



MEMORANDUM

FROM: Carrie A. Swain, Clerk  
Board of Education

DATE: November 7, 2017

TO: Michael J. Dalton, City Clerk

SUBJECT: Notice of Special Committee Meetings – Thursday, November 9, 2017,  
5:30 p.m., Wallace Middle School, Media Center, Waterbury, CT  
Notice of Special Meeting – Thursday, November 9, 2017, 7:00 p.m.,  
Wallace Middle School, Media Center, Waterbury, CT  
Notice of Rescheduled Regular Meeting – Wednesday, November 15, 2017,  
6:30 p.m., Waterbury Arts Magnet School, Atrium

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The Committees of the Board of Education will meet on Thursday, November 9, 2017, 5:30 p.m. Wallace Middle School, 3465 East Main Street, Waterbury, CT.

AGENDA

SILENT PRAYER

PLEDGE ALLEGIANCE TO THE FLAG

- 1. Committee of the Whole/20 minutes ~ Principal’s Report (no backup)  
– Michael LoRusso.

PUBLIC SPEAKING

- 2. Committee on Finance/10 minutes ~ Monthly Expenditure Report for the period of July through September 2017 – D. Biolo.
- 3. Committee of the Whole/20 minutes ~ Summer School 2017 Report (to be distributed) – P. Baim, M. Theriault.
- 4. Committee of the Whole/5 minutes ~ Request approval of the Board’s 2018 Meeting Schedule.
- 5. Committee on Policy/10 minutes ~ Request approval of the revised Toilet Training Policy/#5150 – D. Schwartz.
- 6. Committee on School Facilities & Grounds/2 minutes ~ Use of school facilities by school organizations and/or City departments.
- 7. Committee on School Facilities & Grounds/3 minutes ~ Use of school facilities by outside organizations and/or waiver requests.
- 8. Superintendent’s Notification to the Board/5 minutes:
  - a. Grant funded appointments effective immediately:  
Booker-Foster, Wanda – Hall Duty Monitor, part-time @ \$94 p/day, non-union and without benefits, funded by Title I.  
Iannucci, Donald – Teacher, STEM After-school Program, WCA.

Marshall, Aaron – WAMS Grant Facilitator, salary and benefits governed by the UPSEU agreement, funded by WAMS Operating Grant.  
McCormack, Stephanie – Prevention Specialist, Washington School, \$18.14 p/hour, 35 hours p/week, 10 months, non-union with benefits governed by the UPSEU, funded by Title I.  
Simms, Stephanie – Teacher, STEM After-school Program, WCA.

b. Resignations/terminations:

Brown, Kamar – WSMS Math, terminated effective 10/31/17.  
Sullo, Danielle – Washington/Regan Library Media Specialist, resignation effective 11/03/17.

**EXECUTIVE SESSION**

**ADJOURNMENT**

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

# ***Board of Education***

## **Monthly Expenditure Report**

**July- September 2017**

| ACCOUNT                  | CLASSIFICATION                   | FY 18 ORIGINAL<br>BUDGET | FY 18 ADJUSTED<br>BUDGET | JUL-SEPT<br>EXPENDITURE | JUL-SEPT<br>ENCUMBRANCE | CURRENT<br>BALANCE   | PROJECTED<br>EXP.    | PROJECTED<br>DIFFERENCE |
|--------------------------|----------------------------------|--------------------------|--------------------------|-------------------------|-------------------------|----------------------|----------------------|-------------------------|
| <b>Salaries</b>          |                                  |                          |                          |                         |                         |                      |                      |                         |
| 511101                   | Administrators                   | \$8,068,814              | \$8,068,814              | \$1,887,500             | \$0                     | \$6,181,314          | \$8,068,814          | \$0                     |
| 511102                   | Teachers                         | \$73,999,242             | \$73,999,242             | \$9,314,798             | \$0                     | \$64,684,444         | \$73,999,242         | \$0                     |
| 511104                   | Superintendent                   | \$228,220                | \$228,220                | \$52,666                | \$0                     | \$175,554            | \$228,220            | \$0                     |
| 511106                   | Early Incentive Certified        | \$1,323,649              | \$1,323,649              | \$979,730               | \$0                     | \$343,919            | \$1,323,649          | \$0                     |
| 511107                   | Certified Coaches                | \$685,000                | \$685,000                | \$402                   | \$0                     | \$684,598            | \$685,000            | \$0                     |
| 511108                   | School Psychologists             | \$1,782,033              | \$1,782,033              | \$195,734               | \$0                     | \$1,586,299          | \$1,782,033          | \$0                     |
| 511109                   | School Social Workers            | \$1,932,753              | \$1,932,753              | \$229,946               | \$0                     | \$1,702,807          | \$1,932,753          | \$0                     |
| 511110                   | Speech Pathologists              | \$2,269,315              | \$2,269,315              | \$264,188               | \$0                     | \$2,005,127          | \$2,269,315          | \$0                     |
| 511113                   | Extra Compensatory Stipend       | \$85,000                 | \$85,000                 | \$0                     | \$0                     | \$85,000             | \$85,000             | \$0                     |
| 511201                   | Non-Certified Salaries           | \$2,136,138              | \$2,136,138              | \$197,359               | \$0                     | \$1,938,779          | \$2,136,138          | \$0                     |
| 511202                   | Clerical Wages                   | \$795,692                | \$795,692                | \$220,165               | \$0                     | \$575,527            | \$795,692            | \$0                     |
| 511204                   | Crossing Guards                  | \$386,099                | \$386,099                | \$47,413                | \$0                     | \$338,686            | \$386,099            | \$0                     |
| 511206                   | Educational                      | \$260,000                | \$260,000                | \$40,796                | \$0                     | \$219,204            | \$260,000            | \$0                     |
| 511212                   | Substitute Teachers              | \$2,945,000              | \$2,945,000              | \$194,220               | \$59,796                | \$2,690,984          | \$2,945,000          | \$0                     |
| 511215                   | Cafeteria Aides                  | \$80,000                 | \$80,000                 | \$7,902                 | \$0                     | \$72,098             | \$80,000             | \$0                     |
| 511216                   | Library Pages                    | \$144,404                | \$144,404                | \$12,206                | \$0                     | \$132,198            | \$144,404            | \$0                     |
| 511217                   | Library Aides                    | \$169,950                | \$169,950                | \$18,929                | \$0                     | \$151,021            | \$169,950            | \$0                     |
| 511219                   | School Clerical                  | \$1,877,086              | \$1,877,086              | \$287,450               | \$0                     | \$1,589,636          | \$1,877,086          | \$0                     |
| 511220                   | Fiscal Administration            | \$526,765                | \$526,765                | \$89,898                | \$0                     | \$436,867            | \$526,765            | \$0                     |
| 511222                   | Transportation Coordinator       | \$99,058                 | \$99,058                 | \$22,097                | \$0                     | \$76,961             | \$99,058             | \$0                     |
| 511223                   | Office Aides                     | \$140,000                | \$140,000                | \$16,638                | \$0                     | \$123,362            | \$140,000            | \$0                     |
| 511225                   | School Maintenance Non-Certified | \$2,224,269              | \$2,224,269              | \$487,173               | \$0                     | \$1,737,096          | \$2,224,269          | \$0                     |
| 511226                   | Custodians Non-Certified         | \$5,396,229              | \$5,396,229              | \$1,118,830             | \$0                     | \$4,277,399          | \$5,396,229          | \$0                     |
| 511227                   | Overtime - Outside Activities    | \$200,000                | \$200,000                | \$21,626                | \$0                     | \$178,374            | \$200,000            | \$0                     |
| 511228                   | Paraprofessionals                | \$10,252,396             | \$10,252,396             | \$1,048,373             | \$0                     | \$9,204,023          | \$10,252,396         | \$0                     |
| 511229                   | Bus Duty                         | \$250,000                | \$250,000                | \$0                     | \$0                     | \$250,000            | \$250,000            | \$0                     |
| 511232                   | Attendance Counselors            | \$328,928                | \$328,928                | \$27,208                | \$0                     | \$301,720            | \$328,928            | \$0                     |
| 511233                   | ABA Behaviorial Therapist        | \$1,628,349              | \$1,628,349              | \$301,582               | \$0                     | \$1,326,767          | \$1,628,349          | \$0                     |
| 511234                   | Interpreters                     | \$138,511                | \$138,511                | \$12,755                | \$0                     | \$125,756            | \$138,511            | \$0                     |
| 511650                   | Overtime                         | \$740,000                | \$740,000                | \$145,485               | \$0                     | \$594,515            | \$740,000            | \$0                     |
| 511653                   | Longevity                        | \$25,200                 | \$25,200                 | \$550                   | \$0                     | \$24,650             | \$25,200             | \$0                     |
| 511700                   | Extra Police Protection          | \$500,516                | \$500,516                | \$0                     | \$0                     | \$500,516            | \$500,516            | \$0                     |
| 529001                   | Car Allowance                    | \$81,000                 | \$81,000                 | \$13,701                | \$0                     | \$67,299             | \$81,000             | \$0                     |
| 529003                   | Meal Allowances                  | \$9,000                  | \$9,000                  | \$3,470                 | \$365                   | \$5,165              | \$9,000              | \$0                     |
| <b>Subtotal Salaries</b> |                                  | <b>\$121,708,616</b>     | <b>\$121,708,616</b>     | <b>\$17,260,791</b>     | <b>\$60,161</b>         | <b>\$104,387,665</b> | <b>\$121,708,616</b> | <b>\$0</b>              |



