



MEMORANDUM

**FROM:** Carrie A. Swain, Clerk  
Board of Education

**DATE:** September 4, 2018

**TO:** Michael J. Dalton, City Clerk

**SUBJECT:** Notice Committee Meetings – Thursday, September 6, 2018,  
5:30 p.m., **RELOCATED TO Carrington School**  
Notice of Regular Meeting – Thursday, September 20, 2018, 6:30 p.m.,  
Waterbury Arts Magnet School Atrium

The Committees of the Board of Education will meet on Thursday, September 6, 2018, 5:30 p.m., **Carrington School**, 24 Kenmore Avenue, Waterbury, CT.

AGENDA

SILENT PRAYER

PLEDGE ALLEGIANCE TO THE FLAG

- 1. Committee of the Whole/20 minutes ~ Principal’s Report (no backup) – Celia Piccochi/Bunker Hill School.

PUBLIC SPEAKING

- 2. Committee on Finance/5 minutes ~ Request approval to apply for the CSDE Primary Mental Health Program Grant for Duggan, Wendell Cross, and Sprague Schools – L. Allen Brown, D. Schwartz.
- 3. Committee on Finance/5 minutes ~ Request approval of an Agreement of Lease with 562 Connecticut, LLC for property located at 562 Captain Neville Drive – L. Franzese.
- 4. Committee on Finance/5 minutes ~ Request approval of a Professional Services Agreement with Patricia Reinhardt to provide consulting services under the Quality Enhancement Grant – K. Rainville.
- 5. Committee on Finance/5 minutes ~ Request approval of a Professional Services Agreement with Sue Vivian to provide consulting services under the Quality Enhancement Grant – K. Rainville.
- 6. Committee on Finance/5 minutes ~ Request approval of a Professional Services Agreement with Easterseals Rehabilitation Center to provide consulting services under the Quality Enhancement Grant – K. Rainville.
- 7. Committee on Finance/5 minutes ~ Request approval of an Agreement with Waterbury Youth Services, Inc. as required by the Youth Service Bureau Grant for truancy prevention – W. Owen, E. Skoronski.

8. Committee on Finance/5 minutes ~ Request approval and acceptance of the Office of Policy and Management Grant Award for the Juvenile Review Board Grant Program – M. Baldwin, E. Skoronski.
9. Committee on Finance/5 minutes ~ Request approval of an Agreement with Waterbury Youth Services, Inc. for sub-recipient services as required by the 2018 Juvenile Review Board Grant – M. Baldwin, E. Skoronski.
10. Committee on Finance/5 minutes ~ Department of Education's 2017/18 Expenditure Report – D. Biolo.
11. Committee of the Whole/15 minutes ~ Discussion: Curriculum and Instruction Initiatives – D. Schwartz, et al.
12. Committee of the Whole/15 minutes ~ Summer School Report 2018 – D. Schwartz, et al.
13. Committee of the Whole/10 minutes ~ Department of Education's 2017/18 Annual Report.
14. Committee on Policy/10 minutes: Request approval of revisions to the Committees/Committee Descriptions of the By-laws of the Board of Education – Commissioner Sweeney.
15. Committee on School Facilities & Grounds/2 minutes ~ Use of school facilities by school organizations and/or City departments.
16. Committee on School Facilities & Grounds/3 minutes ~ Use of school facilities by outside organizations and/or waiver requests.

#### **SUPERINTENDENT'S UPDATE TO THE BOARD**

17. Superintendent's Notification to the Board/5 minutes:
  - a. Athletic appointments:  
Ayers, Ryan – WHS Assistant Football Coach, effective 08/14/18.
  - b. 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 Lorraine – Tutor, Yeshiva K'Tana, part time and without benefits, funded by Title I.  
 Klein, Esther Lorraine – 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 Lorraine – 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.

- c. Teacher hires:

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
Good	Kathleen	Washington/ Regan	Art	8/23/18
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
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			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

d. Involuntary transfers effective 2018/19 school year:

<b>Name</b>		<b>From</b>	<b>To</b>
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`

e. Resignations:

Cappiello, Michael – WSMS Theater Arts, effective 08/20/18.  
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.  
Iannucci, Donald – WCS Physics, effective 08/08/18.  
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.  
Parks, Eric – Carrington Grade 4, effective 08/20/18.  
Stokes, Laura – Chase Grade 5, effective 08/27/18.  
York, Judy – Reed Library Media Specialist, effective 08/23/18.

## **EXECUTIVE SESSION**

## **ADJOURNMENT**

ATTEST:   
Carrie A. Swain, Clerk  
*Board of Education*



## **Board of Education Committee Descriptions**

~~**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 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 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.~~  
Approval

**Committee on Policy(and Legislation):**

- a) The Committee ~~on Policy~~ 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 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.

**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.
- 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 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 for 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.
- (c) 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.
- (d) 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.
- (e) 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.

## 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 1<sup>st</sup> 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.
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## 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.
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### 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.**
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- 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.
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conjunction with the preparation of the annual education budget and the Superintendent's presentation of the budget to the Board of Aldermen.

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## Committee on Grievances

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## Committee on Legislation

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- 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".

# COMMITTEE ON SCHOOL FACILITIES & GROUNDS

# #15

**WORKSHOP:** Thursday, September 6, 2018 (Bunker Hill)  
**BOARD MEETING:** Thursday, September 20, 2018

TO THE BOARD OF EDUCATION  
 WATERBURY, CONNECTICUT

LADIES AND GENTLEMEN:

With the approval of the Committee on School Facilities and Grounds, the Superintendent of Schools recommend approval of the use of school facilities, at no charge, by the following school organizations and/or City departments:

GROUP	FACILITIES AND DATES/TIMES
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.: Tues., Nov. 13 <sup>th</sup> 3:45-7:30 pm (Ct. Art Education Association conference)
Adult Educ. A. Musto	West Side M/S café-kitchen: 9/17/18-12/20/18 Thursdays 5:30-9:30 pm Kennedy rms.: 9/17/18-12/20/18 Mon. thru Thurs. 5:30-9:30 pm (Fall Enrichment Program)
P.T.A. M. Rocco	W. Cross lib.: Sept.'18 to May'19 6-9 pm (monthly meetings) W. Cross outside area/gym: Wed., Sept. 5 <sup>th</sup> 5:00-8:30 pm (ice cream social) W. Cross gym: Fri., Sept. 28 <sup>th</sup> 5:00-9:00 pm (PTA Family Night)
L. Lombardi	Rotella comm. rm.: Sept. 13 <sup>th</sup> to Sept. 21 <sup>st</sup> all day (Book Fair)
P. Frageau	Duggan tech.ed. rm.: Sept.-June Tues. & Thurs. 2:30-4:00 pm (Food Corp Scouts Club)
P. Caldarone	Crosby gym,café,aud.: Sat.,Feb. 16, 2019 8am-6pm (NVL high school cheer championship & Jr. NVL cheer & dance competition)
A Thompson	Crosby track & field: Sunday, Sept. 30 <sup>th</sup> 11am-2pm (school fundraiser run)
A Simms	Rotella aud.: Tues., Nov. 6 <sup>th</sup> 8am-3pm (Prof. Dev./Pre-K)

Approved

Charles Pagano

Robert Henry  
 Deputy Superintendent of Schools

SCHOOL PERSONNEL USE ONLY

AUG 21 2018

DATE: 8/21/18

TO: SCHOOL BUSINESS OFFICE

FROM: Nick Augelli Crosby Varsity Basketball Coach

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

NAME OF SCHOOL REQUESTED: Crosby

☐ Auditorium

☒ Gymnasium

☐ Swimming Pool

☐ Café/Rooms

11/1, 11/8, 11/15, 11/22, 11/29

DATES REQUESTED: 8/30, 9/6, 9/13, 9/20, 9/27, 10/4, 10/11, 10/18, 10/25

FROM: 6:00 am/pm TO: 8:30 am/pm

FOR THE FOLLOWING PURPOSES:

