant Award for the Juvenile Review Board Grant Program.
- 9.8 *Committee on Finance:* Request approval of an Agreement with Waterbury Youth Services, Inc. for sub-recipient services as required by the 2018 Juvenile Review Board Grant.
- 9.9 *Committee on School Facilities & Grounds:* Use of school facilities by school organizations and/or City departments.
- 9.10 *Committee on School Facilities & Grounds:* Use of school facilities by outside organizations and/or waiver requests.

10. *Items Removed from Consent Calendar*

11. *Committee of the Whole*

- 11.1 Authorization for Dr. Ruffin to sign grant applications and awards on behalf of the Board of Education.

12. Committee on Policy – Commissioner Sweeney

- 12.1 Request approval of revisions to the Committees/Committee Descriptions of the By-laws of the Board of Education.
- 12.2 Request approval of revisions to the Reporting of Child Abuse, Neglect and Sexual Assault (5141.4) Policy.
- 12.3 Request approval of revisions to the Recruitment and Selection (4111) Policy.
- 12.4 Request approval of revisions to the Attendance Requirements for Course Credit (5113) Policy.
- 12.5 Request approval of revisions to the Attendance Requirements for Students under 18 years of Age with Respect to Truancy (5113.2) Policy.

13. Committee on School Personnel – Commissioner Stango

- 13.1 Request approval of Job Specifications for the position of Chief Operating Officer.
- 13.2 Request approval of the Job Specifications for the position of Director of Personnel and Talent Management.
- 13.3 Request approval of the Job Specifications for the position of Supervisor of Pupil Services.
- 13.4 Request approval of the Job Specifications for the position of District Climate and Attendance Coordinator.
- 13.5 Request approval of the Job Specifications for the position of Deputy Superintendent of Schools

14. Superintendent's Notification to the Board

- 14.1 Athletic appointments:
Ayers, Ryan – WHS Assistant Football Coach, effective 08/14/18.
- 14.2 Grant funded appointments effective immediately:
Canady, Kevin – Coordinator of Career Development, part time and w/o benefits, funded by Workforce Innov. Opp. Act 17-19.
Coles, Karen – Grant Facilitator, Perkins, part-time and w/o benefits, funded by Carl D. Perkins Grant.
Curci, Joseph – Tutor, Yeshiva K'Tana, part time and w/o benefits, funded by Title I.
Klein, Esther – Tutor, Yeshiva K'Tana, part time and w/o benefits, funded by Title I.
Langlais, Lorraine – Tutor, Yeshiva K'Tana, part time and w/o benefits, funded by Title I.
Lodge, Nancy – Tutor, St. Peter/Paul, part time and w/o benefits, funded by Title I.
Majetski, Metal – Tutor, Yeshiva K'Tana, part time and w/o benefits, funded by Title I.
Rinaldi, Toni – Parent Liaison, WAMS, full time, with benefits, funded by Title I.

- 14.3 Reed Family Resource Center Books and Basketball Before School Program, salary per individual's contract, Monday – Thursday, 7 – 8:00 a.m., 10/01/18 – 12/20/18:

Tawanna Fisher – Sub	Jenny Giron – Paraprofessional
Latasha Martinez – FRC Coordinator	Debbie Price – Paraprofessional
Melissa Steffaro – Teacher/Coord.	Kristin Soricelli – Sub

- 14.4 Reed Family Resource Center Arts After School Program, salary per individual's contract, Monday – Thursday, 3 – 4:30 p.m., 10/01/18 – 12/20/18:

Cindy Albizu – Teacher/Coordinator	Gina Farrington – Paraprofessional
Tawanna Fisher – Paraprofessional	Jenny Giron – Sub
Latasha Martinez – Sub	Kirstin Soricelli – Sub

- 14.5 Walsh and Maloney's Before and After School Program appointments, salary per contract, funded by Priority School Grant:

Maloney	Position
Jorge Irizarry	Teacher
Jessie Demers	Teacher-Assistant
Kathleen Gee	Teacher-Assistant
Donna Sullivan	Teacher-Assistant
Mary Tuner	Teacher-Assistant

Walsh	Position
Ana Paris	AM Teacher
Jennifer Lillian	Lead Teacher
Kenneth Yaffe	PM Teacher
Samantha Swartz	PM Teacher
Joanne Maldonado	Substitute Teacher
Patricia Velezis-Justs	Substitute Teacher
Timothy Ricco	Substitute Teacher
Courtney Pierresaint	Substitute Teacher
Nicole Lubus (Scarzella)	Substitute Teacher
Seritha Anglin	AM/PM Assistant
Bernice Walker	PM Assistant

- 14.6 Waterbury Career Academy After-school STEM Program appointments, funded by Alliance Grant:

Nicholas Albini – Lead Administrator	Jennifer Franceskino – Sub Administrator
Kari Nizzardo – Sub Administrator	Anna Solla - Secretary
Nyree Toucet – Sub Administrator	

<i>Teachers:</i>	Jose Ferreira	Alyssa Generali
	Kay-Ann Hewell-Walker	Arman Levasseur
	Michele Neff	David Nicholson
	Kara Riley	Vincent Sapone
	Alex Shungu	

14.7 Teacher hires:

NAME		ASSIGNMENT		EFFECTIVE
Arbachauskas	Mary	Bucks Hill	Special Ed	8/23/18
Battaglia	William	Crosby	Tech Ed	8/23/18
Beaudoin	Daniel	WAMS	Math	8/23/18
Caffrey	Emily	Crosby	Special Ed.	8/23/18
Carey	Kevin	WCA	Spanish	8/27/18
Carr	Howard	Wilby	Tech Ed	8/23/18
Ciccio	Chelsea	Crosby	Special Ed	8/23/18
Costa	Eileen	Kennedy	Allied Health	8/23/18
Culver	Edwin	Crosby	Physics	8/23/18
Daley	Samantha	Crosby	Math	8/23/18
Daniels	Christi	Crosby	Gen Science	8/23/18
DeLisle	Danielle	Brass City Schools	Special Ed.	8/23/18
DeLucia	Patricia	Bucks Hill Annex	Pre-K Sped.	8/23/18
Dickey	Maegan	Regan	Gr. K	8/23/18
Edwards	Donna	Carrington	Music	8/24/18
Ferreira	Daniel	Crosby	Music	8/23/18
Frank	Elizabeth	North End	Math	8/23/18
Gaipa	Timothy	Wallace	Literacy	8/23/18
Giannelli	Alexandra	Tinker	Gr. 3	8/23/18
Goetz	Donald	Wilby	Spanish	9/04/18
Helaire	Kaitlin	State Street	Special Ed.	8/23/18
Itano-Malstrom	Kanako	Maloney	WL-Japanese	8/23/18
Johnson	Tennyson	Crosby	Tech Ed	8/23/18
Jones	Lauren	Driggs	Art	8/23/18
LaBarba	Louis	North End	Science	8/23/18
Labbe	Jennifer	Chase	Music	8/23/18
LeVasseur	Armand	WCA	Math	8/23/18
Mayes	Tristan	Reed	Music	8/23/18
McConaghy	Michelle	Districtwide	Numeracy Facil.	8/23/18
McKenna	Eibhilin	Chase	Gr. 5	8/30/18
Napoli	Nicolas	North End	Tech Ed	8/23/18
O'Hara	Meaghan	Driggs	Gr 4	8/27/18
Pike	Amanda	State Street	Special Ed	8/23/18
Plaza-Rodriguez	Katerine	Crosby	Bil. History/SS	8/23/18
Rogoff	Jamie	West Side	Special Ed.	8/23/18
Singley	Paul	Wilby	ELA	8/23/18
Spinella	Abby	Chase	Gr 5	8/23/18
Stafford	Amy	Bucks Hill Annex	Pre-K-Reg. Ed.	8/23/18
Tyrrell	Nikole	Regan	Gr. 2	8/23/18
Valentin	Kelly	Tinker	Gr. 5	8/23/18
Vinca	Shipe	Chase	Gr 5	8/24/18
Zupperoli	Robert	Washington/Regan	Art	8/27/18

14.8 Involuntary transfers effective 2018/19 school year:

Name		From	To
Bloom	Lisa	Reed Guidance Counselor	Crosby Guidance Counselor
Felton	Margaret	Sprague Special Ed	Gilmartin Special Ed SCOPE
Lapointe	Michael	WSMS General Science	Wilby Physics
Nicholson	David	WCA Info Tec h	WCA Physics`

14.9 Resignations:

Cappiello, Michael – WSMS Theater Arts, effective 08/20/18.
Christolini, Janine – Duggan Library/Media Specialist, effective 09/28/18.
Eagan, Laurie – W. Cross and Hopeville School Psychologist, eff. 08/23/18.
Ewers, Gretchen – Enlightenment ELA, effective 08/28/18.
Farrell, Kelly – Tinker Music, effective 08/17/18.
Gionfriddo, Theresa – CHS Physics, effective 08/09/18.
Goulet, Gemetta – KHS PE/Health, effective 09/14/18.
Hilbert, Jen – WHS Speech Language Pathologist, effective 08/31/18.
Hughes, Heather – Tinker ESL Teacher, effective 09/26/18.
Iannucci, Donald – WCS Physics, effective 08/08/18.
Johnson, Mariah – Tinker Grade 2, effective 09/21/18.
Kahn, Scott – Carrington Music, effective 08/15/18.
Larina, Olga – School Psychologist, effective 08/22/18.
Marks, Amanda – CHS Special Education, effective 08/15/18.
Mauro, Jennifer – WHS English, effective 08/08/18.
Mejia, Migdalia – Chase Bilingual Grade 2, effective 08/27/18.
Merritt, Donna – Bunker Hill Library Media Specialist, eff. 08/23/18.
Nelson, Marisa – Wilson Social Worker, effective 08/17/18.
Nordby, Lindsay – Walsh Special Education, effective 09/14/18.
O’Leary, Ann – Pre-k, Bucks Hill Annex, effective 10/4/18.
Parks, Eric – Carrington Grade 4, effective 08/20/18.
Stokes, Laura – Chase Grade 5, effective 08/27/18.
Valentin, Kelly – Tinker Grade 5, effective 09/21/18.
York, Judy – Reed Library Media Specialist, effective 08/23/18.

15. Unfinished Business of Preceding Meeting Only

16. Other Unfinished, New, and Miscellaneous Business

17. Executive Session

18. Adjournment

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #9.1

September 20, 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 State Department of Education 2018-2019 Primary Mental Health Program Grant for Duggan, Wendell Cross, and Sprague Schools.

Approved:

Catherine N. Awwad

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #9.2

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends that the Waterbury Board of Education approve a Lease Agreement with 562 Connecticut, LLC for property located at 562 Captain Neville Drive, Waterbury, Connecticut, to house the Department of Education's Food Service Operations.

Approved:

Catherine N. Awwad

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #9.3

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends that the Waterbury Board of Education approve a Professional Services Agreement with Patricia Reinhardt, Consultant, for services under the Quality Enhancement Grant.

Approved:

Catherine N. Awwad

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #9.4

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends that the Waterbury Board of Education approve a Professional Services Agreement with Sue Vivian, Consultant, for services under the Quality Enhancement Grant.

Approved:

Catherine N. Awwad

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #9.5

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends that the Waterbury Board of Education approve a Professional Services Agreement with Easterseals Rehabilitation Center for consultant services under the Quality Enhancement Grant.

Approved:

Catherine N. Awwad

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #9.6

September 20, 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 Waterbury Youth Services, Inc., for the period of July 1, 2018 through June 30, 2019, to provide services as required by the Youth Service Bureau Grant for truancy prevention.

Approved:

Catherine N. Awwad

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #9.7

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance recommends that the Waterbury Board of Education approve and accept the Office of Policy and Management Grant Award for the Juvenile Review Board Grant Program.