| ACCOUNT                            | CLASSIFICATION                  | FY 18 ORIGINAL<br>BUDGET | FY 18 ADJUSTED<br>BUDGET | JUL-SEPT<br>EXPENDITURE | JUL-SEPT<br>ENCUMBRANCE | CURRENT<br>BALANCE  | PROJECTED<br>EXP.   | PROJECTED<br>DIFFERENCE |
|------------------------------------|---------------------------------|--------------------------|--------------------------|-------------------------|-------------------------|---------------------|---------------------|-------------------------|
| <b>Purchased Services</b>          |                                 |                          |                          |                         |                         |                     |                     |                         |
| 533009                             | Evaluation                      | \$55,000                 | \$55,000                 | \$801                   | \$780                   | \$53,419            | \$55,000            | \$0                     |
| 533020                             | Consulting Services             | \$371,935                | \$371,935                | \$49,833                | \$229,969               | \$92,133            | \$371,935           | \$0                     |
| 533100                             | Auditing                        | \$54,000                 | \$54,000                 | \$0                     | \$49,088                | \$4,912             | \$54,000            | \$0                     |
| 539005                             | Sporting Officials              | \$35,000                 | \$35,000                 | \$456                   | \$0                     | \$34,544            | \$35,000            | \$0                     |
| 539007                             | Report Cards                    | \$18,000                 | \$18,000                 | \$0                     | \$0                     | \$18,000            | \$18,000            | \$0                     |
| 539008                             | Messenger Service               | \$27,280                 | \$27,280                 | \$3,224                 | \$23,996                | \$60                | \$27,280            | \$0                     |
| 543000                             | General Repairs & Maintenance   | \$1,515,000              | \$1,515,000              | \$206,428               | \$409,469               | \$899,103           | \$1,515,000         | \$0                     |
| 543011                             | Maintenance - Service Contracts | \$522,844                | \$522,844                | \$80,204                | \$226,972               | \$215,669           | \$522,844           | \$0                     |
| 544002                             | Building Rental                 | \$557,278                | \$557,278                | \$291,821               | \$167,087               | \$98,370            | \$557,278           | \$0                     |
| 545002                             | Water                           | \$240,000                | \$240,000                | \$40,952                | \$0                     | \$199,048           | \$240,000           | \$0                     |
| 545006                             | Electricity                     | \$3,309,855              | \$3,309,855              | \$468,457               | \$0                     | \$2,841,398         | \$3,309,855         | \$0                     |
| 545012                             | Inspections - Lead/Asbestos     | \$10,000                 | \$10,000                 | \$1,435                 | \$2,500                 | \$6,065             | \$10,000            | \$0                     |
| 545013                             | Security/Safety                 | \$102,500                | \$102,500                | \$9,699                 | \$36,581                | \$56,220            | \$102,500           | \$0                     |
| 551000                             | Pupil Transportation            | \$13,930,521             | \$13,930,521             | \$733,296               | \$12,904,364            | \$292,861           | \$13,930,521        | \$0                     |
| 553001                             | Postage                         | \$70,000                 | \$70,000                 | \$13,383                | \$0                     | \$56,617            | \$70,000            | \$0                     |
| 553002                             | Telephone                       | \$150,000                | \$150,000                | \$20,381                | \$7,522                 | \$122,097           | \$150,000           | \$0                     |
| 553005                             | Wide-area Network (SBC)         | \$87,600                 | \$87,600                 | \$10,800                | \$293                   | \$76,508            | \$87,600            | \$0                     |
| 556055                             | Tuition - Outside               | \$7,451,277              | \$7,451,277              | \$0                     | \$2,771,169             | \$4,680,108         | \$7,451,277         | \$0                     |
| 556056                             | Purchased Service - Outside     | \$2,501,537              | \$2,501,537              | \$0                     | \$2,255,570             | \$245,967           | \$2,501,537         | \$0                     |
| 557000                             | Tuition Reimbursement           | \$6,000                  | \$6,000                  | \$0                     | \$0                     | \$6,000             | \$6,000             | \$0                     |
| 558000                             | Travel Expenses                 | \$18,000                 | \$18,000                 | \$2,389                 | \$0                     | \$15,611            | \$18,000            | \$0                     |
| 559001                             | Advertising                     | \$30,000                 | \$30,000                 | (\$190)                 | \$0                     | \$30,190            | \$30,000            | \$0                     |
| 559002                             | Printing & Binding              | \$70,000                 | \$70,000                 | \$0                     | \$2,290                 | \$67,710            | \$70,000            | \$0                     |
| 559104                             | Insurance - Athletics           | \$19,000                 | \$19,000                 | \$18,906                | \$0                     | \$94                | \$19,000            | \$0                     |
| <b>Subtotal Purchased Services</b> |                                 | <b>\$31,152,627</b>      | <b>\$31,152,627</b>      | <b>\$1,952,275</b>      | <b>\$19,087,650</b>     | <b>\$10,112,703</b> | <b>\$31,152,627</b> | <b>\$0</b>              |
| <b>Supplies/Materials</b>          |                                 |                          |                          |                         |                         |                     |                     |                         |
| 561100                             | Instructional Supplies          | \$1,860,000              | \$1,860,000              | \$217,181               | \$779,557               | \$863,262           | \$1,860,000         | \$0                     |
| 561200                             | Office Supplies                 | \$71,840                 | \$71,840                 | \$9,731                 | \$22,886                | \$39,222            | \$71,840            | \$0                     |
| 561204                             | Emergency/Medical Supplies      | \$8,000                  | \$8,000                  | \$0                     | \$2,786                 | \$5,214             | \$8,000             | \$0                     |
| 561210                             | Intake Center Supplies          | \$1,000                  | \$1,000                  | \$904                   | \$0                     | \$96                | \$1,000             | \$0                     |
| 561211                             | Recruitment Supplies            | \$65,000                 | \$65,000                 | \$12,485                | \$4,216                 | \$48,300            | \$65,000            | \$0                     |
| 561212                             | Medicaid Supplies               | \$17,000                 | \$17,000                 | \$61                    | \$4,766                 | \$12,172            | \$17,000            | \$0                     |
| 561501                             | Diesel                          | \$148,395                | \$148,395                | \$17,415                | \$124,589               | \$6,391             | \$148,395           | \$0                     |
| 561503                             | Gasoline                        | \$64,920                 | \$64,920                 | \$7,059                 | \$4,787                 | \$53,074            | \$64,920            | \$0                     |
| 561505                             | Natural Gas                     | \$1,716,000              | \$1,716,000              | \$109,757               | \$0                     | \$1,606,243         | \$1,716,000         | \$0                     |
| 561507                             | Janitorial Supplies             | \$235,000                | \$235,000                | \$38,434                | \$152,321               | \$44,245            | \$235,000           | \$0                     |
| 561508                             | Electrical Supplies             | \$190,000                | \$55,000                 | \$13,051                | \$3,411                 | \$38,538            | \$55,000            | \$0                     |
| 561509                             | Plumbing Supplies               | \$100,000                | \$100,000                | \$11,398                | \$12,068                | \$76,534            | \$100,000           | \$0                     |
| 561510                             | Building & Ground Supplies      | \$55,000                 | \$190,000                | \$41,476                | \$31,887                | \$116,637           | \$190,000           | \$0                     |
| 561511                             | Propane                         | \$309,652                | \$309,652                | \$52,716                | \$225,786               | \$31,150            | \$309,652           | \$0                     |
| 567000                             | Clothing Supplies               | \$40,000                 | \$40,000                 | \$0                     | \$0                     | \$40,000            | \$40,000            | \$0                     |
| 567001                             | Crossing Guard Uniforms         | \$2,500                  | \$2,500                  | \$0                     | \$1,240                 | \$1,260             | \$2,500             | \$0                     |
| 569010                             | Recreational Supplies           | \$20,000                 | \$20,000                 | \$765                   | \$600                   | \$18,635            | \$20,000            | \$0                     |
| 569029                             | Athletic Supplies               | \$130,000                | \$130,000                | \$8,164                 | \$70,147                | \$51,689            | \$130,000           | \$0                     |
| <b>Subtotal Supplies/Materials</b> |                                 | <b>\$5,034,307</b>       | <b>\$5,034,307</b>       | <b>\$540,599</b>        | <b>\$1,441,048</b>      | <b>\$3,052,661</b>  | <b>\$5,034,307</b>  | <b>\$0</b>              |