Individual workouts with Players

Nick Augelli  
APPLICANT

Please note the following provisions:

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

AUG 28 2018

SCHOOL PERSONNEL USE ONLY

DATE: 8/26/18

TO: SCHOOL BUSINESS OFFICE

FROM: Suzanne Dionne

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

NAME OF SCHOOL REQUESTED: Rotella Magnet School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

☒ other → art

DATES REQUESTED: November 13, 2018

FROM: 3:45 am/pm TO: 7:30 am/pm

FOR THE FOLLOWING PURPOSES:

Art Education  
Connecticut Association (CAEA) conference  
committee meet

Suzanne Dionne  
APPLICANT  
Art teacher, Rotella

Please note the following provisions:

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

AUG 29 2018

SCHOOL PERSONNEL USE ONLY

DATE: August 28, 2018

TO: School Business Office  
FROM: Waterbury Adult Education

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

NAME OF SCHOOL REQUESTED: West Side Middle School

       AUDITORIUM           GYMNASIUM           SWIMMING POOL      X   CAFÉ/ROOMS  
Need a Kitchen

DATES REQUESTED: Approximately September 17, 2018 through December 20, 2018.

FROM 5:30 PM TO 9:30 PM Approximately

FOR THE FOLLOWING PURPOSES:

Adult Education Fall Enrichment Program.

Please see attached list of classes being offered and classrooms we would like to use. Use of rooms is dependent on enrollment.

Antonio Musto  
Antonio Musto, Principal

8-28-18  
Date

Please note the following provisions:

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

ENRICHMENT CLASSES

Monday

Sewing - Rm. 123 - 6-8pm

Spanish - Rm. 135 - 6:30-8:30pm

Tuesday

Basic Computer - Rm. 136 - 6-8pm

Drawing - Rm. 150 - 6-8pm

Floral Design - Rm. 154 - 6-8pm

Italian - Rm. 132 - 6:30-8:30pm

Medicare - Rm. 135 - 6:30-8:30pm

Real Estate - Rm. 133 - 6-9:15pm

Yoga - Rm. Aux. Gym - 5:30-7pm

Wednesday

Photography - Rm. 132 - 6-8pm

Thursday

Ballroom Basic - Auditorium - 6:30-8:30pm

EFT - Rm. 134 - 6-7:30pm

Essential Oils - Rm. 135 - 6-7:30pm

Financial Strategies - Rm. 137 - 6:30-8:30pm

Jewelry Making - Rm. 154 - 6-9pm

Real Estate - Rm. 132 - 6pm-9:15pm

Supper Club w/Rose - West Side Middle School

Watercolors - Rm. 150 - 6-8pm

AUG 29 2018

SCHOOL PERSONNEL USE ONLY

DATE: August 28, 2018

TO: School Business Office  
FROM: Waterbury Adult Education

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

NAME OF SCHOOL REQUESTED: Kennedy High School

X AUDITORIUM         GYMNASIUM         SWIMMING POOL    X CAFÉ/ROOMS

DATES REQUESTED: Approximately September 17, 2018 through December 20, 2018.

FROM 5:30 PM                      TO 9:30 PM Approximately

FOR THE FOLLOWING PURPOSES:

Adult Education Fall Enrichment Program.

Please see attached is of classes being offered and classrooms we would like to use. Use of rooms is dependent on enrollment.

Antonio Musto  
Antonio Musto, Principal

8-28-18  
Date

Please note the following provisions:

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



## ENRICHMENT CLASSES

### Monday

Sewing – Rm. 123 – 6-8pm

Spanish – Rm. 135 - 6:30-8:30pm

### Tuesday

Basic Computer – Rm. 136 – 6-8pm

Drawing – Rm. 150 – 6-8pm

Floral Design – Rm. 154 – 6-8pm

Italian – Rm. 132 – 6:30-8:30pm

Medicare – Rm. 135 – 6:30-8:30pm

Real Estate – Rm. 133 – 6-9:15pm

Yoga – Rm. Aux. Gym – 5:30-7pm

### Wednesday

Photography – Rm. 132 – 6-8pm

### Thursday

Ballroom Basic – Auditorium – 6:30-8:30pm

EFT – Rm. 134 – 6-7:30pm

Essential Oils – Rm. 135 – 6-7:30pm

Financial Strategies – Rm. 137 – 6:30-8:30pm

Jewelry Making – Rm. 154 – 6-9pm

Real Estate – Rm. 132 – 6pm-9:15pm

~~Supper Club w/Rose – West Side Middle School~~

Watercolors – Rm. 150 – 6-8pm

AUG 29 2018

SCHOOL PERSONNEL USE ONLY

DATE: 8/28/18

TO: SCHOOL BUSINESS OFFICE

FROM: M. Rocco

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

NAME OF SCHOOL REQUESTED: W. Cross

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

Library

DATES REQUESTED: 9/11/18, 10/10/18, 11/5/18, 12/11/18

1/8/19, 3/13/19

4/9/19, 5/14/19

FROM: 6:00 am/pm

TO: 9:00 am/pm

FOR THE FOLLOWING PURPOSES:

Monthly PTA meetings

Margaret Rocco  
APPLICANT

Please note the following provisions:

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

AUG 29 2018

SCHOOL PERSONNEL USE ONLY

DATE:

7/28/18

TO: SCHOOL BUSINESS OFFICE

FROM:

M. Rocco

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

NAME OF SCHOOL REQUESTED:

W. Cross

☐

Auditorium

☒

Gymnasium

☐

Swimming Pool

☐

Café/Rooms

DATES REQUESTED:

4 Blacktop

Wed. 9/5/18

FROM:

5:00

am/pm

TO:

8:30

am/pm

FOR THE FOLLOWING PURPOSES:

W. Cross Back to School

Ice Cream Social

APPLICANT

M. Rocco

Please note the following provisions:

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

AUG 29 2018

SCHOOL PERSONNEL USE ONLY

DATE: 8/28/18

TO: SCHOOL BUSINESS OFFICE

FROM:

M. Rocco

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

NAME OF SCHOOL REQUESTED:

W. Cross

☐ Auditorium

☒ Gymnasium

☐ Swimming Pool

☐ Café/Rooms

Friday  
DATES REQUESTED:

9/28/18

FROM: 5:00 am/pm

TO: 7:00 am/pm

FOR THE FOLLOWING PURPOSES:

PTA Family Night

M. Rocco  
APPLICANT

.....  
Please note the following provisions:

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

AUG 28 2018

SCHOOL PERSONNEL USE ONLY

DATE: 8-28-2018

TO: SCHOOL BUSINESS OFFICE  
FROM: Lauren Lombardi

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

NAME OF SCHOOL REQUESTED: Rotella

☐ Auditorium      ☐ Gymnasium      ☐ Swimming Pool      ☒ Café/Rooms Community Room

DATES REQUESTED: September 13, 2018 - September 21, 2018  
FROM: all day am/pm      TO: all day am/pm

FOR THE FOLLOWING PURPOSES:  
Book Fair. Door must remained lock  
when school is not in session.

Lauren Lombardi  
APPLICANT

.....

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

AUG 29 2018

SCHOOL PERSONNEL USE ONLY

Date: August 28<sup>th</sup>, 2018

TO: School Business Office

FROM: Duggan School

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

NAME OF SCHOOL REQUESTED: Duggan School Room: Tech Ed. Room.