Approved:

Catherine N. Awwad

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #9.8

September 20, 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 Waterbury Youth Services, Inc., for the period of September 1, 2018 through August 31, 2019, to provide sub-recipient services under the 2018 Juvenile Review Board Grant

Approved:

Catherine N. Awwad

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON SCHOOL FACILITIES & GROUNDS

Item #9.9

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on School Facilities and Grounds 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
N. Augelli	Crosby gym: Thursdays, 8/30/18-11/29/18, 6:00-8:30 pm (Crosby varsity basketball practice)
S. Dionne	Rotella art rm.: Tuesday, November 13, 3:45-7:30 pm (CT Art Education Association conference)
Adult Educ. A. Musto	West Side MS café-kitchen: 9/17/18-12/20/18, Thursdays, 5:30-9:30 pm Kennedy rms.: 9/17/18-12/20/18, Mon. thru Thursday, 5:30-9:30 pm (Fall Enrichment Program)
P.T.A. M. Rocco	W. Cross library: Sept. '18 to May '19, 6-9 pm (monthly meetings) W. Cross outside area/gym: Wed., Sept. 5, 5:00-8:30 pm (ice cream social) W. Cross gym: Fri., September 28, 5:00-9:00 pm (PTA Family Night)
L. Lombardi	Rotella comm. room: Sept. 13 to Sept. 21, all day (Book Fair)
P. Frageau	Duggan tech. ed. room: September-June, Tues. & Thurs., 2:30-4:00 pm (Food Corp Scouts Club)
P. Caldarone	Crosby gym, café, aud.: Sat., Feb. 16, 2019, 8 am - 6 pm (NVL high school cheer championship & Jr. NVL cheer & dance competition)
A Thompson	Crosby track & field: Sunday, Sept. 30, 11 am - 2 pm (school fundraiser run)
A Simms	Rotella aud.: Tues., November 6, 8 am - 3 pm (Prof. Dev./Pre-K)
*Blue Collar Union	Kennedy aud.: Sunday, Sept. 23, 9:00-10:00 am (union members meeting)
*C. Harris	Wilby rm.: Oct. to May, every 2nd Tuesday, 6 - 8 pm (Book Club meeting) Wilby conf. rm.: Sept. to June, every 3rd Tues., 6 - 7 pm (Sch. Gov. Mtg.) Wilby lib.: Oct. to May, every 1st Tues., (Family Connection/parents mtg.)
*Fire Dept.	Rotella aud.: Fri., Sept 28, 6 - 8 pm (Fire Recruits Ceremony)
*White Collar Union	Rotella café: Thurs., Oct. 25, 6 - 9 pm (annual membership meeting)

Approved:

Charles E. Pagano

Book

SEP - 7 2018

SCHOOL PERSONNEL USE ONLY

DATE: 9-7-18

TO: SCHOOL BUSINESS OFFICE

FROM: Blue Collar Local 353

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

NAME OF SCHOOL REQUESTED: Kennedy Auditorium

☒ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Sept 23-

FROM: 9:00 am/pm TO: 10:00 am/pm

FOR THE FOLLOWING PURPOSES:

can we use the mic

Special Informational Meeting

Ray Melendez
APPLICANT

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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.

SEP 12 2018

SCHOOL PERSONNEL USE ONLY

DATE: 9/11/18

TO: SCHOOL BUSINESS OFFICE

FROM: Wilby Parent Liaison

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

NAME OF SCHOOL REQUESTED: Wilby

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms
LLC

DATES REQUESTED: Every 2nd Tues of mth
FROM: 6:00 am/pm TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

Book Club meeting

10/16 2/12
11/13 3/12
12/18 4/9
1/8 5/14

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

SEP 12 2018

DATE: 9/11/18

TO: SCHOOL BUSINESS OFFICE

FROM: Wilby Parent Liaison

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

NAME OF SCHOOL REQUESTED: Wilby

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms
New Wing Conference Rm

DATES REQUESTED: Every 3rd Tuesday

FROM: 6:00 am/pm TO: 7:00 am/pm

FOR THE FOLLOWING PURPOSES:

School Governance Meeting

9/18 1/22 5/21
10/23 2/19 6/18
11/20 3/19
12/18 4/23

Charlene Harris
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

SEP 12 2018

DATE: 9/11/18

TO: SCHOOL BUSINESS OFFICE

FROM: Wilby Parent Liaison

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

NAME OF SCHOOL REQUESTED: Wilby

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

LLC - Library

DATES REQUESTED: Every 1st Tuesday of the month

FROM: 6:00 am/pm

TO: 7:00 am/pm

FOR THE FOLLOWING PURPOSES:

Wilby Family Connections - Parent Meeting

10/2 3/5
12/4 4/2
2/5 5/7

Charlene Harris
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.

SEP 17 2018

SCHOOL PERSONNEL USE ONLY

DATE: 9-17-18

TO: SCHOOL BUSINESS OFFICE

FROM:

Fire Dept.
Capt. Maloney

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

NAME OF SCHOOL REQUESTED:

Rotella

☒ Auditorium

☐ Gymnasium

☐ Swimming Pool

☐ Café/Rooms

DATES REQUESTED:

Friday Sept. 28 2018

FROM: 6:00 am/pm

TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

Fire Recruits Ceremony

Capt. Maloney
APPLICANT

SM

Please note the following provisions:

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

SEP 11 2018

SCHOOL PERSONNEL USE ONLY

DATE: 9-11-18

TO: SCHOOL BUSINESS OFFICE

FROM: WCEA
Melissa Stark Pres.

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

NAME OF SCHOOL REQUESTED: Rotella

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Cafeteria/Rooms

DATES REQUESTED: Thursday, Oct. 25, 2018

FROM: 6:00 am/pm TO: 9:00 am/pm

FOR THE FOLLOWING PURPOSES:

Annual Union Meeting

MS
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 SCHOOL FACILITIES & GROUNDS

Item #9.10

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on School Facilities and Grounds 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
Holy Cross HS J. Ciarleglio, A.D.	Kennedy pool: 12/1/18-3/16/19, Saturdays, 6:00-8:00 am West Side pool: 12/3/18-3/15/19, Monday thru Friday, 4:00-6:30 pm (boys swim program)
Sunshine Dance S. Tetreault	Kennedy aud.: Sat. & Sun. June 1 & 2, 2019, 10 am – 5 pm (dance recital)
*U.S.A. Wildcats C. Thomas	Crosby gym: Sunday, Nov. 18, 9:00 am – 2:00 pm (cheerleading showcase)
*L. Brown Ticket to Broadway	Rotella aud.: Fri., Mar. 15, 6 – 9 pm and Sat. & Sun. Mar. 16 & 17 7 am – 10 pm (dance competition)

REQUESTING WAIVERS:

Congresswoman Esty	Crosby lobby, 8 classrooms: Sat., Oct. 13, 2018, 8:00 am - 1:00 pm (annual service academy interviews) (\$252.00)
*Autism Speaks Helen Taylor	WAMS atrium & café: Saturday, Nov. 3, 7:30 am – 4:30 pm (free autism awareness education forum) (\$1,060.)
*Catholic Academy B. Zaccagnini	Gilmartin gym: Sat., Oct. 17 & Sun., Oct. 18, 8 am – 6 pm (basketball) (\$1,848.)

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

Waterbury Knights C. Jones	Driggs gym: 9/7-12/4/18, Mon. thru Fri., 6 - 8 pm Kingsbury gym: 9/7-12/4/18, Mon. thru Fri., 6 - 8 pm Wilby gym: 9/7 – 11/4/18, Wed. & Fri., 6 - 8 pm (ok'd by A D) (cheerleading practice)
Waterbury Wizards M. Maisto	Carrington gym: 9/4 – 10/30/18, 6 - 8 pm (basketball practice)
Waterbury P.A.L. M. J. Robinson	Sprague gym: 9/4/18 – 11/1/18, 4:30 -7:00 pm (cheerleading practice)
Grandville Academy Maurice Mosley	Reed café, computer rm., classrooms, gym (when available): 10/2/18 – 5/21/19, Tuesdays 5:30-8:30 pm (Enrichment Program)
Wtby. Patriots T. Inabinett	Generali gym: 9/5/18-12/1/18, Mon., Wed., Fri., 6:15 - 8:00 pm (cheerleading practice)
Seventh Day Adv. Church J. Prescod	Sprague parking lot: 9/22/18-9/21/19, Saturdays, 8:30 am - 8:30 pm (additional parking spaces for their weekly service)

BOARD OF EDUCATION

Waterbury, Connecticut

Item #9.10

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Evangelist Fellowship of CT. Rev. Brian Evelich	Sprague classroom: 10/1/18 – 6/10/19, Mondays, 2:30 - 4:00 pm (Good News Club)
Bouley Manor Neighb. Assoc. Laraine Mills	Chase café: Jan. '19 – Dec. '19, one Thursday per month 6-8 pm (neighborhood assoc. meetings)
Girl Scouts of CT. C. Roy	Regan café: Oct., 2018 - May, 2019, 6:00 - 8:00 pm (scout meetings)
*Neighbor. Housing Services Kevin Taylor	Wilson gym: Wednesdays, 9/26/18 - 6/12/19, 6:00-7:30 pm (basketball program)
*Rivera Memorial Foundation Ofc. Matthew Ocasio	Duggan gym: Sept., 2018 – July, 2019, Mon., Wed., Fri. 4:00-9:00 pm (sports program)
*Catholic Academy B. Zaccagnini	Gilmartin gym: Oct. to Mar. Mon., Tues., Wed., Fri., 6 - 9 pm (basketball program)
*Lithuanian Sports Club A. Gelazauskas	Gilmartin gym: Sept. 2018 to June 2019, Thursdays, 7 - 9 pm (basketball, exercise program)
Wtby. Ballers T. Lott	Walsh gym: 9/26-3/27/19, Wednesdays, 6:00 - 8:30 pm Bucks Hill gym: 9/25-3/28/19, Tues. & Thurs., 6:00 - 8:30 pm

Approved:

Charles E. Pagano

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# SEP - 4 2018

APPLICANT Cheryl Thomas NAME OF ORGANIZATION USA Wildcats
ADDRESS 8 Windsor St (street) Waterbury (city) CT (state) 06702 (zip code) TELEPHONE # 203-592-0454

SCHOOL REQUESTED Crosby DATES Nov 18th ROOM(S) Gym
OPENING TIME 9:00 AM CLOSING TIME 2:00 PURPOSE Showcase for cheer gym

ADMISSION (if any) \$10 pp CHARGE TO BE DEVOTED TO expenses

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 800 CHILDREN 200

SIGNATURE OF APPLICANT Cheryl Thomas DATE 8/30/18

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: 9:00 AM setup

Cheryl Thomas 203-592-0454 doors open public 11:00
12-2 showcase

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: \$42/HR plus 1 HR service per cust

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ 500 - ☒ INSURANCE COVERAGE ☒ YES ☐ NO Sunday

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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

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

CONTRACT#

SEP 1 2 2018

APPLICANT Lori Brown NAME OF ORGANIZATION Ticket to Broadway LLC
ADDRESS PO Box 301 Ridgden Pa 15078 TELEPHONE # 724-972-3290
(street) (city) (state) (zip code)
SCHOOL REQUESTED Rutella Interdistrict DATES 3/15 3/16 3/17 ROOM(S) Auditorium/dressing Rooms
OPENING TIME 3:15 3/16 CLOSING TIME 10:17 10:00 PURPOSE Dance Competition
ADMISSION (if any) 5-8 3/17 7-10 CHARGE TO BE DEVOTED TO _____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 200 CHILDREN 150

SIGNATURE OF APPLICANT Lori Brown DATE 5/27/18

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

Lori Brown 11070 Belgrave Dr. NH Pa 15042 724-972-3290

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. LB (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$1000 for 3 days

RENTAL FEES: \$2000 for 3 days + \$200 each odd hr.

MISCELLANEOUS FEES: Teach \$55/hr.