| ACCOUNT                             | CLASSIFICATION             | FY 18 ORIGINAL<br>BUDGET | FY 18 ADJUSTED<br>BUDGET | JUL-SEPT<br>EXPENDITURE | JUL-SEPT<br>ENCUMBRANCE | CURRENT<br>BALANCE   | PROJECTED<br>EXP.    | PROJECTED<br>DIFFERENCE |
|-------------------------------------|----------------------------|--------------------------|--------------------------|-------------------------|-------------------------|----------------------|----------------------|-------------------------|
| <b>Property</b>                     |                            |                          |                          |                         |                         |                      |                      |                         |
| 575008                              | Furniture-Misc.            | \$50,000                 | \$50,000                 | \$0                     | \$27,222                | \$22,778             | \$50,000             | \$0                     |
| 575200                              | Office Equipment           | \$165,000                | \$165,000                | \$53,082                | \$0                     | \$111,918            | \$165,000            | \$0                     |
| 575408                              | Plant Equipment            | \$30,000                 | \$30,000                 | \$3,082                 | \$2,282                 | \$24,637             | \$30,000             | \$0                     |
| <b>Subtotal Property</b>            |                            | <b>\$245,000</b>         | <b>\$245,000</b>         | <b>\$56,164</b>         | <b>\$29,504</b>         | <b>\$159,332</b>     | <b>\$245,000</b>     | <b>\$0</b>              |
| <b>Other/Miscellaneous</b>          |                            |                          |                          |                         |                         |                      |                      |                         |
| 589021                              | Mattatuck Museum           | \$13,750                 | \$13,750                 | \$0                     | \$0                     | \$13,750             | \$13,750             | \$0                     |
| 589034                              | Board of Ed Commissioners  | \$20,700                 | \$20,700                 | \$5,175                 | \$0                     | \$15,525             | \$20,700             | \$0                     |
| 589036                              | Emergency Fund             | \$9,500                  | \$9,500                  | \$0                     | \$0                     | \$9,500              | \$9,500              | \$0                     |
| 589201                              | Mileage                    | \$33,500                 | \$33,500                 | \$0                     | \$37                    | \$33,463             | \$33,500             | \$0                     |
| 589205                              | Coaches Reimbursements     | \$7,000                  | \$7,000                  | \$0                     | \$0                     | \$7,000              | \$7,000              | \$0                     |
| 589900                              | Dues & Publications        | \$60,000                 | \$60,000                 | \$42,995                | \$20                    | \$16,985             | \$60,000             | \$0                     |
| 591004                              | Athletic Revolving Fund    | \$90,000                 | \$90,000                 | \$45,000                | \$17,625                | \$27,375             | \$90,000             | \$0                     |
| <b>Total Other/Miscellaneous</b>    |                            | <b>\$234,450</b>         | <b>\$234,450</b>         | <b>\$93,170</b>         | <b>\$17,682</b>         | <b>\$123,598</b>     | <b>\$234,450</b>     | <b>\$0</b>              |
| <b>GRAND TOTAL OPERATING BUDGET</b> |                            | <b>\$158,375,000</b>     | <b>\$158,375,000</b>     | <b>\$19,902,998</b>     | <b>\$20,636,044</b>     | <b>\$117,835,958</b> | <b>\$158,375,000</b> | <b>\$0</b>              |
| <b>Other Additional Funding</b>     |                            |                          |                          |                         |                         |                      |                      |                         |
|                                     | Alliance Non-Reform/Reform | \$11,859,472             | \$11,859,472             | \$1,470,004             | \$0                     | \$10,389,468         | \$11,859,472         | \$0                     |
|                                     | GF Surplus 15-16           | \$1,000,000              | \$1,000,000              | \$0                     | \$0                     | \$1,000,000          | \$1,000,000          | \$0                     |
|                                     | GF Surplus 14-15           | \$1,000,000              | \$1,000,000              | \$0                     | \$0                     | \$1,000,000          | \$1,000,000          | \$0                     |
|                                     | GF Surplus 16-17           | \$450,000                | \$450,000                | \$0                     | \$0                     | \$450,000            | \$450,000            | \$0                     |
|                                     | Contingency Surplus        | \$500,000                | \$500,000                | \$0                     | \$0                     | \$500,000            | \$500,000            | \$0                     |
|                                     | City Non Lapsing Account   | \$675,000                | \$675,000                | \$0                     | \$0                     | \$675,000            | \$675,000            | \$0                     |
| <b>Total Additional Funding</b>     |                            | <b>\$15,484,472</b>      | <b>\$15,484,472</b>      | <b>\$1,470,004</b>      | <b>\$0</b>              | <b>\$14,014,468</b>  | <b>\$15,484,472</b>  | <b>\$0</b>              |
| <b>GRAND TOTAL ALL FUNDING</b>      |                            | <b>\$173,859,472</b>     | <b>\$173,859,472</b>     | <b>\$21,373,002</b>     | <b>\$20,636,044</b>     | <b>\$131,850,426</b> | <b>\$173,859,472</b> | <b>\$0</b>              |