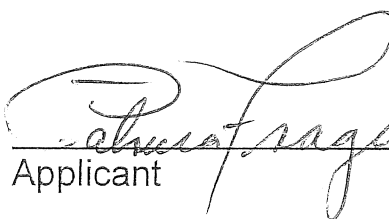
☐ Auditorium    ☐ Gymnasium    ☐ Swimming Pool    ☐ Café

DATES REQUESTED: Every Tuesday and Thursday

Time: 2:30 pm to 4:00 pm

FOR THE FOLLOWING PURPOSES:

Food Corps Sprout Scouts Club

  
Applicant

Please note the following provisions:

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

AUG 31 2018

SCHOOL PERSONNEL USE ONLY

DATE: August 31, 2018

TO: SCHOOL BUSINESS OFFICE

FROM: Paula D. Caldarone, Athletic Director

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

NAME OF SCHOOL REQUESTED: Crosby High School



Auditorium



Gymnasium



Swimming Pool



Café/Rooms

DATES REQUESTED: 2/16/19

FROM: 8:00am

TO: 6:00pm

FOR THE FOLLOWING PURPOSES:

NVL High Cheer Championship and Jr. NVL Cheerleading and Dance Competition

**Paula D.  
Caldarone**

\_\_\_\_\_  
APPLICANT

.....  
Please note the following provisions:

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

AUG 31 2018

SCHOOL PERSONNEL USE ONLY

DATE:

8/31/18

TO: SCHOOL BUSINESS OFFICE

FROM: Abia Thompson

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

NAME OF SCHOOL REQUESTED:

Crosby High School☐

Auditorium

☐

Gymnasium

☐

Swimming Pool

☐

Café/Rooms

School track / grounds

DATES REQUESTED:

9-30-18

am/pm

FROM:

11

am/pm TO:

2FOR THE FOLLOWING PURPOSES:College Tour Fundraiser Run  
APPLICANT

.....

Please note the following provisions:



SEP - 4 2018

SCHOOL PERSONNEL USE ONLYDATE: 8/30/18

TO: SCHOOL BUSINESS OFFICE

FROM:

Amy Simms / Maureen Berquin

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

NAME OF SCHOOL REQUESTED: Rotella Auditorium
☒ Auditorium
 ☐ Gymnasium
 ☐ Swimming Pool
 ☐ Café/Rooms

DATES REQUESTED:

November 6<sup>th</sup>

FROM:

8

am/pm

TO:

3

am/pm

FOR THE FOLLOWING PURPOSES:

Professional Development Pre-K  
Department

APPLICANT

Please note the following provisions:

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

**COMMITTEE ON SCHOOL FACILITIES & GROUNDS**

**WORKSHOP:** Thursday, September 6, 2018 (Carrington)  
**BOARD MEETING:** Thursday, September 20, 2018

**TO THE BOARD OF EDUCATION  
 WATERBURY, CONNECTICUT**

**LADIES AND GENTLEMEN:**

**With the approval of the Committee on School Facilities and Grounds, the Superintendent of Schools recommends approval of the use of school facilities by groups and organizations, subject to fees and insurance as required.**

<b>GROUP</b>	<b>FACILITIES AND DATES/TIMES</b>
Holy Cross H.S.	Kennedy pool: 12/1/18-3/16/19 Saturdays 6:00-8:00 am
J. Ciarleglio, A.D.	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 <sup>st</sup> & 2 <sup>nd</sup> 2019 10am – 5pm (dance recital)

**REQUESTING WAIVERS:**

Congresswoman Esty	Crosby lobby, 8 classrms.: Sat., Oct. 13, 2018 8:00am-1:00pm (annual service academy interviews) (\$252.00)
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**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., classrms., 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 Adventist Church J. Prescod	Sprague parking lot: 9/22/18-9/21/19 Saturdays 8:30am-8:30pm (additional parking spaces for their weekly service)
Evangelist Fellowship of CT. Rev. Brian Evelich	Sprague classrm.: 10/1/18 – 6/10/19 Mondays 2:30-4:00 pm (Good News Club)
Bouley Manor Neighborhood 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 6:00-8:00pm (scout meetings)

**MONIES COLLECTED TO DATE:**

**\$ 11,695.50**

**Approved:**

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**Charles Pagano**

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**Robert Henry**  
**Deputy Superintendent of Schools**

**These activities are completed and have been billed:**

Ring of Honor Boxing  
Save Girls on Fyer  
Triple Threat Dance

APPLICANT Holy Cross HS - JERRY CHARLENE NAME OF ORGANIZATION BOYS SWIM TEAMADDRESS 587 ORCHARD WY CT 06708 TELEPHONE # (203) 753-8085  
(street) (city) (state) (zip code) SAT.SCHOOL REQUESTED Kennedy DATES DEC 1 - MAR 16 ROOM(S) POOLOPENING TIME 6 AM CLOSING TIME 8 AM PURPOSE SWIM PRACTICE & MEETSADMISSION (if any) — CHARGE TO BE DEVOTED TO —APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2-3 CHILDREN 20-30SIGNATURE OF APPLICANT [Signature] DATE 6-18-18

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

MARY RACEVICIUS 203-437-0566In 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: \$173/HR plus 1HR SERVICERENTAL FEES: —MISCELLANEOUS FEES: —SECURITY DEPOSIT \$ 100 INSURANCE COVERAGE YES NO —

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE — SCHOOL BUSINESS OFFICE

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

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

CONTRACT#

AUG 24 2018

APPLICANT Holy Cross HS - JERRY CHARLENE NAME OF ORGANIZATION Boys Swim Team

ADDRESS 587 ORANGE RD WTBY CT 06708 TELEPHONE # (203) 753-8085  
(street) (city) (state) (zip code)

SCHOOL REQUESTED West Side DATES DEC 1 - MAR 15 ROOM(S) POOL

OPENING TIME 4:00 pm CLOSING TIME 6:30 pm PURPOSE SWIM PRACTICE + MEETS

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2-3 CHILDREN 20-30

SIGNATURE OF APPLICANT Jerry Charlene DATE 6-18-18

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

MARY RACUVICIUS 203-437-0566

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. TC (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$173/HR plus 1 HR SERVICE

RENTAL FEES: -

MISCELLANEOUS FEES: -

SECURITY DEPOSIT \$ 1000 INSURANCE COVERAGE YES NO -

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE 6-18-18 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.

START Date  
12/3/18  
THRU  
3-15-19  
  
Monday  
THRU  
Friday

2018 - 2019  
DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT  
SCHOOL BUSINESS OFFICE  
236 GRAND ST., WATERBURY, CT 06702  
USE OF BUILDING PERMIT  
TYPE OR USE PEN AND PRESS FIRMLY

AUG 31 2018

CONTRACT#

APPLICANT Sunshine Dance NAME OF ORGANIZATION Sunshine Dance

ADDRESS 34 Monroe Ave Waterbury CT 06705 TELEPHONE # 203-574-5438  
(street) (city) (state) (zip code)

SCHOOL REQUESTED Kennedy DATES June 1 + 2 2018 ROOM(S) Auditorium + cafeteria

OPENING TIME 10 AM CLOSING TIME 5 PM PURPOSE Dance Recital

ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO expenses

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 400 CHILDREN 200

SIGNATURE OF APPLICANT Shirley Tatum DATE 8-24-18

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

(SAME)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR PLUS 11% SERVICE FEE CUST

RENTAL FEES: \$1,000/4 HRS + \$200/each add hr.