SECURITY DEPOSIT \$ 1500 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. 574-6963 FIRE DEPT. 597-3452

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

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APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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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

AUG - 1 2018

CONTRACT#

APPLICANT Helen Taylor/Louise Amendola NAME OF ORGANIZATION Autism Speaks
ADDRESS 85 Devonshire St 9th Fl Boston, MA 02109 TELEPHONE # 803-800-6700
(street) (city) (state) (zip code)

SCHOOL REQUESTED WAMS DATES 11/3/18 ROOM(S) Apex Stage, Atrium, Cafe Rasta
OPENING TIME 7:30 CLOSING TIME 4:30 PURPOSE FREE AUTISM EDUCATION/AWARENESS FORUM
ADMISSION (if any) FREE CHARGE TO BE DEVOTED TO _____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 180 CHILDREN _____

SIGNATURE OF APPLICANT [Signature] DATE 7/31/18

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

Helen Taylor, 1016 Cooke St, Waterbury, CT 06709

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. (2) (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: Excluded plus - per person, per hour

RENTAL FEES: _____

MISCELLANEOUS FEES: Tea service (525.00)

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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APPROVAL DATE _____ SCHOOL BUSINESS OFFICE _____

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

APPLICANT/ORGANIZATION: Helen Taylor / Autism Speaks

Please check below specific item(s):

Building Usage Fees ☒

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Waterbury Arts Magnet School Auditorium, Catalana, Altrium, Recital Hall

DATE(S): _____

TIMES: _____

DATE(S): November 3, 2018

TIMES: 7:30 a.m. - 4:30 p.m.

DATE(S): November 10, 2018

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

7/31/18

Date

[Signature]

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived

\$

Building Usage Fees

\$

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

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

ATTEST _____

Clerk, Board of Education

SEP 17 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#

APPLICANT Brian Zaccagnini NAME OF ORGANIZATION Catholic Academy
ADDRESS 182 Robins st Wtby, CT 06708 TELEPHONE # 206-2063
(street) (city) (state) (zip code)
SCHOOL REQUESTED gilmartin DATES 11-16 to 11-18-2018 ROOM(S) gym Friday - Sunday
OPENING TIME 8am CLOSING TIME 6pm PURPOSE Basketball
ADMISSION (if any) 12 CHARGE TO BE DEVOTED TO 0
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 20
SIGNATURE OF APPLICANT [Signature] DATE 8/7/18

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

Brian Zaccagnini 23 Peach Orchard Rd 203 206-3063

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

SCHEDULE OF RATES: CUSTODIAL FEES: 51848

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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

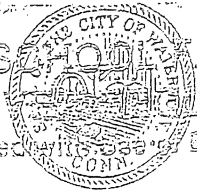
White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

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



APPLICANT/ORGANIZATION: Catholic Academy of Waterbury

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Gilmartin

DATE(S): 11-17-18; 11-18, 18

TIMES

11-17 and 18- 8 am to 6 pm.

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

8/2/18
Date

[Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____
Building Usage Fees

\$ 1548.
Custodial Fees

\$ _____
Security Deposit

BOARD USE ONLY

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

ATTEST _____
Clerk, Board of Education

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

CONTRACT#

SEP - 4 2018

APPLICANT Kevin T. Taylor NAME OF ORGANIZATION NHS of Waterbury
ADDRESS 193 Grand St. 3rd fl. Waterbury CT 06702 TELEPHONE # 203.753.1896
(street) (city) (state) (zip code)
SCHOOL REQUESTED Wilson DATES Wednesday's ROOM(S) Gymnasium
OPENING TIME 6:00pm CLOSING TIME 7:30pm PURPOSE Basketball practice
ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2 CHILDREN 12
SIGNATURE OF APPLICANT [Signature] DATE 09.04.18
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: _____

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

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

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

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APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

STARTING
9-26-18 to
6-12-19
EVERY
Wednesday

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

CONTRACT#

APPLICANT MATTHEW OCASIO NAME OF ORGANIZATION R.M.F. INC.
ADDRESS 186 CHERRY ST. WATERBURY, CT. TELEPHONE # (475) 235-3182
(street) (city) (state) (zip code)
SCHOOL REQUESTED DUGGAN. DATES SEPT 2018 JULY 2019 ROOM(S) GYM.
OPENING TIME 4:00 pm CLOSING TIME 9:00 pm PURPOSE SPORTS PROGRAM
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 10 CHILDREN 40
SIGNATURE OF APPLICANT [Signature] DATE 9-11-18
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: _____

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

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

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

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APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

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

CONTRACT#

SEP 12 2018

APPLICANT Brian Zaccagnini NAME OF ORGANIZATION Catholic Academy
ADDRESS 182 Robins st Wthby CT 06708 TELEPHONE # 206-2063
(street) (city) (state) (zip code)

SCHOOL REQUESTED gilmartin DATES Oct 2018 to April 2019 ROOM(S) gym.

OPENING TIME 6:30pm CLOSING TIME 9pm PURPOSE Basketball.

ADMISSION (if any) X CHARGE TO BE DEVOTED TO D

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 20

SIGNATURE OF APPLICANT [Signature] DATE 8/7/18

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

Brian Zaccagnini 23 Peach Orchard Rd 203 206-3063

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SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

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

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APPROVAL DATE _____ SCHOOL BUSINESS OFFICE _____

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White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

Monday
Tuesday
Wednesday
Thursday
6-9 pm

Sep. 18. 2018 5:21AM

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

No. 2444 P. 1

CONTRACT#

SEP 18 2018

APPLICANT Algirdas Gelazauskas NAME OF ORGANIZATION Corn. Lith. Sports Club

ADDRESS 63 Yale Ave, Apt. 4, Meriden, CT 06450 TELEPHONE # 203-809-3736
(street) (city) (state) (zip code)

SCHOOL REQUESTED Gilmartin Elem. school DATES Yr. Thursdays ROOM(S) Gymnasium

OPENING TIME 7:00 CLOSING TIME 9:00 PURPOSE Basketball practices / Sports

ADMISSION (if any) Club membership CHARGE TO BE DEVOTED TO Club insurance / Expenses

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 15 (Max) CHILDREN Approx 8-10

SIGNATURE OF APPLICANT Algirdas Gelazauskas DATE 09/17/2018

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: ph. 860-250-5807

Pres. Vaiva Baltonis, 59 Glendale Ave, Middletown, CT 06457

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

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

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

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APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

*Sept
Three
June*

SEP 18 2018

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT

SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702

CONTRACT#

USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT Terence Lott NAME OF ORGANIZATION Woburn College
ADDRESS 95 Grand Ave Waterbury CT 06704 TELEPHONE# 203-509-4257
(street) (city) (state) (zip code) W9
SCHOOL REQUESTED Walsh DATES 9/26 - 3/27 ROOM(S) Gym
OPENING TIME 8pm CLOSING TIME 8pm PURPOSE Basketball Practice
MISSION (if any) None CHARGE TO BE DEVOTED TO N/A
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 5 CHILDREN 25
SIGNATURE OF APPLICANT Terence Lott DATE 9-18-18

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Terence Lott 203-509-4257 Marion Robinson 902-558-2973 Row Evans 917-418-5310
Terence Lott Jr 203-808-7273 Jeremy Blakey 817-377-3883 Andre Johnson 202-870-6769
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. TL (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: _____
RENTAL FEES: _____
MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 674-6143 FIRE DEPT. 587-3452

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

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 674-2210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

ROYAL 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.

Sep. 17 2018 3:06PM

Wednesday
6-8:30

SEP 18 2018

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT

SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702

CONTRACT#

USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT Terence Lott NAME OF ORGANIZATION Waterbury Bolts
ADDRESS 236 Grand Ave Waterbury CT 06702 TELEPHONE# 203-509-4257
(street) (city) (state) (zip code) Tu + Th
SCHOOL REQUESTED HILL DATES 9/25 - 3/28 ROOM(S) Gym
EVENING TIME 8pm CLOSING TIME 8pm PURPOSE Basketball Practice
MISSION (if any) None CHARGE TO BE DEVOTED TO N/A
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 5 CHILDREN 25
SIGNATURE OF APPLICANT Terence Lott DATE 9-18-18

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Terence Lott 203-509-4257 Marion Robinson 862-558-8973 Ross Evans 917-418-5310
Terence Lott Jr 203-808-7273 Jermaine Bixey 817-377-3883 Andre Johnson 201-870-5769
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. TL (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES _____
RENTAL FEES: _____
MISCELLANEOUS FEES: _____

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 874-6463 FIRE DEPT. 867-3432

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

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 874-2210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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.

3:06 PM
3:17 PM
Sep. 17 2018

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #11.1

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee of the Whole recommends that the Board of Education approve to authorize Dr. Verna D. Ruffin, Superintendent of Waterbury Public Schools, to sign any and all grant applications and awards on behalf of the Waterbury Board of Education.

Approved:

Karen E. Harvey

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON POLICY

Item #12.1

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy recommends the Waterbury Board of Education approve the revisions to the Standing Committees of the Bylaws of the Board of Education as outlined below:

Standing Committees

- a) The President shall appoint the following standing committees, each consisting of a minimum of three members to serve two calendar years or less, the member first named to be chairperson, who will appoint a vice-chairperson:
 - 1) The Committee on Policy and Legislation
 - 2) The Committee on Curriculum
 - 3) The Committee on School Personnel
 - 4) The Committee on Building and School Facilities and Grounds
 - 5) ~~The Committee on Building~~
 - 6) The Committee on Finance
 - 7) The Committee on Grievances
 - 8) ~~The Committee on Legislation~~

Committee on Policy and Legislation

- a) The Committee on Policy and Legislation shall review all recommended additions, revisions or deletions of Policy, as referred by the Superintendent of Schools, pertaining to operation and functions of the School District. The Committee will maintain open communication with State and Federal officials regarding the district's needs and how they may be affected by proposed, pending, and/or enacted state and federal legislation.
- b) The Committee shall have general authority over the by-laws of the Board.
- c) The Committee will keep the Board abreast of any legislation that could impact the district.
- d) The Committee shall report to the Committee of the Whole prior to Board action. Approval of the full Board is required for all communications of positions on legislative issues on the Board's behalf.
- e) The Committee shall ensure alignment of Policy to Local, State, or and Federal Enactments.
- f) The Committee shall evaluate the effectiveness of current standing committees bi-annually in October of the even years.

BOARD OF EDUCATION

Waterbury, Connecticut

Item #12.1

Page 2

Committee on Building and School Facilities ~~and Grounds~~

- a) Subject to Board approval, the Committee on Building and School Facilities ~~and Grounds~~ shall have general authority for the maintenance and operation of all buildings. The Committee shall report to the Board upon the desirability of constructing new buildings or enlarging pre-existing facilities. When so instructed by the Board, the Committee shall procure plans and specifications for additions or new facilities and submit them to the Board of its approval.
- b. The Committee shall coordinate the Board's operation of school buildings ~~and~~ with other state and local authorities having an interest in the same, such as the Fire Department, the Health Department, the Plumbing Inspector, and the State Board of Education.

Committee on Building

~~The Committee on Building shall report to the Board upon the desirability of constructing new buildings or enlarging pre-existing facilities. When so instructed by the Board, the Committee shall procure plans and specifications for additions or new facilities and submit them to the Board of its approval.~~

Committee on Legislation

- a) ~~The Committee on Legislation will maintain open communication with State and Federal officials regarding the district's needs and how they may affected by proposed, pending or enacted state and federal legislation.~~
- b) ~~The Committee will keep the Board abreast of any legislation that could impact the district.~~
- c) ~~Approval of the full Board is required for all communications of positions on issues on the Board's behalf.~~

Approved:

Ann M. Sweeney

Organization

- a) The Board of Education shall consist of the Mayor and ten elected members. Six members shall constitute a quorum. The Mayor is the Chairman Ex-Officio of the Board. The members of the Board shall elect, by majority vote, a President, Vice-President, and Secretary.
- b) The organizational meeting of the Board shall be held at such time as the Mayor may direct or on December 1st of each odd numbered year. The meeting shall be called to order by the Chairman. Before acting, the members shall be duly sworn to the faithful performance of the duties of their office as prescribed by law. The Board shall proceed to elect by roll call by a majority of its members, present and absent, a President, Vice President, and Secretary.