**WATERBURY PUBLIC SCHOOLS**

**DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION**

*Joseph R. Gorman – Supervisor* (203) 574-8051 email: [jgorman@waterbury.k12.ct.us](mailto:jgorman@waterbury.k12.ct.us)

#2a - to be added  
Committee on Finance

Date: November 8, 2017

To: The Honorable Neil M. O'Leary, Mayor

Re: Executive Summary for Mayor's Task Force Against Substance Abuse Grant.

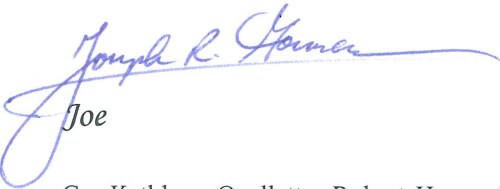
Dear Mr. Mayor:

The City of Waterbury has received an annual flow-through state entitlement grant from the Department of Mental Health and Addiction Services via the Central Naugatuck Valley Regional Action Council. As such, the Mayor's Task Force Against Substance Abuse Grant is in the amount of \$8,972.55 for the period of July 1, 2017 thru June 30, 2018.

The MTFASA grant provides research-based substance abuse prevention curriculum for Waterbury public school students at the elementary, middle, and high school levels, and also supports the Waterbury Youth Council's "Teens Who Care Foundation," a youth-run philanthropic organization that is comprised of, and serves, Waterbury students from public, private and parochial schools. The "Teens Who Care Foundation," operates under the shared supervision of the Waterbury Youth Services, the Central Naugatuck Valley Regional Action Council, and the WPS Department of Health and Physical Education.

Your approval of our annual contract with the Central Naugatuck Valley Regional Action Council via the Department of Mental Health and Addiction Services is respectfully requested.

Yours, truly,

  
Joe

Cc: Kathleen Ouellette, Robert Henry, Robert Brenker, Darren Schwartz, Steven Strand, Doreen Biolo, Suzanne Pleasant, Linda Wihbey, Angela Juliani, Patricia Huesch

**OFFICE OF THE CORPORATION COUNSEL  
CITY OF WATERBURY**

**Phone: 203-574-6731 Fax: 203-574-8340**

**ACKNOWLEDGEMENT OF REVIEW OF CONTRACT OR GRANT**

Re: Contract or Grant:

CNVRAC - Mayor's Task Force Against Substance Abuse Grant 2017-2018

Department: Health & Physical Education Department

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

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

  
Joseph R. Gorman  
Supervisor of Health and Physical Education

Project Director / Chairman  
Mayor's Task Force Against Substance Abuse

November 8, 2017  
Date



**Contract / Amendment Information Sheet**

[To be completed by the City Department]

**Section 1 - General Information**

1. Target Date for Submission to the Board of Aldermen N/A
2. Contractor's/ Funding Agency's Full Legal Name: Central Naugatuck Valley Regional Action Council
3. City Department and Department Employee Assigned To This Contract (Include Phone Number; i.e., -574-xxxx):  
Health and Physical Education Department – Joseph R. Gorman, Supervisor, 203-574-8051
4. Brief Description of Contract or Amendment: Mayor's Task Force Against Substance Abuse Grant
5. Length of Time of Contract/Amendment 12 months
6. Total Contract Amount: \$8,972.55 Amount/year if applicable: July 1, 2017 to June 30, 2018
7. Total Amendment Amount: \$8,972.55

**Section 2 - Grant /Loan Funding Agreements (Agreement w/ State or Federal Agency to receive funds)**

1. Is the purpose of this agreement solely to receive a State or Federal grant or loan? Yes No (Circle One)  
If Yes, sign and return form to Corporation Counsel with the supporting documents listed in the box below. If No, skip the rest of this box and go to Section 3.
2. Name of Grant: Mayor's Task Force Against Substance Abuse Grant
3. Length of Time: 12 months – July 1, 2017 to June 30, 2018
4. Is a local match required? Yes No (Circle One)  
If Yes, please attach a copy of the documents listed below.

Documents:

Copy of Grant/Loan agreement  
Board of Alderman Approval (if matching funds required)  
Appropriate "other" Board approvals

**Section 3 - Procurement Process Information**

1. Through which of the following processes was this contract initiated? (Circle your answer).  
(Attach supporting documentation listed on page 2):
- A. ITB
  - B. RFP
  - C. RFQ
  - D. Other, Explain (i.e. sole source/ intergovernmental relations, etc.) E
  - E. Procurement as dictated by State or Federal government. Explain. Annual flow-through state entitlement grant from Department of Mental Health and Addiction Services via the Central Naugatuck Valley Regional Action Council
2. If this agreement was not subject to the procurement process, please choose the reason from the following (Circle your answer).
- A. Public emergency
  - B. Existence of extraordinary condition or contingency
  - C. Professional services exempt from normal procurement under § 38.029
  - D. Other \_\_\_\_\_
3. Attach corresponding letter from purchasing department relative to questions 1 and 2.
4. If this agreement is an amendment to an existing contract, please provide cost of the amendment in Section 1 above and attach the appropriate letter from purchasing signifying compliance with § 38.073 of the procurement ordinance.