MISCELLANEOUS FEES: \$55/HR. (Tech)

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE \_\_\_\_\_ SCHOOL BUSINESS OFFICE \_\_\_\_\_

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

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

AUG 31 2018

CONTRACT#

APPLICANT Congresswoman Elizabeth Esty NAME OF ORGANIZATION Congresswoman Elizabeth Esty  
ADDRESS 1 Grove St, Suite 600 New Britain CT 06053 TELEPHONE # 800-223-8412  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Crosby HS DATES Sat, Oct 13, 2018 ROOM(S) 8 classrooms + entry way  
OPENING TIME 8am CLOSING TIME 1pm PURPOSE service academy interviews  
ADMISSION (if any) 0 CHARGE TO BE DEVOTED TO 0  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 30 CHILDREN 30 high school seniors  
SIGNATURE OF APPLICANT \_\_\_\_\_ DATE Aug 30, 2018

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

Elizabeth Esty 1 Grove St, New Britain, CT 800-223-8412

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: \$2/HR plus 1 HR SERVICE (\$2520)

RENTAL FEES: \_\_\_\_\_

MISCELLANEOUS FEES: \_\_\_\_\_

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE \_\_\_\_\_

SCHOOL BUSINESS OFFICE

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

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

\*\* In lieu of a certificate of insurance, Rep. Esty shall provide a tort insurance notice explaining protections under the Federal Tort Claims Act ("FTCA"),

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

APPLICANT/ORGANIZATION: Congresswoman Elizabeth Estey

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Crosby HS 8 classrooms + entryway

DATE(S): Oct 13, 2018

TIMES: 8am - 1pm

DATE(S): \_\_\_\_\_

TIMES: \_\_\_\_\_

DATE(S): \_\_\_\_\_

TIMES: \_\_\_\_\_

DATE(S): \_\_\_\_\_

TIMES: \_\_\_\_\_

DATE(S): \_\_\_\_\_

TIMES: \_\_\_\_\_

DATE(S): \_\_\_\_\_

TIMES: \_\_\_\_\_

Aug 30, 2018  
Date

\_\_\_\_\_  
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived

\$ \_\_\_\_\_  
Building Usage Fees

\$ 252.  
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



THOMAS G. HUNGAR  
GENERAL COUNSEL

U.S. HOUSE OF REPRESENTATIVES  
OFFICE OF GENERAL COUNSEL  
219 CANNON HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515-6532  
(202) 225-9700  
FAX: (202) 226-1360

TODD B. TATELMAN  
ASSOCIATE GENERAL COUNSEL

ELENI M. ROUMEL  
ASSISTANT GENERAL COUNSEL

KIMBERLY HAMM  
ASSISTANT GENERAL COUNSEL

KRISTIN A. SHAPIRO  
ASSISTANT GENERAL COUNSEL

SARAH E. CLOUSE  
ATTORNEY

FROM: OFFICE OF GENERAL COUNSEL, U.S. HOUSE OF REPRESENTATIVES

TO: PROPERTY OWNER OR MANAGER

DATE: 115<sup>TH</sup> CONGRESS (2017-2018)

RE: NOTICE IN LIEU OF CERTIFICATE OF INSURANCE

Please be advised that certain protections are available to Members of Congress who obtain the use of facilities from nonfederal entities for the purpose of conducting their official and representational duties.

The United States Government does not maintain private insurance for the use of nonfederal facilities, but rather acts as a self-insurer pursuant to the terms of the Federal Tort Claims Act. *See* 28 U.S.C. §§ 1346(b), 2401(b), 2671-80. The Federal Tort Claims Act provides a statutory remedy for injury to a third party or damage to property resulting from the negligent acts or omissions of a Member of Congress or his or her employees in conducting official activities. Claims payable under the Federal Tort Claims Act are backed by the full faith and credit of the United States. Accordingly, please accept this Notice in lieu of a certificate of insurance.

If you have any questions, please contact the Office of General Counsel at (202) 225-9700.

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

CONTRACT#

AUG 24 2013

APPLICANT Courtney Jones NAME OF ORGANIZATION WBY Knights  
ADDRESS 108 Railroad St Waterbury CT 06702 TELEPHONE # 203 982 1812  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Deiggs DATES 8/27-12/4 ROOM(S) Gym  
OPENING TIME 6 CLOSING TIME 8 PURPOSE Chore practice  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 10 CHILDREN 36  
SIGNATURE OF APPLICANT CJ DATE 8/24/13  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:  
SAME

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

SCHEDULE OF RATES: CUSTODIAL FEES: \_\_\_\_\_

RENTAL FEES: \_\_\_\_\_

MISCELLANEOUS FEES: \_\_\_\_\_

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE \_\_\_\_\_ SCHOOL BUSINESS OFFICE

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

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

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

CONTRACT#

AUG 24 2018

APPLICANT Colleen Jones NAME OF ORGANIZATION Wbury Knights  
ADDRESS 1000 Grand St Waterbury CT 06702 TELEPHONE # 203-982-1842  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Kingbury DATES 8/27-12/4 ROOM(S) Gym  
OPENING TIME 6 CLOSING TIME 8 PURPOSE Cheer practice  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 5 CHILDREN 18  
SIGNATURE OF APPLICANT [Signature] DATE 8/24/18  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

SAM L

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. CT (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \_\_\_\_\_

RENTAL FEES: \_\_\_\_\_

MISCELLANEOUS FEES: \_\_\_\_\_

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

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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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White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

Monday  
Thru  
Friday  
9/7 - 12/4

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

CONTRACT#

AUG 24 2018

APPLICANT Courtney Jones NAME OF ORGANIZATION Wilby Knights  
ADDRESS 101 Fairfield ST Wilby CT 06704 TELEPHONE # 203-982-1842  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Wilby DATES 8/29-11/30 ROOM(S) Gym  
OPENING TIME 6 CLOSING TIME 8 PURPOSE Chore Practice  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 15 CHILDREN 72  
SIGNATURE OF APPLICANT [Signature] DATE 8/24/18  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

Same

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

SCHEDULE OF RATES: CUSTODIAL FEES: \_\_\_\_\_

RENTAL FEES: \_\_\_\_\_

MISCELLANEOUS FEES: \_\_\_\_\_

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

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THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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APPROVAL DATE \_\_\_\_\_ SCHOOL BUSINESS OFFICE \_\_\_\_\_

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

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

Wed.  
+  
Fri.

9/7-11/30  
except for  
Nov. 9th

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

CONTRACT# AUG 23 2018

APPLICANT M. Maisto NAME OF ORGANIZATION Waterbury Wizards  
ADDRESS 572 Lakeside Dr Waterbury CT 06708 TELEPHONE # 203-879-9951  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Carrington DATES 9/4 - 10/30 ROOM(S) Gym  
OPENING TIME 6 pm CLOSING TIME 8 pm PURPOSE Practice  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 1 CHILDREN 8  
SIGNATURE OF APPLICANT [Signature] DATE 8-23-18  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

(same)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \_\_\_\_\_  
RENTAL FEES: \_\_\_\_\_  
MISCELLANEOUS FEES: \_\_\_\_\_

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

PLEASE READ THE FOLLOWING CAREFULLY

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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)

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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

*Tuesdays*  
*6-8 pm*  
*9/4 - 10/30*



AUG. 23. 2018 12:20PM

School Business Office

203-574-8034

NO. 6876

P. 2  
p.1

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

CONTRACT# AUG 23 2018

APPLICANT Mary Jane Robinson NAME OF ORGANIZATION Waterbury PAI  
ADDRESS 64 Division St Waterbury CT 06704 TELEPHONE # 203 228 3016  
(street) (city) (state) (zip code)

SCHOOL REQUESTED Sprague DATES T-Th 9/4-11/1 ROOM(S) Gym

OPENING TIME 5:00 pm CLOSING TIME 7:00 pm PURPOSE Cheerleading practice

ADMISSION (if any) 0 CHARGE TO BE DEVOTED TO 0

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 40

SIGNATURE OF APPLICANT Mary Jane Robinson DATE 8/23/18

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

Shauntae Smith 13 Seymour St Waterbury CT 860-549-4210  
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. MSR (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \_\_\_\_\_

RENTAL FEES: \_\_\_\_\_

MISCELLANEOUS FEES: \_\_\_\_\_

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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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. 597-3462

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE \_\_\_\_\_

SCHOOL BUSINESS OFFICE

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

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

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

CONTRACT# AUG 23 2018

APPLICANT Maurice Mosley NAME OF ORGANIZATION Coranville Garden  
ADDRESS 66 Redcoat Rd. Waterbury CT 06704 TELEPHONE # 203 756 3879  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Reed DATES see attached ROOM(S) Gym, computer room  
OPENING TIME 5:30pm CLOSING TIME 8:30pm PURPOSE Enrichment Program  
ADMISSION (if any) N.A. CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 20 CHILDREN 100  
SIGNATURE OF APPLICANT [Signature] DATE 8/21/18  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

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

SCHEDULE OF RATES: CUSTODIAL FEES: \_\_\_\_\_

RENTAL FEES: \_\_\_\_\_

MISCELLANEOUS FEES: \_\_\_\_\_

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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)

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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.