Public Meetings

- a) All meetings of the Board of Education shall be open to the public with the exception of executive sessions (cf. 9320 – Meetings)
- b) All meetings of the Board shall be held at its office or at any other place designated by a majority vote of the Board.
- c) The Board shall hold its regular meetings on the third Thursday of each month. The President of the Board shall have the discretion to reschedule meetings under the above formula if conflicts arise.
- d) All meetings shall be held at 6:30 p.m. or at any other time designated by the majority vote of the Board. Committee meetings shall be held at 5:30 p.m., unless otherwise designated by the Chairman.
- e) Special meetings may be called and held whenever requested in writing by any three members. The written request shall contain a description of the matters to be considered, and shall be sent to the President of the Board with a copy to the Clerk of the Board. No business shall be transacted at such special meeting other than that specified in the call.
- f) Citizens are encouraged to submit prepared written statements to the Commissioners. Comments by an individual shall be limited to a maximum of five (5) minutes. Commissioners believe that this will permit wider participation while also expediting the business of the meeting.
- g) Commissioners may respond to the concerns and/or comments of public speakers only with the permission of the Chair and **without debate**.
- h) Smoking will not be permitted in any room in which a meeting of the Board of Education is being conducted (cf. 1331 – Smoking in School Facilities).
- i) During meetings of the Board of Education, all cellphones or other electronic communication devices shall be turned off or changed to a silence mode.

Bylaws of the Board

9010(b)

Executive Sessions

The public may be excluded from meetings of the Board of Education which are declared to be executive sessions. Executive sessions may be held upon a two-thirds vote of the members present and voting taken at a public meeting for only one or more of the following reasons, and may not be held for any other reason:

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting.
2. Strategy and negotiations with respect to pending claims and litigation.
3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.
4. Discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.
5. Discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of section 1-19 of the Connecticut General Statutes.

Construction of the Agenda

The Superintendent in cooperation with the President of the Board of Education shall prepare an agenda for each meeting. Any member of the Board of Education may call the Superintendent to request an item be placed on the agenda. Deadline for requests is 48 hours prior to the legally required public posting of the agenda. Finalization of the agenda lies with the Board President.

Posting of the Agenda

At least 24 hours prior to the time of the meeting, the agenda shall be posted in the Office of the Board of Education and in the Office of City Clerk and shall be filed in the Superintendent's Office.

Duties of the Chairman

The Chairman shall call the Board to order at the **appointed hour**, or as soon as a quorum is present. It shall be the duty of the Chairman to assure that all proceedings are in compliance with the laws enacted by the General Assembly, these rules and regulations and, otherwise, parliamentary usage.

Bylaws of the Board

9010(c)

Duties of the President

- a) In the absence of the Chairman, the Board President shall preside at all Board meetings.
- b) The President shall appoint liaison positions as appropriate.
- c) The President shall appoint ad-hoc committees as needed.

Duties of the Vice President

In the absence of Chairman and the President, the Vice President shall preside at the Board meeting.

Duties of the Secretary

- a) Review and report minutes to the Board.
- b) In the absence of the Chairman, President, and Vice President, the Secretary shall preside at the Board meeting.

Order of Business

- a) Business shall proceed in the following order, unless the Board otherwise directs:
 - 1. Silent Prayer
 - 2. Pledge Allegiance to the Flag
 - 3. Minutes of previous meeting
 - 4. Communications
 - 5. Public addresses the Board
 - 6. Superintendent's Report
 - 7. President's Comments
 - 8. Consent Calendar
 - 9. Committee reports
 - 10. Unfinished business of preceding meeting only
 - 11. Other unfinished, new, and miscellaneous business
 - 12. Adjournment
- b) The yeas and nays shall be taken and recorded by the Clerk of the Board whenever called for by any member of the Board.

Standing Committees

- a) The President shall appoint the following standing committees, each consisting of a minimum of three members to serve two calendar years or less, the member first named to be chairperson, who will appoint a vice-chairperson:
 - 1) The Committee on Policy and Legislation
 - 2) The Committee on Curriculum
 - 3) The Committee on School Personnel
 - 4) The Committee on Building and School Facilities and Grounds
 - 5) The Committee on Building
 - 6) The Committee on Finance
 - 7) The Committee on Grievances
 - 8) The Committee on Legislation

At least one member of each committee shall be a member of the minority party.

Bylaws of the Board

9010(d)

- b) The President shall call committees together when requested to do so by the respective Chairperson, but in case the Chairperson refuses or neglects, then, at the request of the remaining members of the Committee, he shall call a meeting of the Committee, and a majority of the Committee shall constitute a quorum.
- c) Every report shall be signed by a majority of the Committee. A minority report in writing may be presented.
- d) All Committee actions are subject to the approval of the Board.
- e) The Board will allow electronic participation of members of Standing Committees and Ad-hoc Committees in accordance with Board Policy #9005 "Electronic Participation".

Committee on Policy and Legislation

- a) The Committee on Policy and Legislation shall review all recommended additions, revisions or deletions of Policy, as referred by the Superintendent of Schools, pertaining to operation and functions of the School District. The Committee will maintain open communication with State and Federal officials regarding the district's needs and how they may be affected by proposed, pending, and/or enacted state and federal legislation.
- b) The Committee shall have general authority over the by-laws of the Board.
- c) The Committee will keep the Board abreast of any legislation that could impact the district.
- d) The Committee shall report to the Committee of the Whole prior to Board action. Approval of the full Board is required for all communications of positions on legislative issues on the Board's behalf.
- e) The Committee shall ensure alignment of Policy to Local, State, or Federal Enactments.
- f) The Committee shall evaluate the effectiveness of current standing committees bi-annually in October of the even years.

Committee on Curriculum

- a) All proposals to add to or change the course of study or the textbooks used in the school system shall be referred to and reported upon by this Committee prior to the action by the Board. In reporting upon any such proposals, the Committee shall give due consideration to the recommendations of the Superintendent of Schools and the consultative groups acting under the provisions of School Board Policy.
- b) All requisitions for books, supplies and the like shall be presented to this Committee and/or its duly appointed representatives for approval.
- c) Proposals for special regulations or changes to regulations regarding instruction in the school system shall be submitted to the Committee for transmittal to the Board.
- d) Proposals for overnight field trips and/or to destinations outside the State of Connecticut shall be submitted to the Committee for transmittal to the Board.

Committee on School Personnel

- a) The Committee on School Personnel shall act as an advisory body to the Superintendent in the appointment and transfer of teachers and in all other matters concerning the teaching and administrative and supervisory corps.
- b) The Committee shall conduct studies from time to time, as may appear necessary, regarding the number of teaching and supervisory personnel required to achieve the goals of the system and the salaries and other benefits required to obtain and retain professional personnel of a high caliber. Such studies shall include consultation with the Superintendent and other interested standing committees. The Committee shall report its findings and recommendations to the Superintendent for such use as he/she may require and for transmittal to the Board.

Bylaws of the Board

9010(e)

- c) The Committee shall develop methods by which teachers' performance shall be evaluated to determine whether such performance meets the standards developed by the Board so as to entitle the teacher to advancement on the salary schedule if not at the maximum of the applicable schedule.
- d) The Committee shall also develop methods by which the performance of supervisors and administrators shall be evaluated to determine whether such performance meets the standards established by the Board for the administrative or supervisory position to which they are assigned.
- e) The Committee shall be responsible for reporting to the Board the names of those teachers, supervisors and/or administrators who should no longer be employed by the Board on the ground that they have failed to meet the standards established by the Board for their particular position, and should not be advanced to the next step in the applicable salary schedule because of their failure to meet the standards developed by the Board.

Committee on ~~Building and School Facilities and Grounds~~

- a) Subject to Board approval, the Committee on **Building and School Facilities and Grounds** shall have general authority for the maintenance and operation of all buildings. **The Committee shall report to the Board upon the desirability of constructing new buildings or enlarging pre-existing facilities. When so instructed by the Board, the Committee shall procure plans and specifications for additions or new facilities and submit them to the Board of its approval.**
- b. The Committee shall coordinate the Board's operation of school buildings ~~and~~ **with** other state and local authorities having an interest in the same, such as the Fire Department, the Health Department, the Plumbing Inspector, and the State Board of Education.
- b) The Committee shall supervise the appointment of all employees not otherwise provided for in these Policies, including such extra or part-time help as may be necessary, all in conformity with the Charter of the City of Waterbury, if applicable.
- c) The Committee shall exercise overall supervision of the school bus program. It shall consult with the administrative personnel who are assigned the responsibility of operating the program. The Committee shall conduct periodic studies of the effectiveness of the program and shall submit reports, recommendations, and proposals to the Board for its approval.
- d) The Committee shall present to the Board for its approval all requests for permission to use school buildings for all academic and/or non-academic purposes.

Committee on Building

~~The Committee on Building shall report to the Board upon the desirability of constructing new buildings or enlarging pre-existing facilities. When so instructed by the Board, the Committee shall procure plans and specifications for additions or new facilities and submit them to the Board of its approval.~~

Committee on Finance

- a) The Committee on Finance shall serve the Superintendent in an advisory capacity in

conjunction with the preparation of the annual education budget and the Superintendent's presentation of the budget to the Board of Aldermen.

- b) The Committee shall be responsible for reviewing all grants and grant-funded contracts or agreements submitted for Board of Education approval for submission to the State and/or other agency.

- c) The Committee shall be responsible for seeing that the lunch program is running as efficiently as possible, both monetarily and nutritionally, and that it meets State and Federal mandates in regard to the nutrition of the children in the Waterbury Public Schools.
- d) Financial reports of all school entertainment and athletic events shall be reported to the Department of Education's Chief Operating Officer in writing within thirty days of the event and said Officer may control the disposition of the same, provided, that the Athletic Association of each high school may submit an annual financial report at the end of the school year in June, in lieu of monthly reports.

Committee on Grievances

- a) The Committee on Grievances shall assist the Board in the Board's determination of grievances. All grievances shall be submitted to the Committee. The Committee, in conjunction with the President of the Board, shall schedule and hold the necessary hearings to comply with any collective bargaining agreement in effect between the Board and duly authorized representative of its employees or a group of its employees.
- b) The Clerk shall be responsible for the preparation and distribution of grievance forms.
- c) Committee members are expected to be present during all grievance hearings.

Committee on Legislation

- a) The Committee on Legislation will maintain open communication with State and Federal officials regarding the district's needs and how they may be affected by proposed, pending or enacted state and federal legislation.
- b) The Committee will keep the Board abreast of any legislation that could impact the district.
- c) Approval of the full Board is required for all communications of positions on issues on the Board's behalf.

Miscellaneous

Any procedures or provisions not covered by the Charter in the performance of this Board shall be governed by "The Scott, Foresman Robert's Rules of Order, Newly Revised".

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON POLICY

Item #12.2

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy recommends the Waterbury Board of Education approve the revisions to the Reporting of Child Abuse, Neglect and Sexual Assault (5141.4) Policy as required by Public Act 18-15 and 18-17.

Approved:

Ann M. Sweeney

Reporting of Child Abuse, Neglect and Sexual Assault

Connecticut General Statutes Section 17a-101, et seq., requires all school employees of the Board of Education to report suspected child abuse and neglect. The Board of Education recognizes its legal obligations relating to mandated reporting and requires all persons applying for employment with the Board to submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

Mandated reporters include the superintendent, administrators, teachers, substitute teachers, guidance counselors, **school counselors**, school paraprofessionals, coaches of intramural and interscholastic athletics, nurses, physicians, psychologists, social workers, and **licensed behavior analysts** either employed by the Board or working in one of the District Schools or any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in District Schools.