\_\_\_\_ City General Fund  
\_\_\_\_ City Bond Funds  
\_\_\_\_ Capital Vehicle Replacement Fund  
\_\_\_\_ Enterprise Fund (Water, Water Pollution Control)  
  X   **State Loan/Grant** (Circle all that apply)  
\_\_\_\_ Federal Loan/Grant (Circle all that apply)  
\_\_\_\_ "Other" Grant

**Fund Specifics:**

Name: Mayor's Task Force Against Substance Abuse Grant

Account Category: \_\_\_\_\_

Submitted by: \_\_\_\_\_

  
**Joseph R. Gorman**  
**Project Director / Chairman**  
**Mayor's Task Force Against Substance Abuse**

Date: November 8, 2017

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**PROCUREMENT ORDINANCE SUPPORTING DOCUMENTS**

The following supporting documents for contracts and amendments that are subject to the procurement process shall be attached to this form:

- A. **Copy of the RFP, RFQ, or ITB;**
- B. **Attachment A - Compliance Packet** – containing the following:
  - Disclosure and Certification Affidavit,
  - Annual Statement of Financial Interests,
  - Debarment Certification, &
  - Corporate Resolution
- C. **Attachment C** – from vendor to Director of Purchasing re: Receipt of Addendum/Notice;
- D. **Insurance and Bond Requirements** as approved by the Risk Management team (pre and post-procurement);
- E. **Delinquent Tax Statement** as issued by the Tax Collector Pursuant to §§38.48, 38.49, 38.72, 38.72, 38.81, 38.96 of the Procurement Ordinance;(Tax clearances must be received for all entities including subcontractors, company principal officers, and stockholders in accordance with C.G.S. § 12.41 and section G of the Code of Ordinance sections in the contract that neither the contractor nor any of the business entities owe taxes to the City);
- F. **Certification of Funds;**
- G. **Procurement process letter or amendment letter** pursuant to Section 3.3 of this form.

## Funding Application for Grant to Support Local Prevention Council

|                        |  |  |
|------------------------|--|--|
| 1                      | Application Date<br>September 8, 2017  | Funding Start Date<br>July 1, 2017 - June 30, 2018 |
| 2                      | Applicant Agency (Legal Name & Address)<br><br>City of Waterbury<br>236 Grand Street<br>Waterbury, CT 06702  | FEIN<br><br>06-666-1900                            |
| 3                      | Has a permanent Local Prevention Council been established? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes   |  |
| 4                      | Local Prevention Council name and address<br><br>Mayor's Task Force Against Substance Abuse<br>Rm. 263<br>236 Grand Street<br>Waterbury, CT 06702                            |  |
|                        | LPC Contact Person (Programmatic)<br><br>Joseph R. Gorman  | Telephone Number<br><br>(203) 574-8051             |
|                        | Title<br><br>Chairman – Mayor's Task Force Against Substance Abuse   | Fax Number<br><br>(203) 597-3432                   |
| 6                      | Contact Person (Fiscal)<br><br>Joseph R. Gorman  | Telephone Number<br><br>(203) 574-8051             |
|                        | Title<br><br>Chairman – Mayor's Task Force Against Substance Abuse   | Fax Number<br><br>(203) 597-3432                   |
| 7                      | List town(s) included in application<br>Waterbury  |  |
| 8                      | Is litigation pending on any of the applicant organization's programs? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes    If yes, briefly explain below. |  |
| <b>FUNDING SUMMARY</b> |  |  |
| 9                      | Total Program Budget<br><br>\$8,972.55   | Amount Requested<br><br>\$8,972.55                 |

## Funding Application for Grant to Support Local Prevention Council

|   |   |      |       |       |       |       |  |  |      |       |       |      |       |  |       |     |
|---|---|------|-------|-------|-------|-------|--|--|------|-------|-------|------|-------|--|-------|-----|
| <b>10. Proposed Services</b>  |   |      |       |       |       |       |  |  |      |       |       |      |       |  |       |     |
| <b>a. Description of proposed service #1</b><br>Purchase of research-based opioid abuse prevention instructional materials for Waterbury schools – specifically our four high schools.  |   |      |       |       |       |       |  |  |      |       |       |      |       |  |       |     |
| <b>b. Service type (Refer to Application Instructions, Appendix A)</b><br>STN12   | <b>c. Service dates</b><br>September 8, 2017 to June 30, 2018   |      |       |       |       |       |  |  |      |       |       |      |       |  |       |     |
| <b>d. Alcohol or tobacco prevention</b><br><input checked="" type="checkbox"/> Alcohol <input checked="" type="checkbox"/> Tobacco  | <b>e. Number of participants by gender</b><br>2145 Males      2730 Females  |      |       |       |       |       |  |  |      |       |       |      |       |  |       |     |
| <b>f. Service population</b><br><input type="checkbox"/> Elementary School Students <input checked="" type="checkbox"/> School staff<br><input type="checkbox"/> Middle School Students <input checked="" type="checkbox"/> Parents/Families<br><input checked="" type="checkbox"/> High School Students <input type="checkbox"/> Older Adults<br><input type="checkbox"/> Youth/Minors not in school <input type="checkbox"/> General<br><input type="checkbox"/> Other: _____ | <b>g. Number of participants by age</b><br><table style="width: 100%; text-align: center;"> <tr> <td></td> <td>0-4</td> <td>3475</td> <td>15-17</td> <td>25-44</td> </tr> <tr> <td></td> <td></td> <td>5-11</td> <td>18-20</td> <td>45-64</td> </tr> <tr> <td>1400</td> <td>12-14</td> <td></td> <td>21-24</td> <td>65+</td> </tr> </table> |      | 0-4   | 3475  | 15-17 | 25-44 |  |  | 5-11 | 18-20 | 45-64 | 1400 | 12-14 |  | 21-24 | 65+ |
|   | 0-4   | 3475 | 15-17 | 25-44 |       |       |  |  |      |       |       |      |       |  |       |     |
|   |   | 5-11 | 18-20 | 45-64 |       |       |  |  |      |       |       |      |       |  |       |     |
| 1400  | 12-14   |      | 21-24 | 65+   |       |       |  |  |      |       |       |      |       |  |       |     |
| <b>h. Number of participants by race</b><br>3303 White      1305 Black/African American<br>86 Asian      31 American Indian/Alaska Native<br>146 Multiracial      4 Native Hawaiian/Pacific Islander  | <b>i. Number of participants by Hispanic origin</b><br>2392 Hispanic/Latino<br>2483 Not Hispanic/Latino   |      |       |       |       |       |  |  |      |       |       |      |       |  |       |     |
| <b>j. Number of hours it will take to conduct service</b><br>20   | <b>k. Number of hours it will take to plan/prepare for service</b><br>4   |      |       |       |       |       |  |  |      |       |       |      |       |  |       |     |
| <b>l. Amount of LPC funds used on this service</b><br>\$2,200   | <b>m. Total cost of service</b><br>\$2,200  |      |       |       |       |       |  |  |      |       |       |      |       |  |       |     |