1. Tuesday 5.30 to 8.30 pm  
Oct 2nd, 16th, 30th  
November 13th, 27th  
December 11th, 18th  
January 8th, 22nd  
February 5th, 19th  
March 5th, 19th  
April 2nd, 23rd  
May 14th, 21st

Gym Available

As of

NOV 27

Dec

Jan

Feb

MAR

APRIL

May



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#

Back

APPLICANT Terry Trabinetti NAME OF ORGANIZATION Waterbury Patriots School & Cheer  
ADDRESS 388 Perkins Ave 3-4 Waterbury CT 06702 TELEPHONE # 203-982-6442  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED General DATES Mon-Wed-Fri 9/11-21 ROOM(S) Gymnasium  
OPENING TIME 6:15 CLOSING TIME 8pm PURPOSE Cheer Practice  
ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO N/A  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 10 CHILDREN 40  
SIGNATURE OF APPLICANT T. Trabinetti DATE 8/29/18  
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 open House YES \_\_\_\_\_ NO \_\_\_\_\_

PLEASE READ THE FOLLOWING CAREFULLY

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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

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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 28 2018

CONTRACT#

APPLICANT Jennifer Prescod NAME OF ORGANIZATION Waterbury SDA Church  
ADDRESS 18 Monville St. Waterbury CT 06710 TELEPHONE # 203-756-8680  
(street) (city) (state) (zip code) 2019  
SCHOOL REQUESTED Sprague DATES Sept. 2018 - Sept. 2019 ROOM(S) Parking Lot - only  
OPENING TIME 8:30am CLOSING TIME 8:30pm PURPOSE Use the parking lot on Saturday:

ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS \_\_\_\_\_ CHILDREN \_\_\_\_\_

SIGNATURE OF APPLICANT Jennifer Prescod DATE 8/27/2018

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

Pastor Anthony Crawford, Peter Quinn, Jennifer Prescod

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. JP (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \_\_\_\_\_

RENTAL FEES: \_\_\_\_\_

MISCELLANEOUS FEES: \_\_\_\_\_

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

PLEASE READ THE FOLLOWING CAREFULLY

Saturdays  
Sept 2018 To  
Sept 2019

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

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE \_\_\_\_\_ SCHOOL BUSINESS OFFICE \_\_\_\_\_

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

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

AUG 28 2018

CONTRACT#

501 (c) 3 Organization

APPLICANT Brian Evelich (CEF State Director) NAME OF ORGANIZATION Child Evangelism Fellowship of CT

ADDRESS 1245 Thomaston Avenue, Waterbury CT 06704 TELEPHONE #845-521-8850  
(street) (city) (state) (zip code)

SCHOOL REQUESTED Sprague DATES Starting Oct. 1, 2018 ROOM(S) Same room as prior 3 years  
Mondays through school year

OPENING TIME 2:30 pm CLOSING TIME 4:00 pm PURPOSE CEF Good News Club

ADMISSION (if any) None CHARGE TO BE DEVOTED TO N/A

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT ADULTS 6 CHILDREN Had 29 children enroll last year

SIGNATURE OF APPLICANT Brian Evelich DATE Aug. 27, 2018

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

Sherry Richardson, First Assembly of God Waterbury, 1245 Thomaston Ave. Waterbury, CT 06704 203-598-2641

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)

Expressed and no fee for non-profit by Superintendent Ouellette

SCHEDULE OF RATES: CUSTODIAL FEES

RENTAL FEES

MISCELLANEOUS FEES

SECURITY DEPOSIT \$ 250. INSURANCE COVERAGE YES ☐ NO ☒

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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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.

*Mondays  
October 1<sup>st</sup>  
to  
End of  
School  
year*

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

CONTRACT#

AUG 29 2018

APPLICANT Laraine Mills NAME OF ORGANIZATION Douley Manor Neighborhood Assoc.  
ADDRESS 66 Hinsdale Ave Waterbury CT 06705 TELEPHONE # 203-753-7172  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Chase Elem. DATES See attached ROOM(S) Cafeteria  
OPENING TIME 6pm CLOSING TIME 8pm PURPOSE Monthly Association Meeting  
ADMISSION (if any) None CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 20-25 CHILDREN None  
SIGNATURE OF APPLICANT Laraine Mills DATE August 28, 2018

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

Charles Coretto, Jr., 73 Allyn St., Waterbury CT 06705 203-759-7176

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. lm (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \_\_\_\_\_

RENTAL FEES: \_\_\_\_\_

MISCELLANEOUS FEES: \_\_\_\_\_

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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APPROVAL DATE \_\_\_\_\_ SCHOOL BUSINESS OFFICE \_\_\_\_\_

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## BOULEY MANOR NEIGHBORHOOD ASSOCIATION

August 28, 2018

Dear Members of the Board of Education,

The Bouley Manor Neighborhood Association (BMNA) thanks you for allowing us to use Chase Elementary School for our October 2017 through December 2018 meetings.

Now BMNA is requesting your permission to continue using the cafeteria at Chase Elementary School for our 2019 meetings. We want to stay as close to the Bouley Manor area as possible and Chase has been the perfect nearby place with off-street parking and handicap accessibility if needed. On a couple of occasions we have asked for and received your permission to use the gymnasium instead of the cafeteria for a "special" meeting when we anticipate a much larger group of people to attend.

Our meetings are held on the second Thursday of each month January through December (except no July and August meetings) from 6:30 p.m. to 8:00 p.m. (BMNA officers arrive around 6:00-6:15 p.m. to set up the room and stay a little later to clean up). Average monthly attendance is 20-25 people. We occasionally do "coffee and" at a meeting but do not need kitchen facilities as we bring everything with us. Some guest speakers give slide presentations so we need access to electrical outlets and a screen (or a clear, light-colored wall). We have our own projector.

2019 Meeting Dates:	January 10	September 12
	— February 14	October 10
	— March 14	November 14
	— April 11	December 12
	— May 9	
	— June 13	

I can be reached at 203-753-7172 (home) if you need more information or have any questions

Thank you for considering our request.

*Laraine Mills*

Laraine Mills

Treasurer

On Behalf of the BMNA Executive Board

SEP - 4 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 Candle Bay / Troop 183 NAME OF ORGANIZATION Girl Scouts of CT  
ADDRESS 4 Mountain Laurel Dr. Waterbury, CT 06704 TELEPHONE # 203-510-1282  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Begin Elementary DATES see attached ROOM(S) Cafeteria  
OPENING TIME 6:00 AM CLOSING TIME 8:00 PM PURPOSE Girl Scout meetings  
ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 20  
SIGNATURE OF APPLICANT [Signature] DATE 8/14/18

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

Candle Bay, 4 Mountain Laurel Dr. Waterbury, CT 06704  
In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. [Initials] (PLEASE INITIAL)  
8/14/18

SCHEDULE OF RATES: CUSTODIAL FEES: \_\_\_\_\_

RENTAL FEES: \_\_\_\_\_

MISCELLANEOUS FEES: \_\_\_\_\_

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

PLEASE READ THE FOLLOWING CAREFULLY

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White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

Dates of school use for Troop 61183:

October 1, 2018

October 15, 2018

October 29, 2018

November 26, 2018

December 10, 2018

January 8, 2019

February 4, 2019

March 4, 2019

March 18, 2019

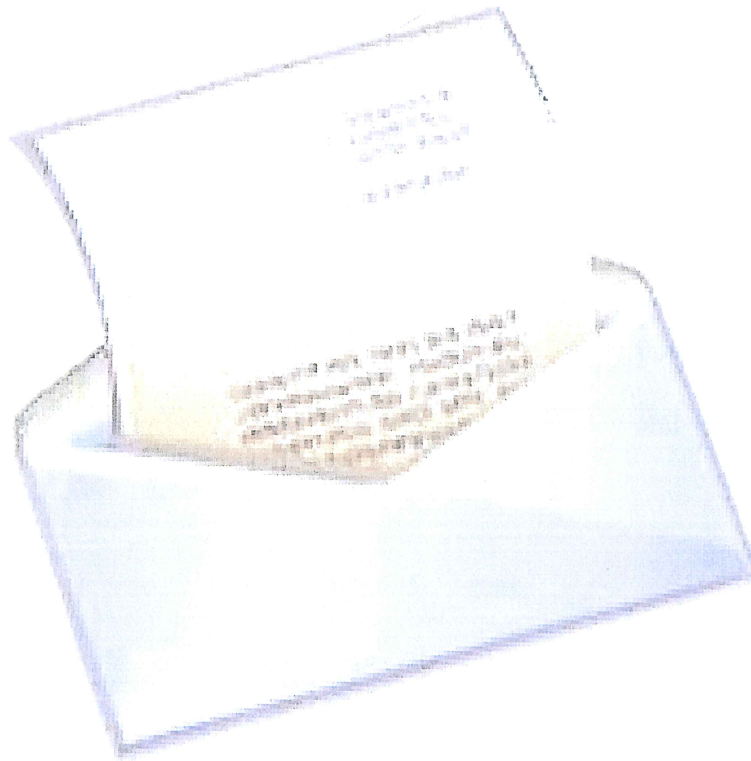
April 1, 2019

April 22, 2019

May 6, 2019

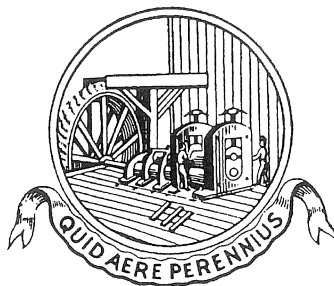
May 20, 2019

# Communications



Packet week ending 9/4/18





236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 10, 2018

Evan DeVico  
80 Split Rock Dr.  
Waterbury, CT 06706

Dear Mr. DeVico:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I at Wilson Elementary School (Req. #2018666) at \$14.91 per hour. Please contact Chris Harmon, Acting School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, August 23, 2018 at 9:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be August 13, 2018 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

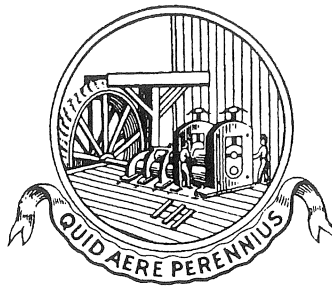
***Your new probationary period in accordance with your applicable contract will be 9 months in duration. The department head will be responsible for executing your probationary evaluation no later than 9 months from your first day in your new position.***

Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist  
CSF/sd

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



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 13, 2018

Alvin Roldan  
5 Abbott Terrace, #506  
Waterbury, CT 06710

Dear Mr. Roldan:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I at Crosby High School (Req. #2018685) at \$14.91 per hour. Please contact Chris Harmon, Acting School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, August 23, 2018 at 9:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be August 16, 2018 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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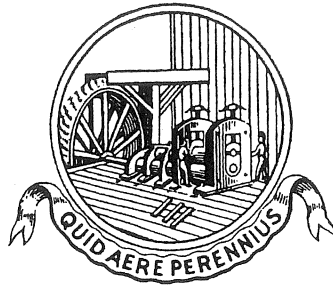
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Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist  
CSF/sd

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



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 15, 2018

Dana Coelho  
821 Bunker Hill Ave.  
Waterbury, CT 06705

Dear Ms. Coelho:

Your name is being certified to the Education Department for the position of Elementary School Supervising Vice-Principal – Woodrow Wilson Elementary School (Req. #n/a) per SAW contract.

Please call Robert Brenker, Director of Personnel - Education to discuss the details of the position. The telephone number is (203) 574-8019.

Failure to call the above named individual by August 22, 2018 will result in your name being removed from the eligibility list.

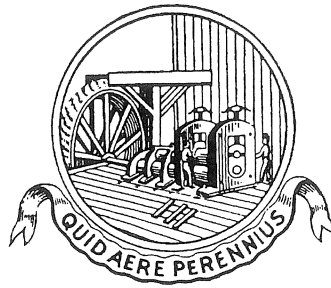
Under the Civil Service Rules, your name will be removed from the eligibility list if you refuse this offer of appointment unless, within seven days from today, you furnish satisfactory evidence acceptable to me justifying such refusal. Please call the Civil Service Office at (203) 574-6761 if you are not interested in the position so that another candidate can be certified. If you have any questions, please do not hesitate to contact us.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist

CSF/sd

cc: Board of Education  
Dr. Ruffin. Supt. of Schools  
Jennifer Rosser, Principal @ W. Wilson Elementary School  
Robert Brenker, Director of Personnel- Educ  
file



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 15, 2018

Ricardo Pacheco  
41 Prospect St., Apt. 702  
Waterbury, CT 06702

Dear Mr. Pacheco:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I at North End Middle School (Req. #2018707) at \$14.91 per hour. Please contact Chris Harmon, Acting School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, August 23, 2018 at 9:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be August 23, 2018 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

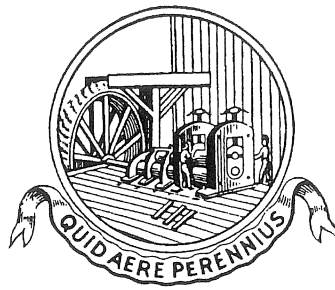
*Your new probationary period in accordance with your applicable contract will be 9 months in duration. The department head will be responsible for executing your probationary evaluation no later than 9 months from your first day in your new position.*

Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist  
CSF/sd

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



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 16, 2018

Yngri Solino  
60 Hill St.  
Waterbury, CT 06704

Dear Ms. Solino:

We are pleased to receive your acceptance of our offer of employment for the position of Food Service Worker at Waterbury Career Academy for the Department of Education – Food Service (Requisition #2018332)) 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.

Your first day reporting to the Department of Education – Food Service is August 27, 2018 .

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](http://www.waterburyct.org).

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

We look forward to working with you.

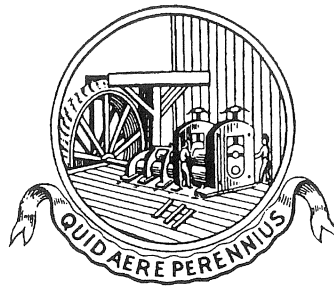
Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist

CSF/sd

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



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 17, 2018

Daixy Pinto-Silva  
201 Dorchester Ave.  
Waterbury, CT 06704

Dear Ms. Pinto Silva:

Congratulations on your new position with the City of Waterbury. Your name is being certified to the Education Department for the position of Food Service Helper at Walsh Elementary School (Req. #2018712) at \$13.09 per hour. Please contact Linda Franzese, Director of Food Service at (203) 574-8035 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, August 23, 2018 at 9:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be August 20, 2018 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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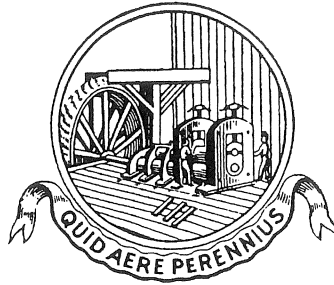
Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist

CSF/sd

cc Board of Education,  
Linda Franzese, Director of Food Service,  
Dr. Ruffin, Supt. Of Schools



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 17, 2018

Yacqueline Moran  
10 Lincroft Dr.  
Waterbury, CT 06708

Dear Ms. Moran:

Congratulations on your new position with the City of Waterbury. Your name is being certified to the Education Department for the position of Food Service Helper at Waterbury Career Academy (Req. #2018584) at \$13.09 per hour. Please contact Linda Franzese, Director of Food Service at (203) 574-8035 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, August 23, 2018 at 9:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be August 20, 2018 at your regular scheduled time.