Such individual(s) who have reasonable cause to suspect or believe that a child under eighteen (18) years of age has been abused or neglected, has had non-accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon the child, is placed at imminent risk of serious harm or sexually assaulted by a school employee is required to report such abuse and/or neglect or risk and/or sexual assault in accordance with applicable state statutes. The mandated reporting requirement regarding the sexual assault of a student by a school employee applies based on the person's status as a student, rather than his or her age.

A mandated reporter's suspicion may be based on factors including, but not limited to, observations, allegations, facts or statements by a child, victim or third party. Suspicion or belief does not require certainty or probable cause.

An oral report by telephone or in person shall be made as soon as possible but not later than twelve (12) hours to the Commissioner of the Department of Children and Families and to the Superintendent of Schools or his/her designee followed within 48 hours by a written report to the Department of Children and Families.

Any person who intentionally and unreasonably interferes with or prevents the making of a report pursuant to this section, or attempts or conspires to do so will be subject to criminal prosecution under law. State law also prohibits retaliation against a mandated reporter for fulfilling his/her obligations to report suspected child abuse or neglect.

The oral and written reports shall include, if known, (1) the names and addresses of the child and his/her parents/guardians or other persons responsible for his/her care; (2) the child's age; (3) the child's gender; (4) the nature and extent of the child's injury or injuries, maltreatment or neglect; (5) the approximate date and time the injury or injuries, maltreatment or neglect occurred; (6) information concerning any previous injury or injuries to or maltreatment or neglect of the child or his/her siblings; (7) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter; (8) the name of the person(s) suspected to be responsible for causing such injury or injuries, maltreatment or neglect; (9) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect of a child and (11) whatever action, if any, was taken to treat, provide shelter or otherwise assist child.

Reporting of Child Abuse, Neglect and Sexual Assault

The Board of Education will not employ anyone who was terminated or resigned after a suspension based on the Department of Children and Families' investigation, if he or she has been convicted of (1) child abuse or neglect or (2) 1st, 2nd, 3rd or 4th degree sexual assault; 1st degree aggravated sexual assault or 3rd degree sexual assault with a firearm of a student who is not enrolled in adult education

The Board will not employ an individual who was terminated or resigned, if he or she (1) failed to report the suspicion of such crimes when required to do so or (2) intentionally and unreasonably interfered with or prevented a mandated reporter from carrying out this obligation or conspired or attempted to do so. This applies whether or not an allegation of abuse, neglect or sexual assault has been substantiated.

Legal Reference: Connecticut General Statutes

- 10-220a Inservice training. Professional development committees. Institutes for educators. Cooperating teacher program, regulations (as amended by PA 11-93)
- 10-221d Criminal history records check of school personnel. Fingerprinting. Termination or dismissal (as amended by PA 11-93)
- 10-221s Investigations of child abuse and neglect. Disciplinary action. (as amended by PA 16-188)
- 17a-28 Definitions. Confidentiality of and access to records; exceptions. Procedure for aggrieved persons. Regulations (as amended by PA 11-93 and PA 14-186)
- 17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings without court order. (as amended by PA 96-246, PA 00-220, PA 02-106, PA 03-168, PA 09-242, PA 11-93, PA 15-205, **PA 18-15 and PA 18-17**)
- 17a-101a Report of abuse or neglect by mandated reporters. (as amended by PA 02-106, PA 11-93, PA 15-205, **PA 18-15 and PA 18-17**)
- 17a-102 Report of danger of abuse. (as amended by PA 02-106)
- 17a-106 Cooperation in relation to prevention, identification and treatment of child abuse/neglect.
- 10-151 Teacher Tenure Act.
- P.A. 11-93 An Act Concerning the Response of School Districts and the Departments of Education and Children and Families to Reports of Child Abuse and Neglect and the Identification of Foster Children in a School District.
- P.A. 15-205 An Act Protecting School Children.
- P.A. 14-186 An Act Concerning the Department of Children and Families and the Protection of Children.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON POLICY

Item #12.3

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy recommends the Waterbury Board of Education approve the revisions to the Recruitment and Selection (4111) Policy as required by Public Act 18-42.

Approved:

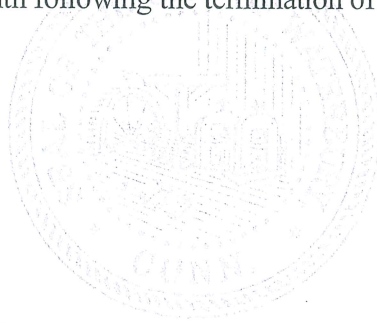
Ann M. Sweeney

Recruitment and Selection, continued

Except as indicated below, and in the first paragraph in this section, a certified educator receiving retirement benefits from the Teachers Retirement System (TRS) may not be employed in a certified position receiving compensation paid out of public money appropriated for school purposes except that such educator may be employed in such a position and receive no more than forty-five percent of the maximum salary level for the assigned position. Any certified educator who receives in excess of such amount shall reimburse the Board for the amount of such excess.

Commencing July 1, 2016, to June 30, ~~2018~~, **2020**, the exemption from the limitation on the compensation of a reemployed certified educator apply to an educator who (A) is receiving retirement benefits from TRS based on thirty-four or more years of credited service, (B) is reemployed in a district designated as an alliance district (pursuant to C.G.S. 10-262u), and (C) was serving in the district on July 1, 2015.

On and after July 1, 2016, a certified educator receiving retirement benefits from the system may be employed and receive compensation, health insurance benefits, and other employment benefits provided to active teachers employed by such school system provided such teacher does not receive a retirement income during such employment. Payment of such teacher's retirement income shall resume on the first day of the month following the termination of such employment.

**Legal Reference: Connecticut General Statutes**

10-151 Employment of teachers. Notice and hearing on termination of contract (as amended by P.A. 12-116 An Act Concerning Educational Reform)

10-153 Discrimination on account of marital status.

10-183v Reemployment of teachers, as amended by P.A. 10-111, An Act Concerning Education Reform in Connecticut and P.A. 16-91, An Act Making Changes to the Teachers' Retirement System, and P.A. 17-173 An Act Concerning Minor Revisions and Additions to the Education Statutes and **PA 18-42 An Act Concerning a Provision Concerning Reemployment of Certain Teachers.**

10-220 Duties of Boards of Education.

31-126 Unfair Employment Practices.

46a-60 Discriminatory employment practices prohibited.

Title IV Equal Employment Opportunities.

20 U.S.C. Section 1119 No Child Left Behind Act.

34 C.F.R. 200.55 Federal Regulations.

P.L. 114-95 Every Student Succeeds Act, S.1177-55, 56

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON POLICY

Item #12.4

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy recommends the Waterbury Board of Education approve of revisions to the Attendance Requirements for Course Credit or Promotion (5113) Policy as required by Public Act 18-182.

Approved:

Ann M. Sweeney

Attendance Requirements for Course Credit or Promotion**Attendance**

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of “in attendance” shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

1. Definitions (related to chronic absenteeism)

Chronically absent child: An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

Absence: An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to C.G.S. 10-198b.

District chronic absenteeism rate: The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

School chronic absenteeism rate: The total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

Excuses: A student’s absence from school shall be considered “excused” if written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

Note: *The use of the state approved definitions of “excused” and “unexcused” absences are for state purposes for the reporting of truancy. Districts are not precluded from using separate definitions of such absences for their internal uses such as involving decisions on areas such as promotion and grading.*

- A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials.

Such documentation includes a signed note from the student’s parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

Attendance Requirements for Course Credit or Promotion, continued

- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
 2. Student's observance of a religious holiday;
 3. Death in the student's family or other emergency beyond the control of the student's family;
 4. Mandated court appearances (documentation required);
 5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
 6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.
- C. A student's absence from school shall be considered unexcused unless:
1. The absence meets the definition of an excused absence and meets the documentation requirements; or
 2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

Excused Absences for Children of Service Members

An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible to obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

Chronic Absenteeism

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

Attendance Requirements for Course Credit or Promotion, continued

1. A team for the District must be established when the District chronic absenteeism rate is 10 percent or higher.
2. A team for the school must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each established attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. ~~(SDE to develop by 1/1/16.)~~ Such plan must include the means for collecting and analyzing data relating to student attendance, truancy and chronic absenteeism. The data must be disaggregated by school district, school grades and subgroups such as race, ethnicity, gender, eligibility for free and reduced priced lunches, students whose primary language is not English, and students with disabilities.

The District shall annually include in information for the strategic school profile report for each school and the District that is submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. *(An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)*

Dismissal

No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the approval of the Superintendent or his/her designee.

No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the Principal.

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

The classroom or homeroom teacher or administrative assistant or administrative designee determines the legitimacy of an excused absence, and final determination will be made by building principal.

Attendance Requirements for Course Credit or Promotion, continued

2. **TWENTY ABSENCE LIMIT for any student enrolled in the Waterbury School System in grades K – 12:** No student may receive course credit for a full-year course after having been absent from that course more than twenty (20) class periods during the school year. These absences will be pro-rated for other than full-year courses and for courses meeting other than five (5) periods per week. All absences in a class will be counted except those incurred while a student participates in school-sponsored activities and/or essential administrative business and/or for an absence that meets the definition of a disciplinary action.

3. **TARDINESS/EARLY DISMISSAL:** For the purpose of tardiness and early dismissal, “excused” is defined the same as “excused” absence. A pupil who is tardy or dismissed early must report to the office before reporting to his/her classroom. Regardless whether the tardy or early dismissal is excused or unexcused, the student must be present in school for at least half of the regular school day in order to receive attendance credit for the day.

For High School and Middle School: Pupils are considered tardy or dismissed early if not in class when the bell rings. For every three unexcused tardies to school or for every three unexcused early dismissals from school, one unexcused day of absence will be assessed to the student’s academic record for that class period specifically affected by the tardy or early dismissal

At the high school level, the unexcused tardy or unexcused absence applies to each individual class the student is late for or absent from. This may apply to more than one class. In addition, when homeroom is dissolved, the student’s previous unexcused absences and unexcused tardies will be reflected in the student’s first period class.

For Elementary Schools: Total unexcused tardy and unexcused early dismissal time accumulated throughout the year will be assessed to the student’s academic record as determined by the school administrator.

4. The Board of Education’s policy “Attendance Requirements for Students under 18 Years of Age with Respect to Truancy, #5113.2, will be strictly enforced.
5. The school administrator or administrative designee will be responsible for administering policy.
6. **WAIVER POLICY:** A student who has accumulated more absences than allowed by the policy, but who feels that the situation warrants special consideration, may appeal to the administration for a waiver increasing the number of allowable absences for that particular student. At the discretion of the administration, the parent may be requested to appear at the hearing to verify the legitimacy of the appeal.
- A. If extenuating circumstances exist, parents and students have the right to a waiver of the denial of credit and/or promotion. The waiver must be requested in writing within five (5) days after notification of credit withdrawal and directed to the school principal.

Attendance Requirements for Course Credit or Promotion, continued

- B. Each school will set up an Appeals Board to consider the waiver, consisting of the principal and two teachers to informally hear all requests. Other pupil personnel faculty may be invited by the Appeals Board to participate when appropriate. All parties directly involved may attend the informal hearing. The Appeals Board will meet as soon as possible after individual students have exceeded their absences.
- C. The Appeals Board will consider:
1. Presentation by parent/legal guardian
 2. Documentation from medical personnel
 3. The student's attendance record
 4. The student's request to earn back lost credit
 5. Other information deemed appropriate by the administration
- D. A student may be allowed an attendance appeal hearing on a yearly basis. However, a successful waiver for promotion or restoration of credit may only be granted twice in grades K-5, once in grades 6-8, and once in grades 9-12.
- E. Decisions of the Appeals Board are final. Waivers granted or denied must become a part of student's permanent cumulative file and recorded into the computer data base.