|   |  |       |     |       |    |       |  |  |      |   |       |       |   |       |  |     |
|---|--|-------|-----|-------|----|-------|--|--|------|---|-------|-------|---|-------|--|-----|
| <b>a. Description of proposed service #2</b><br>Elementary, Middle and High School Health teacher training in LifeSkills and other research-based substance abuse prevention curriculum to be held from 8:00-3:00 on September 12, 2017– presenter preparation, food service and copy materials for meeting (accounting reclass)  |  |       |     |       |    |       |  |  |      |   |       |       |   |       |  |     |
| <b>b. Service type (Refer to Application Instructions, Appendix A)</b><br>STC014  | <b>c. Service dates</b><br>September 12, 2017  |       |     |       |    |       |  |  |      |   |       |       |   |       |  |     |
| <b>d. Alcohol or tobacco prevention</b><br><input checked="" type="checkbox"/> Alcohol <input checked="" type="checkbox"/> Tobacco  | <b>e. Number of participants by gender</b><br>10 Males      14 Females   |       |     |       |    |       |  |  |      |   |       |       |   |       |  |     |
| <b>f. Service population</b><br><input type="checkbox"/> Elementary School Students <input checked="" type="checkbox"/> School staff<br><input type="checkbox"/> Middle School Students <input type="checkbox"/> Parents/Families<br><input type="checkbox"/> High School Students <input type="checkbox"/> Older Adults<br><input type="checkbox"/> Youth/Minors not in school <input type="checkbox"/> General<br><input type="checkbox"/> Other: _____ | <b>g. Number of participants by age</b><br><table style="width: 100%; text-align: center;"> <tr> <td></td> <td>0-4</td> <td>15-17</td> <td>19</td> <td>25-44</td> </tr> <tr> <td></td> <td></td> <td>5-11</td> <td>3</td> <td>45-64</td> </tr> <tr> <td>12-14</td> <td>2</td> <td>21-24</td> <td></td> <td>65+</td> </tr> </table> |       | 0-4 | 15-17 | 19 | 25-44 |  |  | 5-11 | 3 | 45-64 | 12-14 | 2 | 21-24 |  | 65+ |
|   | 0-4  | 15-17 | 19  | 25-44 |    |       |  |  |      |   |       |       |   |       |  |     |
|   |  | 5-11  | 3   | 45-64 |    |       |  |  |      |   |       |       |   |       |  |     |
| 12-14   | 2  | 21-24 |     | 65+   |    |       |  |  |      |   |       |       |   |       |  |     |
| <b>h. Number of participants by race</b><br>18 White      2 Black/African American<br>Asian      American Indian/Alaska Native<br>4 Multiracial      Native Hawaiian/Pacific Islander   | <b>i. Number of participants by Hispanic origin</b><br>4 Hispanic/Latino<br>20 Not Hispanic/Latino   |       |     |       |    |       |  |  |      |   |       |       |   |       |  |     |
| <b>j. Number of hours it will take to conduct service</b><br>8  | <b>k. Number of hours it will take to plan/prepare for service</b><br>16   |       |     |       |    |       |  |  |      |   |       |       |   |       |  |     |
| <b>l. Amount of LPC funds used on this service</b><br>\$472.55  | <b>m. Total cost of service</b><br>\$472.55  |       |     |       |    |       |  |  |      |   |       |       |   |       |  |     |

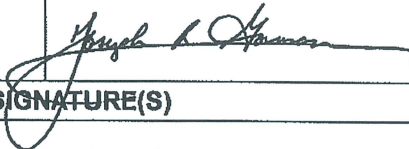
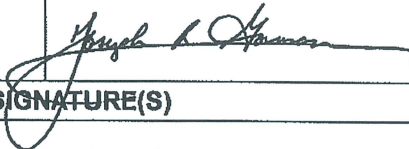
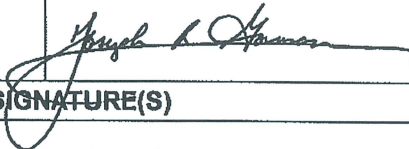
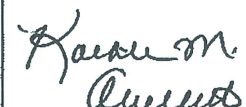
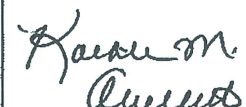
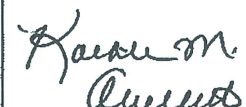


## Funding Application for Grant to Support Local Prevention Council

|  |  |
|--|--|
| <b>10. Proposed Services</b>   |  |
| <b>a. Description of proposed service #3</b><br>Youth/Adult Leadership Functions - This is a structured, prevention service that uses adults to provide guidance, support, and other risk reduction activities for youth or adults. Examples are tutoring programs; coaching activities; mentoring programs; and adult-led youth groups.   |  |
| <b>b. Service type (Refer to Application Instructions, Appendix A)</b><br>STA07  | <b>c. Service dates</b><br>September 1, 2017 to June 30, 2018  |
| <b>d. Alcohol or tobacco prevention</b><br><input checked="" type="checkbox"/> Alcohol <input checked="" type="checkbox"/> Tobacco   | <b>e. Number of participants by gender</b><br>10 Males      10 Females   |
| <b>f. Service population</b><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Elementary School Students<br/> <input checked="" type="checkbox"/> Middle School Students<br/> <input checked="" type="checkbox"/> High School Students<br/> <input type="checkbox"/> Youth/Minors not in school<br/> <input checked="" type="checkbox"/> Other: <u>College</u> </div> <div> <input type="checkbox"/> School staff<br/> <input type="checkbox"/> Parents/Families<br/> <input type="checkbox"/> Older Adults<br/> <input checked="" type="checkbox"/> General           </div> </div> | <b>g. Number of participants by age</b><br><input type="checkbox"/> Elementary School Students<br><input checked="" type="checkbox"/> Middle School Students<br><input checked="" type="checkbox"/> High School Students<br><input type="checkbox"/> Youth/Minors not in school<br><input checked="" type="checkbox"/> Other: <u>College</u> |
| <b>h. Number of participants by race</b><br>8 White      10 Black/African American<br>Asian      American Indian/Alaska Native<br>2 Multiracial      Native Hawaiian/Pacific Islander  | <b>i. Number of participants by Hispanic origin</b><br>7 Hispanic/Latino<br>13 Not Hispanic/Latino   |
| <b>j. Number of hours it will take to conduct service</b><br><u>60</u>   | <b>k. Number of hours it will take to plan/prepare for service</b><br><u>60</u>  |
| <b>l. Amount of LPC funds used on this service</b><br>\$3,300  | <b>m. Total cost of service</b><br>\$3,300   |