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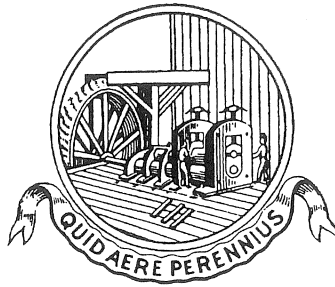
Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist

CSF/sd

cc Board of Education,  
Linda Franzese, Director of Food Service,  
Dr. Ruffin, Supt. Of Schools



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 17, 2018

Peter Lawlor, III  
40 Patricia Lane  
Wolcott, CT 06716

Dear Mr. Lawlor, III:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I at State Street School (Req. #2018717) at \$14.91 per hour. Please contact Chris Harmon, Acting School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, August 30, 2018 at 9:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be August 30, 2018 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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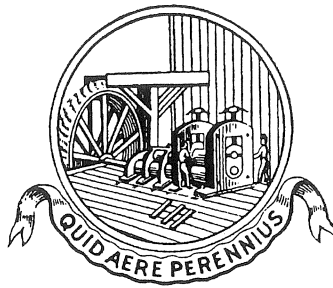
Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist  
CSF/sd

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





236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 17, 2018

Matthew Watson  
636 Wilson St.  
Waterbury, CT 06708

Dear Mr. Watson:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I at Kennedy High School (Req. #2018608) at \$14.91 per hour. Please contact Chris Harmon, Acting School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, August 23, 2018 at 9:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be August 23, 2018 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

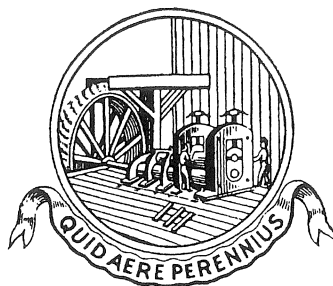
***Your new probationary period in accordance with your applicable contract will be 9 months in duration. The department head will be responsible for executing your probationary evaluation no later than 9 months from your first day in your new position.***

Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist  
CSF/sd

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



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 20, 2018

Susan Lugo  
272 Pine St., 2<sup>nd</sup> Fl., Apt. #2  
Waterbury, CT 06710

Dear Ms. Lugo:

We are pleased to receive your acceptance of our offer of employment for the position of Lunchroom Aide @ Kingsbury Elementary School for the Department of Education – Food Service (Requisition #2018111) at \$10.66 per hour.

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

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

We have scheduled your orientation for Thursday, August 23, 2018 at 11:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be August 27, 2018 at your regular scheduled time.


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

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

We look forward to working with you.

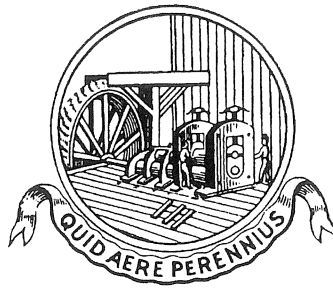
Again, welcome to the City of Waterbury.

Sincerely,

  
Carlyne St. Felix  
Human Resources Generalist

CSF/sd

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



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 20, 2018

Antonia Cavallo  
96 Russell St.  
Waterbury, CT 06708

Dear Ms. Cavallo:

We are pleased to receive your acceptance of our offer of employment for the position of Lunchroom Aide @ Tinker Elementary School for the Department of Education – Food Service (Requisition #2018581) at \$10.66 per hour.

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

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

We have scheduled your orientation for Thursday, August 23, 2018 at 11:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be August 27, 2018 at your regular scheduled time.

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

We look forward to working with you.

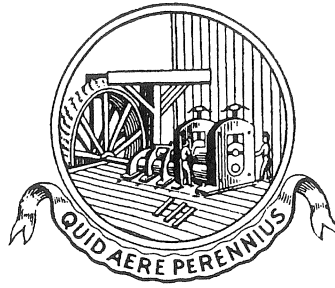
Again, welcome to the City of Waterbury.

Sincerely,

  
Carlyne St. Felix  
Human Resources Generalist

CSF/sd

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



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 21, 2018

Wanda Vazquez  
212 Wolcott St., #10  
Waterbury, CT 06705

Dear Ms. Vazquez:

We are pleased to receive your acceptance of our offer of employment for the position of Lunchroom Aide @ Wily High School for the Department of Education – Food Service (Requisition #2018436) at \$10.66 per hour.

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

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

We have scheduled your orientation for Thursday, August 23, 2018 at 11:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be August 27, 2018 at your regular scheduled time.


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

We look forward to working with you.

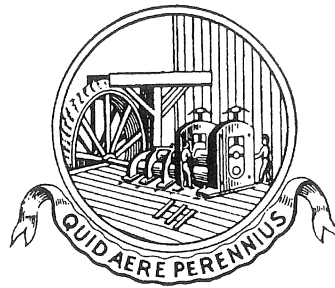
Again, welcome to the City of Waterbury.

Sincerely,

  
Carlyne St. Felix  
Human Resources Generalist

CSF/sd

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



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 21, 2018

Noris Mussenden  
128 Washington St., Apt. 3  
Waterbury, CT 06706

Dear Ms. Mussenden:

We are pleased to receive your acceptance of our offer of employment for the position of Lunchroom Aide @ Washington Elementary School for the Department of Education – Food Service (Requisition #2018626) at \$10.66 per hour.

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

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


We have scheduled your orientation for Thursday, August 23, 2018 at 11:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be August 27, 2018 at your regular scheduled time.

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

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

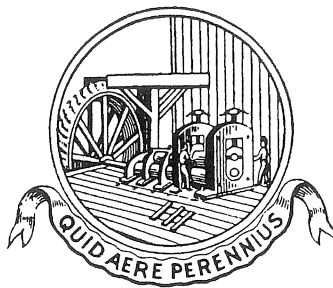
We look forward to working with you.

Again, welcome to the City of Waterbury.

Sincerely,  
  
Carlyne St. Felix  
Human Resources Generalist

CSF/sd

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



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 21, 2018

Pama Goggin  
8 Cambridge Dr.  
Prospect, CT 06712

Dear Ms. Goggin:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education – Food Service for the position of Cook (Req. #2018252) at \$17.37 per hour. Please contact Linda Franzese, Food Service Director at (203) 574-8035 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, August 23, 2018 at 9:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be August 27, 2018 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

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

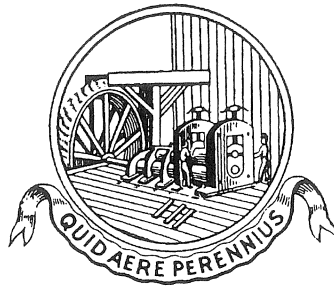
Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist

CSF/sd

cc Board of Education  
Dr. Ruffin, Supt. of Schools  
Linda Franzese, FS Director



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 21 2018

Lakisha Beary  
215 Willow St.  
Waterbury, CT 06710

Dear Ms. Beary:

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 #2018052) 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](http://www.waterburyct.org).

We have scheduled your orientation for Thursday, August 23, 2018 at 11:15 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.

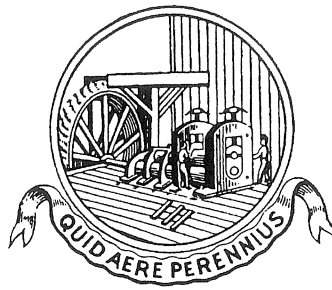
Again, welcome to the City of Waterbury.