Legal Reference Connecticut General Statutes:

10-220(c) Duties of boards of education (as amended by PA 15-225)

10-184 Duties of parents (as amended by PA 98-243 and PA 00-157)

10-185 Penalty

10-198a Policies and procedures concerning truants (as amended by PA 11-136, An Act Concerning Minor Revisions to the Education Statutes and PA 14-198, An Act Concerning Excused Absences from School for Children of Service Members, and PA 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee)

10-198b State Board of Education to define "excused absence," "unexcused absence," and "disciplinary absence"

10-198c Attendance review teams.

10-198d Chronic absenteeism (as amended by PA 17-14 and PA 18-182)

45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by PA 15-225)

10-199 through 10-202 Attendance, truancy - in general

*Action taken by State Board of Education on January 2, 2008, to define "attendance."**Action taken by State Board of Education on June 27, 2012, to define "excused" and "unexcused" absences.*

PA 17-14 An Act Implementing the Recommendations of the Department of Education

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON POLICY

Item #12.5

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy recommends the Waterbury Board of Education approve the revisions to the Attendance Requirements for Students under 18 Years of Age with Respect to Truancy (5113.2) Policy as required by Public Act 18-182.

Approved:

Ann M. Sweeney

Attendance Requirements for Students under 18 years of Age with Respect to Truancy**Introduction and Definitions**

The District's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted. For purposes of implementing this policy and for reporting purposes regarding truancy, the District will utilize the State Board of Education approved definitions of "excused," "unexcused," and "disciplinary" absences. (Note: Also see Policy entitled "Attendance Requirements for Course Credit or Promotion")

"Truant" shall mean a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year.

"In attendance" shall mean a student if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

"Chronically absent child" is an enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

"Absence" means an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to C.G.S. 10-198b.

"District chronic absenteeism rate" means the total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

"School chronic absenteeism rate" means the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

Remediation of Truancy

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. The Superintendent of Schools shall develop regulations which will detail the following school district obligations under the district's truancy policy.

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. Establish a system to monitor student attendance.

Attendance Requirements for Students under 18 years of Age with Respect to Truancy, continued

4. Make a reasonable effort by telephone and by mail to notify parents or other persons having control of the child, enrolled in grades one through eight, inclusive, when a child does not arrive at school and there has been no previously approval or other indication which indicates parents are aware of the absence. *(Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)*
5. Identify a student as “truant” when the student accumulates four unexcused absences in any month or ten in a school year.
6. Identify a student as “chronically absent” when the student accumulates a total number of absences at any time during a school year that is equal to or greater than ten percent of the total number of days that such student has been enrolled at the school during the school year.
7. Appropriate school staff meet with parents of a child identified as truant or chronically absent to review and evaluate the situation, within ten days of such designation. Such meeting may involve the school or District Attendance Team.

Students so identified may be subject to:

- (a) retention in the same grade to acquire necessary skills for promotion or retention.
 - (b) a requirement to complete a summer school program successfully before being promoted to the next grade.
8. When a petition is filed, an educational evaluation of the truant student shall be done by appropriate school personnel if no such evaluation has been performed within the preceding year.
 9. Provide coordination of services and refer “truants” to community agencies which provide child and family services.
 10. If in existence, refer the child to the children’s probate court truancy clinic.
 11. Until such time as the State Department of Education provides a truancy model, the Waterbury Public Schools will follow its current truancy procedures.

The Board, on or before 8/15/18, shall implement a truancy intervention model identified by the Connecticut State Department of Education (SDE) for any school within the District that has a disproportionately high rate of truancy, as identified by the Commissioner of Education. Parents or other persons having control of each child shall be notified of such truancy model. (Note: The SDE is required to identify these effective truancy intervention models by 8/15/17.)

Chronic Absenteeism

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

Attendance Requirements for Students under 18 years of Age with Respect to Truancy, continued

1. A District team must be established when the District's chronic absenteeism rate is 10 percent or higher.
2. A school team must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education ~~when it's available~~. Such plan must include the means for collecting and analyzing data relating to student attendance, truancy and chronic absenteeism. The data must be disaggregated by school district, school grades and subgroups such as race, ethnicity, gender, eligibility for free and reduced priced lunches, students whose primary language is not English, and students with disabilities.

The District shall annually include in information for the strategic school profile report for each school and the District that submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)

Legal Reference: Connecticut General Statutes

- 10-184 Duties of parents. (as amended by PA 98-243 and PA 00-157)
- 10-198a Policies and procedures concerning truants (as amended by PA 00-157, PA 11-136 and PA 16-147)
- 10-198b State Board of Education to define "excused absence", "unexcused absence", and "disciplinary absences"
- 10-198c Attendance review teams (as amended by PA 17-14)
- 10-198d Chronic absenteeism (as amended by PA 18-182)
- 10-198e-Identification of truancy identification models (as amended by PA 18-182)
- 10-199 through 10-202 Attendance, truancy in general. (Revised, 1995, PA 95-304)
- 45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by PA 15-225)
- 10-220(c) Duties of boards of education (as amended by PA 15-225)
- 10-202e-f Policy on dropout prevention and grant program.
- 10-221(b) Board of education to prescribe rules.
- Campbell v New Milford*, 193 Conn 93 (1984).
- Action taken by the State Board of Education on January 2, 2008, to define "attendance."*
- Action taken by the State Board of Education on June 27, 2012, to define "excused and "unexcused" absences.*
- PA 15-225 An Act Concerning Chronic Absenteeism.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON SCHOOL PERSONNEL

Item #13.1

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee on School Personnel, the Superintendent of Schools recommends approval of the job specifications for the position of Chief Operating Officer, as attached.

Respectfully submitted,

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

Approved:

Charles L. Stango

13.1

REVISED DRAFT – 9/6/2018

Date Approved BOE:

FLSA Status: Exempt

Union Affiliation: Unclassified

Salary Range: \$150,000 to \$170,000

CHIEF OPERATING OFFICER

NATURE OF WORK

As a member of the Superintendent's Staff, he/she will handle a wide range of matters of institutional importance and be responsible for the central coordination of all operational functions and activities of the Department of Education. He/she will assist in providing direction for strategic planning and change management initiatives, budget and financial planning, project management, policy and program development for the Board of Education.

Work involves responsibility for assuring that services to citizens, administrators, teachers, staff and students are being delivered in a satisfactory and cost-effective method. Work is performed under the direct supervision of the Superintendent and is reviewed through conferences and observation of results. The work involves administration of public school finance, pupil transportation, food services, custodial and maintenance services, personnel, management Information Systems (MIS), public relations and school facilities including construction and other functions or assignment by the Superintendent. This position supervises the department heads responsible for these areas of work. Reviews and recommends staffing requirements and other tasks as assigned by the Superintendent.

ILLUSTRATIVE EXAMPLES OF WORK

- Oversees and directs a broad range of high-level projects including design, development, coordination and implementation of operational plans, strategic planning, select programs and policies to help attain institutional goals, activities and monitor and evaluate impact and outcomes.
- Participates in key constituent meetings to ensure appropriate and responsive follow-up and accountability and facilitates resolution of matters requiring the Chief Operating Officer.
- Brings operations personnel together, develops reasonable courses of action, follows-up on subsequent performance. Ensures effective communication among School District, City and State officials and personnel.
- Monitors internal and external information, examines the consequences of that information for operations, and develops concepts for necessary changes in structure of procedures.
- Solves problems through creating a priority order of deficiencies in existing procedures, and then develops the process leading to implementation of the solution to the problem.
- Performs related work as required.
- Provides leadership and support for all issues and procedures involved with school construction, facilities and maintenance.

CHIEF OPERATING OFFICER (Continued)

REQUIREMENTS OF WORK, EXPERIENCE AND TRAINING

- A Master's degree and at least 10 years experience in education management or local government administration; or any equivalent combination of training and experience, which provides the following knowledges, abilities and skills.
- Preferred State of Connecticut School Business Administrator Certificate (085).
- Strategic planning skills to support the Department of Education's efforts to effect change in a multi-cultural environment.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.
- Thorough knowledge of the basic principles of organization, financial administration, operations analysis and personnel administration.
- Thorough knowledge of the objectives and practices of the various administrative functions in government.
- Knowledge of accounting, statistics and administrative law.
- Ability to analyze a variety of administrative problems, make recommendations for their solution and to put recommendations into practice.
- Ability to carry out brief general instructions of a superior effectively and to institute projects and studies on own initiative.
- Ability to present facts and express ideas effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with department heads, departmental personnel and the general public.
- Assists with contract negotiations.
- Experience in an urban school district and/or a multi-cultural environment preferred.

REPORTS TO: Superintendent of Schools

**TERMS OF
EMPLOYMENT:** Full-time, year-round, Board of Education
Unclassified Position

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board of Education's policy on evaluation of professional personnel.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON SCHOOL PERSONNEL

Item #13.2

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee on School Personnel, the Superintendent of Schools recommends approval of the job specifications for the position of Director of Personnel and Talent Management, as attached.

Respectfully submitted,

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

Approved:

Charles L. Stango

REVISED DRAFT – 9/6/2018

Approved by CSC:

Approved by BOA:

FLSA Status: Exempt

Union Affiliation: Non Union

Proposed Salary Range: \$110,000 to \$130,000

**DIRECTOR OF PERSONNEL AND
TALENT MANAGEMENT****GENERAL STATEMENT OF DUTIES:**

Under the direction of the Superintendent of Schools and the Chief Operating Officer, this position is responsible for the development and administration of personnel and labor relations in the Department of Education, provides leadership, direction and guidance for the strategic initiatives and day-to-day operations of Human Capital and Payroll Divisions; does other related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent is responsible for overseeing the Education Department's Human Resource and Personnel functions and serving as the chief labor negotiator with respect to collective bargaining with unions representing certified personnel; formulating labor relations policies and practices for certified school personnel; developing and recommending employee relations policies; evaluation of work record and/or training and evaluation for all professional personnel in the classified service of the department as well as establishing procedures for the personnel management of classified personnel, leads the overall mission to find and return great talent for all positions in the organization in order to meet the mission of high student achievement. This position reports to the Superintendent.

EXAMPLES OF DUTIES (Illustrative Only):

- Serves as Connecticut Commission on Human Rights and Opportunities (CHRO) Officer for Waterbury Public Schools, conducts preliminary investigations of employee complaints, makes recommendations for resolution;
- Oversees all Education Department personnel functions, and coordinates staff evaluation process;
- Advises department and education staff on personnel and labor relations matters;
- Develops human resources and labor relations policies and recommends policies to the Superintendent;
- Develops and plans for the implementation of the broadest range of management and human resource goals;
- Directs the operations of the Personnel and Talent Management Office through professional, technical and support staff, ensuring that all policies and programs are administered in a fair and equitable manner to all employees;
- Collaborates with Central Office departments and provides staff training and development;
- Provides leadership and support to management and their subordinates regarding their professional responsibilities, organizational development, and employee services to the City;
- Oversees labor contract administration and interpretation;
- Promotes the Department's affirmative action goals and objectives;

DIRECTOR OF PERSONNEL AND TALENT MANAGEMENT (Continued)

EXAMPLES OF DUTIES (Illustrative Only) - Continued:

- Develops and implements strategic goals in recruitment, selection, induction, deployment, performance management and professional development for all employees with a strong focus on teacher and principal effectiveness.
- Frequently reviews and utilizes metrics related to Human Capital to ensure attainment of goals and quality measures of the workforce.
- Oversees the administration of Unemployment Compensation program, and other Federal and State legal requirements related to the human resources functions;
- Serves as Chief Spokesperson in collective bargaining negotiations;
- Coordinates grievance, arbitration hearings and other labor relations and personnel issues;
- Prepares the Department's position in labor negotiations, researching problematic areas of labor contract agreements with management, reviewing settlements and arbitration awards of comparable jurisdictions, Federal and State legislation directly impacting municipal human resources administration, and analyzes labor trends as the basis for policy and strategy decisions;
- Manages contract negotiation process through to agreement;
- Prepares and presents final contract settlements and interest arbitration awards to the Board of Education and its committees for action, as required by statute;
- Coordinates labor relations activities with the Department and elected officials;
- Investigates employee grievances and union complaints in an effort to resolve disputes and minimize further action or litigation;
- Directs and administers all phases of labor relations activities including interpretation of contract language and providing direction to line management in administering labor agreements.
- Maintains professional development and awareness of current human resource philosophy, principles and practices;
- Regularly attends meetings of the Board of Education and attends meetings of other City Boards and Commissions upon request;
- Coordinates personnel and labor functions with the City's Director of Human Resources;
- Works with the City's Human Resources Information Systems (HRIS) office to ensure that the Lawson System is being utilized to full potential and provides needed verification and reporting for all Federal and State Reports as well as daily reporting needs; and
- Performs related duties as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Thorough knowledge of the principles and practices of Human Resources management, collective bargaining and employee relations practices, and the ability to interpret and explain principles, policies and practices;
- Thorough knowledge of applicable Federal, State and local laws, ordinances, regulations and policies relating to labor and employment matters, including, without limitation, the Connecticut Municipal Employee Relations Act;
- Considerable management and administrative skills in the areas of organization, planning, communications, interpersonal relations and personnel;

DIRECTOR OF PERSONNEL AND TALENT MANAGEMENT (Continued)

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES (Continued):

- Skilled in oral and written communications, conflict resolution and effective group presentations;
- Skill in conducting research, analyzing and interpreting information;
- Skilled in the operation of a personal computer, including use of internet, intranet and utilizing Microsoft Office applications and industry-specific software;
- Ability to supervise staff of professionals and clerical personnel, and to develop and maintain cooperative and effective working relationships with superiors, subordinates, the general public, attorneys, government agencies, consultants, and elected and appointed officials;
- Ability to develop sound working relationships with line managers and union leaders and to effectively engage in collective bargaining;
- Knowledge of and ability to use computerized human resources information systems;
- Ability to manage time effectively and efficiently, and to establish and meet deadlines;
- Required to obtain the Professional Human Resources Certificate within one (1) year of employment.

ACCEPTABLE EXPERIENCE AND TRAINING:

Ten (10) years progressively responsible experience in public or private personnel administration or service in education or public administration, including five (5) years in the supervision of a professional staff, experience in selection, training, labor relations, and human resources, with a familiarity of affirmative action programs. Bachelor's degree and considerable knowledge of Human Resources, Labor Relations, Industrial Relations, Personnel, Business Administration, Public Administration, Education Administration, or a related field required. A Doctorate degree is preferred, but not required.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON SCHOOL PERSONNEL

Item #13.3

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee on School Personnel, the Superintendent of Schools recommends approval of the job specifications for the position of Supervisor of Pupil Services, as attached.

Respectfully submitted,

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

Approved:

Charles L. Stango

Date Approved BOE:
FLSA Status: Exempt
Union Affiliation: SAW Per Contract
Salary Range: \$150,000 to \$160,000

DRAFT 9/19/2018

Supervisor of Pupil Services

STATEMENT OF DUTIES:

Provides leadership and supervision in the planning, implementation and evaluation of pupil personnel, and pupil attendance services. Communicates and enforces Connecticut laws and regulations related to enrollment and truancy.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional and administrative position reporting to the Chief Academic Officer. The position classification requires subject matter expertise in educational programs, attendance, curriculum and instruction strategies, and pupil personnel services. Directly related administrative experience is necessary to assure success in a pupil service leadership role. The job requires the ability to analyze and offer alternative problem solutions. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of educational programs and services of the organization. Frequently meets with teachers, Guidance Counselors, School Psychologists and other educational personnel to meet, motivate and monitor the result objectives of the pupil service operation. Immediately supervises the School Climate Coordinator.

EXAMPLES OF WORK: (Illustrative only)

Legislative Updates

- Writes district policy in compliance with new legislation and presents at the Waterbury Board of Education Policy Committee and Workshop meetings
- Develops procedures and training in accordance with new legislation

Leads the District School Climate Committee

- Monthly meetings; establish agenda and distribute minutes
- Review and refine district discipline and bullying data and develop strategies, professional development, and procedures to reduce bullying and discipline
- Refine, order and distribute Discipline Referral Forms
- Review monthly discipline comparison data and share with staff
- Present discipline data to the Waterbury Board of Education and District Data Team
- Develop district procedures and professional development to reduce suspensions
- Ensure the district abides by the Connecticut State Department of Education In-School and Out-of-School Suspension Guidelines

School Counselors

- Ensure all school counselors are utilizing best practice
- Evaluate select school counselors
- Collaborate with administrators to hire
- Prepare Professional Development

Student Success Plans and Naviance

- Develop and implement plan for all 6 - 12th grade students to have computer access to annual goals, complete learning and career inventories, and engage in career exploration
- Ensure Naviance is being used to the full capability across the district
- Ongoing collaboration with Naviance regarding task assignment and design
- Bi-weekly review of Naviance usage reports

Advisory Curriculum

- Establish uniform advisory curriculum and calendar of implementation for 6-12th grade
- Provide training to staff on advisory curriculum
- Collaborate with Waterbury Teachers' Association on any revisions

504 District Coordinator

- Edit and Revise Section 504 manual and communicate to staff
- Provide training to administrators and building level Section 504 Coordinators
- Attend Section 504 meetings as needed
- Collaborate with legal department on Office for Civil Rights complaints

Lead the District Confidential Rapid Response Team

- Monthly meetings; establish agenda and distribute minutes
- Review summary of Department of Children and Families 136 forms; follow up with Department of Children and Families or other agencies as needed
- Department of Children and Families 136 forms reviewed weekly; follow up with building administration as needed

Other

- Oversee the expulsion process for all regular education and 504 students
- Complete contracts and Memorandum of Understandings as required
- Work collaboratively with Special Education Department
- Attend community committee meetings as assigned
- Complete district and State reports as required
- Evaluate assigned certified staff utilizing the district evaluation plan
- Perform other related duties as may be assigned by the Chief Academic Officer

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of principles and research based practices as it relates to pupil personnel, attendance, and student services related laws and legislation. Knowledge, skill and ability to plan, develop and implement programs and services at the district and/or school level. Ability to work in a collaborative team environment in the fulfillment of duties and responsibilities.

ACCEPTABLE EXPERIENCE & TRAINING:

Current Certification from the Connecticut Department of Education with Endorsement 092 or its future equivalent. Five years of successful work under teacher or pupil services certification. Three years of successful experience in an administrative/leadership position preferred. Experience in an urban school district and/or a multi-cultural environment preferred. This is a grant funded union position that exists as long as grant funds are available. Bilingual preferred.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON SCHOOL PERSONNEL

Item #13.4

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee on School Personnel, the Superintendent of Schools recommends approval of the job specifications for the position of District Climate and Attendance Coordinator, as attached.

Respectfully submitted,

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

Approved:

Charles L. Stango



WATERBURY
Public Schools
Today's Students, Tomorrow's Leaders

District Climate and Attendance Coordinator **Job Description**

GENERAL STATEMENT OF DUTIES:

The Climate and Attendance Coordinator will be expected to meet the following goals:

1. Reduce chronic absenteeism
2. Reduce use of in-school arrests, out-of-school suspensions, and other exclusionary discipline practices
3. Build knowledge and skills among key school professionals to recognize and manage behavioral health crises in the school, and access needed community resources
4. Create a system to link youth who are at-risk of arrest to appropriate school and community-based services and supports.

SPECIFIC EXAMPLES OF DUTIES:

1. Coordinate and train administrators and staff in restorative practices
 - A. Develop districtwide implementation plan
 - B. Train staff in school climate and restorative practices
 - C. Act as the liaison for the Connecticut State Department
2. Lead the district as the Safe School Climate Coordinator
 - A. Meet with building climate coordinators
 - B. Revise "Bullying" forms as needed
 - C. Collect monthly Bullying logs
 - D. Provide training to building level school climate investigator
 - E. Lead the district with School Climate Plans
 - F. Lead the district with the School Climate Survey
3. Reducing chronic absenteeism
 - A. Lead the district chronic absenteeism team
 - B. Collaborate with administrators to hire school attendance counselors
 - C. Scheduling of counselors and reviewing monthly data to plan for professional development
 - D. Edit and revise truancy forms/letters
 - E. Collaborate with Waterbury Youth Services on building based Truancy Juvenile Review Board
4. Monitor Behavior Technicians/Prevention Specialists
 - A. Collect and review monthly data
 - B. Provide professional development
 - C. Review building level data and develop SMART goals
5. Provide annual notification to administrators on Bullying Training, Department of Children and Families mandated reporting, Sexual Abuse and Prevention
6. Coordinate district in-school suspension support
7. Collaborate with National Alliance of Mental Illness to provide training to staff and students

SPECIFIC EXAMPLES OF DUTIES (Continued):

8. Collaborate with Waterbury Youth Services on Safe Place presentations to middle and high school students
9. Representative on city's Sensitivity Task Force
10. Customizes professional development in mental health and juvenile justice for administrators and staff
11. Facilitate in obtaining resources related to the flow of students removed from the class or school
12. Coordinates the Safe School Team
13. District liaison to the RED (Racial and Ethnic Disparities) Committee
14. Work closely with all constituents and community supports to improve access to mental health services and supports
15. Works with key constituents to ensure school disciplinary policies align with diversion values, including a graduated response model for school discipline
16. Communicate policies and protocols to families, community and staff
17. Perform other duties as assigned by the Supervisor of Support Services and Attendance

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree from an accredited college
2. Seven (7) years of working in the Educational Profession
3. Certification in Physical Management Training procedures
4. Experience in an urban school district and/or a multi-cultural environment
5. Bilingual preferred

SALARY/BENEFITS/WORK YEAR:

Salary \$60,000-80,000 depending upon level of experience. This is a non-union, grant funded position that exists as long as funds are available.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON SCHOOL PERSONNEL

Item #13.5

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee on School Personnel, the Superintendent of Schools recommends approval of the job specifications for the position of Deputy Superintendent of Schools, as attached.

Respectfully submitted,

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

Approved:

Charles L. Stango

Last Date Approved CSC: 10/10/2017

Last Date Approved Board of Aldermen: 01/17/1972

FLSA Status: Non-Exempt

Union Affiliation: N/A

Pay Grade: \$150,000~\$190,000

DEPUTY SUPERINTENDENT OF SCHOOLS

GENERAL STATEMENT OF DUTIES:

Assists and is responsible to the Superintendent of Schools for the overall administration of the school system; does other related work as required. Has direct responsibility for management of the School System in the absence of the Superintendent of Schools.

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible professional and administrative position of a high level; the Deputy Superintendent of School provides leadership assistance in support of the Superintendent for the development, promotion, and implementation of the district's priorities, objectives, and improvement efforts. The Deputy Superintendent is responsible for exercising general and immediate supervision over all activities of the school system. The work is performed according to the Rules and Regulations of the Board of Education and the general administrative supervision received from the Superintendent of Schools. The Deputy Superintendent of Schools will collaborate with the Board of Education to establish goals and set policy direction for the District.