|   |   |   |       |       |       |       |  |      |  |       |       |   |       |  |       |     |
|---|---|---|-------|-------|-------|-------|--|------|--|-------|-------|---|-------|--|-------|-----|
| <b>a. Description of proposed service #4</b><br>Separate funding support for youth participation in such after-school and/or summer youth leadership development programs such as Peace Jam, International Youth Conference, etc... utilizing the Waterbury Youth Services as fiduciary.  |   |   |       |       |       |       |  |      |  |       |       |   |       |  |       |     |
| <b>b. Service type (Refer to Application Instructions, Appendix A)</b><br>STE05   | <b>c. Service dates</b><br>September 8, 2017 to June 30, 2018   |   |       |       |       |       |  |      |  |       |       |   |       |  |       |     |
| <b>d. Alcohol or tobacco prevention</b><br><input type="checkbox"/> Alcohol <input type="checkbox"/> Tobacco  | <b>e. Number of participants by gender</b><br>5 Males      5 Females  |   |       |       |       |       |  |      |  |       |       |   |       |  |       |     |
| <b>f. Service population</b><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Elementary School Students<br/> <input checked="" type="checkbox"/> Middle School Students<br/> <input checked="" type="checkbox"/> High School Students<br/> <input type="checkbox"/> Youth/Minors not in school<br/> <input type="checkbox"/> Other: _____           </div> <div> <input type="checkbox"/> School staff<br/> <input type="checkbox"/> Parents/Families<br/> <input type="checkbox"/> Older Adults<br/> <input type="checkbox"/> General           </div> </div> | <b>g. Number of participants by age</b><br><table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"></td> <td style="width: 12.5%; text-align: center;">0-4</td> <td style="width: 12.5%; text-align: center;">8</td> <td style="width: 12.5%; text-align: center;">15-17</td> <td style="width: 12.5%; text-align: center;">25-44</td> </tr> <tr> <td></td> <td style="text-align: center;">5-11</td> <td></td> <td style="text-align: center;">18-20</td> <td style="text-align: center;">45-64</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">12-14</td> <td></td> <td style="text-align: center;">21-24</td> <td style="text-align: center;">65+</td> </tr> </table> |   | 0-4   | 8     | 15-17 | 25-44 |  | 5-11 |  | 18-20 | 45-64 | 2 | 12-14 |  | 21-24 | 65+ |
|   | 0-4   | 8 | 15-17 | 25-44 |       |       |  |      |  |       |       |   |       |  |       |     |
|   | 5-11  |   | 18-20 | 45-64 |       |       |  |      |  |       |       |   |       |  |       |     |
| 2   | 12-14   |   | 21-24 | 65+   |       |       |  |      |  |       |       |   |       |  |       |     |
| <b>h. Number of participants by race</b><br>5 White      3 Black/African American<br>0 Asian      0 American Indian/Alaska Native<br>2 Multiracial      0 Native Hawaiian/Pacific Islander  | <b>i. Number of participants by Hispanic origin</b><br>6 Hispanic/Latino<br>4 Not Hispanic/Latino   |   |       |       |       |       |  |      |  |       |       |   |       |  |       |     |
| <b>j. Number of hours it will take to conduct service</b><br>48   | <b>k. Number of hours it will take to plan/prepare for service</b><br>10-12   |   |       |       |       |       |  |      |  |       |       |   |       |  |       |     |
| <b>l. Amount of LPC funds used on this service</b><br>\$3,000   | <b>m. Total cost of service</b><br>\$3,000  |   |       |       |       |       |  |      |  |       |       |   |       |  |       |     |

## Funding Application for Grant to Support Local Prevention Council

| 11                                 | <p>How different cultures will be addressed in all services (see Appendix D)</p> <p>The students and adults involved with the Waterbury Youth Council, the entire district-wide student population, and the district demographics are all appropriately represented on behalf of all ethnic and racial groups, and in a majority of cases are empowered to reach decisions in programming that reflect cultural matters of concern.</p>   |  |         |                      |       |           |      |                           |   |  |         |
|------------------------------------|---|--|---------|----------------------|-------|-----------|------|---------------------------|---|--|---------|
| <b>ITEMIZED BUDGET SCHEDULE 4b</b> |   |  |         |                      |       |           |      |                           |   |  |         |
| 12                                 | <p>Source and amount of income</p> <p>LPC grant award - \$8,972.55</p>  | <p>Program expenses</p> <p>\$8,972.55</p>  |         |                      |       |           |      |                           |   |  |         |
| <b>BUDGET NARRATIVE</b>            |   |  |         |                      |       |           |      |                           |   |  |         |
| 13                                 | <p>Briefly describe proposed expenses listed on Schedule 4b</p> <p>Proposed Service # 1 - \$2,200.00</p> <p>Proposed Service # 2 - \$ 472.55</p> <p>Proposed Service # 3 - \$3,300.00</p> <p>Proposed Service # 4 - \$3,000.00</p> <p>Total - \$8,972.55</p>  |  |         |                      |       |           |      |                           |   |  |         |
| 14                                 | <p>I certify that to the best of my knowledge and belief, the information in this application is true and correct, the document has been duly authorized by the governing body of the contractor, the contractor has legal authority to apply for assistance, the contractor will comply with applicable state and/or federal regulations, and that I am a duly authorized signatory for the contractor.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">Name (Print Or Type)</th> <th style="width: 30%;">Title</th> <th style="width: 30%;">Signature</th> <th style="width: 10%;">Date</th> </tr> <tr> <td>Joseph R. Gorman</td> <td>Chairman-Mayor's Task Force Against Substance Abuse</td> <td></td> <td>9-26-17</td> </tr> </table> |  |         | Name (Print Or Type) | Title | Signature | Date | Joseph R. Gorman          | Chairman-Mayor's Task Force Against Substance Abuse |   | 9-26-17 |
| Name (Print Or Type)               | Title   | Signature  | Date    |                      |       |           |      |                           |   |  |         |
| Joseph R. Gorman                   | Chairman-Mayor's Task Force Against Substance Abuse   |   | 9-26-17 |                      |       |           |      |                           |   |  |         |
| <b>AUTHORIZING SIGNATURE(S)</b>    |   |  |         |                      |       |           |      |                           |   |  |         |
| 15                                 | <p>In order for this application to be considered for funding, it must be signed by the chief elected municipal official (mayor or first selectman) or the Town Manager. In cases of a multi-town application, this application must be accompanied by authorizing letters from each chief elected official (or Town Manager) of the towns involved.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">Name (Print Or Type)</th> <th style="width: 30%;">Title</th> <th style="width: 30%;">Signature</th> <th style="width: 10%;">Date</th> </tr> <tr> <td>Neil M. O'Leary</td> <td>Mayor - City of Waterbury</td> <td></td> <td></td> </tr> </table>  |  |         | Name (Print Or Type) | Title | Signature | Date | Neil M. O'Leary           | Mayor - City of Waterbury                           |  |         |
| Name (Print Or Type)               | Title   | Signature  | Date    |                      |       |           |      |                           |   |  |         |
| Neil M. O'Leary                    | Mayor - City of Waterbury   |  |         |                      |       |           |      |                           |   |  |         |
| 16                                 | <p>If public school-based or public school-related program activities are proposed, the signature of Superintendent of Schools (or his/her designee) of local and/or regional education agency is required.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;">Name (Print Or Type)</th> <th style="width: 30%;">Title</th> <th style="width: 30%;">Signature</th> <th style="width: 10%;">Date</th> </tr> <tr> <td>Dr. Kathleen M. Ouellette</td> <td>Superintendent of Schools</td> <td></td> <td>9/26/17</td> </tr> </table>  |  |         | Name (Print Or Type) | Title | Signature | Date | Dr. Kathleen M. Ouellette | Superintendent of Schools                           |  | 9/26/17 |
| Name (Print Or Type)               | Title   | Signature  | Date    |                      |       |           |      |                           |   |  |         |
| Dr. Kathleen M. Ouellette          | Superintendent of Schools   |  | 9/26/17 |                      |       |           |      |                           |   |  |         |