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

August 22, 2018

Edna Cruz  
246 Hill St., 2<sup>nd</sup> Fl.  
Waterbury, CT 06704

Dear Ms. Cruz:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Administrative Associate I at Generali Elementary School (Req. #2019008) at \$14.48 per hour. Please contact Kathy Stamp, Principal at Generali Elementary School at (203) (203) 574-8174 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, August 23, 2018 at 9:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be August 24, 2018 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

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

Again, welcome to the City of Waterbury.

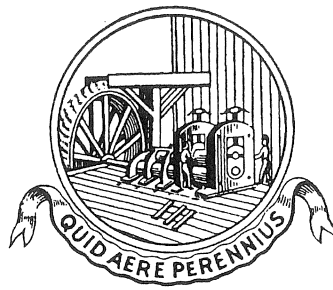
Sincerely,

Carlyne St. Felix  
Human Resources Generalist

CSF/sd

cc Board of Education  
Dr. Ruffin, Supt. of Schools  
Kathy Stamp, Principal @ Generali  
file





236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 22, 2018

Domonique Johnson  
5 Lyric Ave.  
Waterbury, CT 06705

Dear Ms. Johnson:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Administrative Associate I at Kingsbury Elementary School (Req. #n/a) at \$14.48 per hour. Please contact Erik Brown, Principal at Kingsbury Elementary School at (203) (203) 574-8172 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, August 23, 2018 at 9:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be August 23, 2018 at your regular scheduled time.

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

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

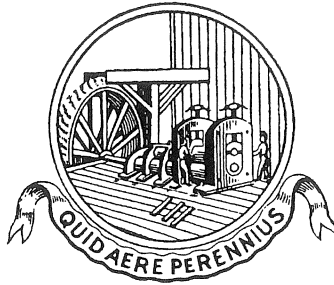
Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist

CSF/sd

cc Board of Education  
Dr. Ruffin, Supt. of Schools  
Erik Brown, Principal @ Kingsbury  
file



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 23, 2018

Susan Zeleznik  
7 Larchmount Ave.  
Waterbury, CT 06708

Dear Ms. Zeleznik:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Paraprofessional at Bucks Hill Elementary School (Req. #2018640) at \$16.36 per hour. Please contact Melissa Baldwin, Director of Special Education at (203) 574-8017 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, August 30, 2018 at 9:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be August 23, 2018 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

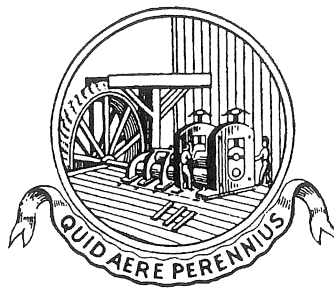
***Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.***

Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist  
CSF/sd

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



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 23, 2018

Vickie Peterson  
65 Corn Tassel Rd.  
Naugatuck, CT 06770

Dear Ms. Peterson:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Paraprofessional at Duggan Elementary School (Req. #2018745) at \$16.36 per hour. Please contact Melissa Baldwin, Director of Special Education at (203) 574-8017 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, August 30, 2018 at 9:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be August 23, 2018 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

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

Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist  
CSF/sd

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



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

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

August 27, 2018

Imani Jones  
3 Davis Rd.  
North Haven, CT 06473

Dear Mr. Jones:

Congratulations, you have been selected for employment with the City of Waterbury for the position of Elementary School Supervising Vice-Principal in the Education Department (Requisition #n/a.) In this position, your starting compensation will be according to the SAW contract. In addition, as a SAW employee, you may be eligible for benefits. Please visit our website at [www.waterburyct.org](http://www.waterburyct.org) for more information and a recent copy of your union contract.


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

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

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

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

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

Sincerely,  
  
Carlyne St. Felix  
Human Resources Generalist

CSF/sd  
cc: Board of Education  
Dr. Ruffin, Supt. of Schools  
Darlene Lerz, Principal @ Tinker

## Carrie Swain

---

**From:** Lisa Dunn  
**Sent:** Wednesday, August 29, 2018 4:24 PM  
**To:** Dr. Verna D. Ruffin; Robert Henry; Robert Brenker; Darren Schwartz; NOREEN BUCKLEY; MARIA JIMENEZ  
**Cc:** 'Scott Morgan'; 'Carlyne St Felix'; Carrie Swain; Jennifer Orso-Marino; Kathie Christ; Michelle Costanzo  
**Subject:** Contract

Please be advised that Imani Jones has signed her contract for the Supervising Vice Principal position at Tinker Elementary School. Ms. Jones start date will be September 4, 2018.

Thank you,

*Lisa Dunn*

[ldunn@waterbury.k12.ct.us](mailto:ldunn@waterbury.k12.ct.us)

Senior HR Generalist

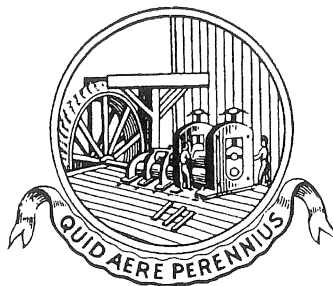
City of Waterbury Board of Education

236 Grand St. - Room 310

Waterbury CT 06702

W (203) 346-2676

F (203) 346-3513



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 27, 2018

Chelsea White  
115 Maple Ave.  
Oakville, CT 06779

Dear Ms. White:

We are pleased to receive your acceptance of our offer of employment for the position of Office Aide for the Education Department – Driggs Elementary School (Requisition #2019067) at \$10.66 per hour.

We have scheduled your orientation for Thursday, August 30, 2018 at 11:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to the Driggs Elementary School will be August 27, 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.

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

This position does not provide health insurance benefits. Please refer to the SEIU contract for other available fringe benefits by visiting our website at [www.waterburyct.org](http://www.waterburyct.org).

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

We look forward to working with you.

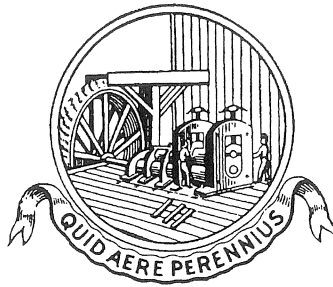
Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist

CSF/sd

cc: Board of Education  
Dr. Ruffin, Supt. of Schools  
Michael Theriault, Principal @ Driggs Elem Schl



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

August 27 2018

Johana Sell  
79 Highland Ave.  
Waterbury, CT 06708

Dear Ms. Sell:

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 #2018522) 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](http://www.waterburyct.org).

We have scheduled your orientation for Thursday, August 30, 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.

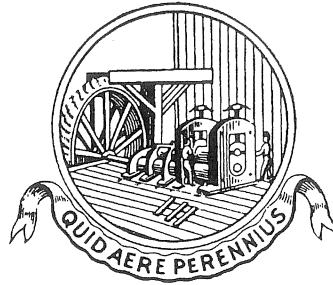
Again, welcome to the City of Waterbury.

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

August 27 2018

Joshua Downey  
26 North Elm St.  
Waterbury, CT 06702

Dear Mr. Downey:

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 #2018371) 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](http://www.waterburyct.org).

We have scheduled your orientation for Thursday, August 30, 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.

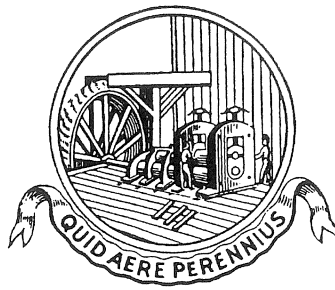
Sincerely,

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

August 28, 2018

Jesica Heredia  
72 Elizabeth St.  
Waterbury, CT 06704

Dear Ms. Heredia:

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 #2018370) 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](http://www.waterburyct.org).

We have scheduled your orientation for Thursday, August 30, 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  
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