EXAMPLES OF WORK: (Illustrative only)

Provides leadership assistance in support of the Superintendent for the development, promotion, and implementation of the district's priorities, objectives, and improvement efforts

- Assists the Superintendent of Schools in planning and administering school activities;
- Coordinates and evaluates school programs for curriculum content and teaching techniques;
- Responsible for the development and administration of the instructional program for children from pre- school to the twelfth (12th) grade and provides leadership in the development, implementation and evaluation of improved programs of instruction;
- Assists in the recruitment, selection, assignment, transfer, evaluation and retention of professional personnel;
- Assists in the preparation of the annual school budget;
- Works closely with the Chief Financial Officer, the Superintendent of Schools and the executive staff in its preparation; Holds conferences and meetings, as needed, with officials, other school administrators to develop a coordinated program in all aspects of school system;
- Generates enthusiasm and inspiration with a view toward encouragement of good teaching and raising the standards and interest of the school system;
- Works with the Chief Academic Officer, school principals, department heads and representatives of the State Department of Education with a view toward the appointment of evaluation committees that will analyze evaluate and appraise the various areas of the school system;
- Studies current and anticipated pupil population in the various schools in order to develop a program that will meet the needs of a growing population;

EXAMPLES OF WORK: (Illustrative only) - Continued

- Assists in the planning of new school buildings; Conducts regular and special studies;
- Prepares periodic and recurring reports; Attends meetings of the Board of Education;
- Attends civic meetings, delivers addresses, and performs other duties in the field of public relations; Performs a variety of other duties as delegated by the Superintendent of Schools.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of modern principles and practices of school administration, including some knowledge of modern business administration and public administration practices; thorough knowledge of modern principles and practices of budget development and execution, personnel administration and office services as applied to the operation of a school system; demonstrated ability to plan and supervise the work of others on a large scale; initiative and resourcefulness in the solution of school administrative problems; demonstrated sound professional judgment; a good physical condition.

REQUIRED EXPERIENCE & TRAINING:

Candidates must have three (3) or more years' experience as a central office administrator at the level of Assistant Superintendent of Schools (Waterbury equivalent) or above at a K-12 system.

Candidates must have at least five (5) or more years' educational experience as a school based administrator (principal, vice-principal or equivalent) in a large urban school district with more than 10,000 students.

Must be in possession of or eligible for a Connecticut State Board of Education Certificate for the position of Deputy Superintendent of Schools (092).

A 093 certification is preferred.

A Doctorate degree is preferred.

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.1

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

Ayers, Ryan – WHS Assistant Football Coach, effective 08/14/18.

Respectfully submitted,

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

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.2

September 20, 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:

Canady, Kevin – Coordinator of Career Development, part time and without benefits, funded by Workforce Innov. Opp. Act 17-19.

Coles, Karen – Grant Facilitator, Perkins, part-time and without benefits, funded by Carl D. Perkins Grant.

Curci, Joseph – Tutor, Yeshiva K'Tana, part time and without benefits, funded by Title I.

Klein, Esther – Tutor, Yeshiva K'Tana, part time and without benefits, funded by Title I.

Langlais, Lorraine – Tutor, Yeshiva K'Tana, part time and without benefits, funded by Title I.

Lodge, Nancy – Tutor, St. Peter/Paul, part time and without benefits, funded by Title I.

Majetski, Metal – Tutor, Yeshiva K'Tana, part time and without benefits, funded by Title I.

Rinaldi, Toni – Parent Liaison, WAMS, full time, with benefits, funded by Title I.

Respectfully submitted,

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

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.3

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Reed Family Resource Center Books and Basketball Before School Program, salary per individual's contract, Monday – Thursday, 7 – 8:00 a.m., 10/01/18 – 12/20/18:

Tawanna Fisher – Sub
Latasha Martinez – FRC Coordinator
Melissa Steffaro – Teacher/Coord.

Jenny Giron – Paraprofessional
Debbie Price – Paraprofessional
Kristin Soricelli – Sub

Respectfully submitted,

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

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.4

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Reed Family Resource Center Arts After School Program, salary per individual's contract, Monday – Thursday, 3 – 4:30 p.m., 10/01/18 – 12/20/18:

Cindy Albizu – Teacher/Coordinator
Tawanna Fisher – Paraprofessional
Latasha Martinez – Sub

Gina Farrington – Paraprofessional
Jenny Giron – Sub
Kirstin Soricelli – Sub

Respectfully submitted,

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

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.5

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Walsh and Maloney's Before and After School Program appointments, salary per contract, funded by Priority School Grant:

Maloney

Jorge Irizarry
Jessie Demers
Kathleen Gee
Donna Sullivan
Mary Tuner

Position

Teacher
Teacher-Assistant
Teacher-Assistant
Teacher-Assistant
Teacher-Assistant

Walsh

Ana Paris
Jennifer Lillian
Kenneth Yaffe
Samantha Swartz
Joanne Maldonado
Patricia Velezis-Justs
Timothy Ricco
Courtney Pierresaint
Nicole Lubus (Scarzella)
Seritha Anglin
Bernice Walker

Position

AM Teacher
Lead Teacher
PM Teacher
PM Teacher
Substitute Teacher
Substitute Teacher
Substitute Teacher
Substitute Teacher
Substitute Teacher
AM/PM Assistant
PM Assistant

Respectfully submitted,

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

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.6

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Waterbury Career Academy After-school STEM Program appointments, funded by the Alliance Grant:

Nicholas Albini – Lead Administrator
Kari Nizzardo – Sub Administrator
Nyree Toucet – Sub Administrator

Jennifer Franceskino – Sub Administrator
Anna Solla - Secretary

Teachers: Jose Ferreira
Kay-Ann Hewell-Walker
Michele Neff
Kara Riley
Alex Shungu

Alyssa Generali
Arman Levasseur
David Nicholson
Vincent Sapone

Respectfully submitted,

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

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.7

September 20, 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		EFF.
Arbachauskas	Mary	Bucks Hill	Special Ed	8/23/18
Battaglia	William	Crosby	Tech Ed	8/23/18
Beaudoin	Daniel	WAMS	Math	8/23/18
Caffrey	Emily	Crosby	Special Ed.	8/23/18
Carey	Kevin	WCA	Spanish	8/27/18
Carr	Howard	Wilby	Tech Ed	8/23/18
Ciccio	Chelsea	Crosby	Special Ed	8/23/18
Costa	Eileen	Kennedy	Allied Health	8/23/18
Culver	Edwin	Crosby	Physics	8/23/18
Daley	Samantha	Crosby	Math	8/23/18
Daniels	Christi	Crosby	Gen Science	8/23/18
DeLisle	Danielle	Brass City Schools	Special Ed.	8/23/18
DeLucia	Patricia	Bucks Hill Annex	Pre-K Sped.	8/23/18
Dickey	Maegan	Regan	Gr. K	8/23/18
Edwards	Donna	Carrington	Music	8/24/18
Ferreira	Daniel	Crosby	Music	8/23/18
Frank	Elizabeth	North End	Math	8/23/18
Gaipa	Timothy	Wallace	Literacy	8/23/18
Giannelli	Alexandra	Tinker	Gr. 3	8/23/18
Goetz	Donald	Wilby	Spanish	9/04/18
Helaire	Kaitlin	State Street	Special Ed.	8/23/18
Itano-Malstrom	Kanako	Maloney	WL-Japanese	8/23/18
Johnson	Tennyson	Crosby	Tech Ed	8/23/18
Jones	Lauren	Driggs	Art	8/23/18

BOARD OF EDUCATION

Waterbury, Connecticut

Item #14.7

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LaBarba	Louis	North End	Science	8/23/18
Labbe	Jennifer	Chase	Music	8/23/18
LeVasseur	Armand	WCA	Math	8/23/18
Mayes	Tristan	Reed	Music	8/23/18
McConaghy	Michelle	Districtwide	Numeracy Facil.	8/23/18
McKenna	Eibhilin	Chase	Gr. 5	8/30/18
Napoli	Nicolas	North End	Tech Ed	8/23/18
O'Hara	Meaghan	Driggs	Gr 4	8/27/18
Pike	Amanda	State Street	Special Ed	8/23/18
Plaza-Rodriguez	Katerine	Crosby	Bil. History/SS	8/23/18
Rogoff	Jamie	West Side	Special Ed.	8/23/18
Singley	Paul	Wilby	ELA	8/23/18
Spinella	Abby	Chase	Gr 5	8/23/18
Stafford	Amy	Bucks Hill Annex	Pre-K-Reg. Ed.	8/23/18
Tyrrell	Nikole	Regan	Gr. 2	8/23/18
Valentin	Kelly	Tinker	Gr. 5	8/23/18
Vinca	Shipe	Chase	Gr 5	8/24/18
Zupperoli	Robert	Washington/Regan	Art	8/27/18

Respectfully submitted,

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

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.8

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following involuntary transfers effective 2018/19 school year:

Name		From	To
Bloom	Lisa	Reed Guidance Counselor	Crosby Guidance Counselor
Felton	Margaret	Sprague Special Ed	Gilmartin Special Ed SCOPE
Lapointe	Michael	WSMS General Science	Wilby Physics
Nicholson	David	WCA Info Tec h	WCA Physics`

Respectfully submitted,

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

BOARD OF EDUCATION

Waterbury, Connecticut

SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.9

September 20, 2018

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

Cappiello, Michael – WSMS Theater Arts, effective 08/20/18.
Christolini, Janine – Duggan Library/Media Specialist, effective 09/28/18.
Eagan, Laurie – W. Cross and Hopeville School Psychologist, eff. 08/23/18.
Ewers, Gretchen – Enlightenment ELA, effective 08/28/18.
Farrell, Kelly – Tinker Music, effective 08/17/18.
Gionfriddo, Theresa – CHS Physics, effective 08/09/18.
Goulet, Gemetta – KHS PE/Health, effective 09/14/18.
Hilbert, Jen – WHS Speech Language Pathologist, effective 08/31/18.
Hughes, Heather – Tinker ESL Teacher, effective 09/26/18.
Iannucci, Donald – WCS Physics, effective 08/08/18.
Johnson, Mariah – Tinker Grade 2, effective 09/21/18.
Kahn, Scott – Carrington Music, effective 08/15/18.
Larina, Olga – School Psychologist, effective 08/22/18.
Marks, Amanda – CHS Special Education, effective 08/15/18.
Mauro, Jennifer – WHS English, effective 08/08/18.
Mejia, Migdalia – Chase Bilingual Grade 2, effective 08/27/18.
Merritt, Donna – Bunker Hill Library Media Specialist, eff. 08/23/18.
Nelson, Marisa – Wilson Social Worker, effective 08/17/18.
Nordby, Lindsay – Walsh Special Education, effective 09/14/18.
O'Leary, Ann – Pre-k, Bucks Hill Annex, effective 10/4/18.
Parks, Eric – Carrington Grade 4, effective 08/20/18.
Stokes, Laura – Chase Grade 5, effective 08/27/18.
Valentin, Kelly – Tinker Grade 5, effective 09/21/18.
York, Judy – Reed Library Media Specialist, effective 08/23/18.

Respectfully submitted,

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

Communications



Packet week ending

9/18/18



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

September 10, 2018

Priscilla Cardona
385 Bucks Hill Rd., Apt. A
Waterbury, CT 06704

Dear Ms. Cardona:

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 #2018521) 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, September 13, 2018 at 11:00 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. 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.

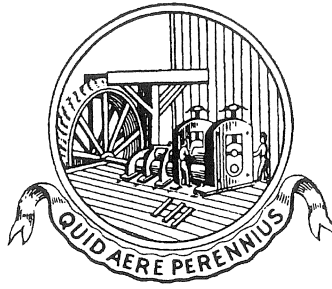
Again, welcome to the City of Waterbury.

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

September 11, 2018

Fred Catalani
15 Greystone Rd.
Waterbury, CT 06704

Dear Mr. Catalani:

Your name is being certified to the Education Department for the position of School Grounds Foreperson (Req. #2019072) at \$24.52 per hour. Please call Chris Harmon, Acting School Inspector, to discuss the details of the position. The telephone number is (203) 574-8013. Failure to call the above named individual by September 18, 2018 will result in your name being removed from the eligibility list.

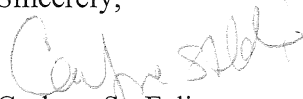
We have scheduled your orientation for Thursday, September 13, 2018 at 9:15 a.m. at the Department of Human Resources, 236 Grand Street in Waterbury. You must attend the orientation session in order to be certified to this position. Your first day reporting to your new department/supervisor was September 6, 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.

Sincerely,


Carlyne St. Felix
Human Resources Generalist

CSF/sd

cc: Board of Education
Chris Harmon, Acting School Inspector
Dr. Ruffin, Supt. of Schools
file