## Funding Application for Grant to Support Local Prevention Council

### 17. Local Prevention Council Membership List

| Member Name        | Gender | Race | Email Address  | Title  | Sector Representation                               |
|--------------------|--------|------|--|--|---|
| Joseph R. Gorman   | M      | C    | <a href="mailto:jgorman@waterbury.k12.ct.us">jgorman@waterbury.k12.ct.us</a>       | Chairman of the Mayor's Task Force Against Substance Abuse | WTBY Education Dept.                                |
| Jennifer DeWitt    | F      | C    | <a href="mailto:cnvrac1@famintervention.com">cnvrac1@famintervention.com</a>       | Executive Director, CNVRAC                                 | Other Agency Involved in Substance Abuse Prevention |
| Marie Martineau    | F      | N    | <a href="mailto:mmartineau@waterbury.k12.ct.us">mmartineau@waterbury.k12.ct.us</a> | Clerical Support to the Chairman                           | Education   |
| Alex Melendez      | M      | WH   |  | Waterbury Youth Council                                    | Youth, Kennedy High School                          |
| Shamari Sockwell   | F      | B    | <a href="mailto:ssockwell.23@gmail.com">ssockwell.23@gmail.com</a>                 | Waterbury Youth Council                                    | Young Adult, NVCC                                   |
| Joshua Colon-Ortiz | M      | WH   | <a href="mailto:joshua.colon1@yahoo.com">joshua.colon1@yahoo.com</a>               | Waterbury Youth Council                                    | Young Adult, NVCC                                   |
| Kyana Johnson      |        | B    | <a href="mailto:johnsonkyana@aol.com">johnsonkyana@aol.com</a>                     | Waterbury Youth Council                                    | Young Adult, NVCC                                   |
| Stephanie Johnson  |        | B    | <a href="mailto:jstephanie948@yahoo.com">jstephanie948@yahoo.com</a>               | Waterbury Youth Council                                    | Young Adult, NVCC                                   |
| Alexis Hill        | F      | MR   | <a href="mailto:Leyahill@gmail.com">Leyahill@gmail.com</a>                         | Waterbury Youth Council                                    | Young Adult, NVCC                                   |
| Trevor Glymph      | M      | B    | <a href="mailto:trevorglymph@gmail.com">trevorglymph@gmail.com</a>                 | Waterbury Youth Council                                    | Youth, Career Academy                               |
| Brayan Villa       | M      | WH   | <a href="mailto:Brayglory2@gmail.com">Brayglory2@gmail.com</a>                     | Waterbury Youth Council                                    | Youth, West Side MS                                 |
| Lizmarie Villa     | F      | WH   |  | Waterbury Youth Council                                    | Youth, West Side MS                                 |
| Nicole Nunez       | F      | WH   | <a href="mailto:nnicole529@yahoo.com">nnicole529@yahoo.com</a>                     | Waterbury Youth Council                                    | Youth, West Side MS                                 |
| Komorha Wilson     | F      | B    |  | Waterbury Youth Council                                    | Youth, Kennedy High School                          |
| Bobbi Rodriguez    | F      | WH   |  | Waterbury Youth Council                                    | Youth, West Side MS                                 |
| Zanaiya McMillan   | F      | BH   | <a href="mailto:zanaiyam00@gmail.com">zanaiyam00@gmail.com</a>                     | Waterbury Youth Council                                    | Youth, Sacred Heart High School                     |
| Devin Layne        | M      | B    |  | Waterbury Youth Council                                    | Youth, Kennedy High School                          |
| Robert Layne       | M      | B    |  | Waterbury Youth Council                                    | Youth, Kennedy High School                          |
| Jim Mele           | M      | W    | <a href="mailto:CNVRAC3@famintervention.com">CNVRAC3@famintervention.com</a>       | Prevention Coordinator, CNVRAC                             | Other Agency Involved in Substance Abuse Prevention |
| Jesse Mancinone    | M      | W    | <a href="mailto:CNVRAC2@famintervention.com">CNVRAC2@famintervention.com</a>       | Prevention Coordinator, CNVRAC                             | Other Agency Involved in Substance Abuse Prevention |
| Kayson Johnson     | M      | B    |  | Waterbury Youth Council                                    | Youth, Career Academy                               |
| Robert Ebron       | M      | MR   |  | Waterbury Youth Council                                    | Youth, Kennedy High School                          |
| Joshua Colon       | M      | WH   |  | Waterbury Youth Council                                    | Young Adult, NVCC                                   |
|                    |        |      |  |  |   |



# Summer School 2017

Michael Theriault

- Duggan led by Missy DiGiovanni
- Reed led by Dee Tomasella
- Gilmartin led by Jennifer Rosser
- Carrington led by Claudia Biello
- Bucks Hill Annex led by Marissa Blakeslee

Sites

- Student hours were from 8:30 a.m. until 12:30 p.m.
- July 10, 2017 through August 3
- (except for specialized programs at Gilmartin and Bucks Hill that went Monday through Friday ended August 4)

## Hours of Operation

- Kindergarten Students “Red,” in Phoneme Segmentation Fluency.
- Grades 1-3 “Red,” DORF fluency.
- Gave each school an additional 5 student limit for Principal recommendation.

## Student Selection

- 929 students signed up for summer school
- 748 showed up
- Of the 748, roughly 75% of those students attended 13 or more days of the 16.
- Side note: Between last day of school and summer school there were nearly 300 address and/or bus changes.

## Attendance



## Math Growth from Pre to Post Assessment

|                |       |
|----------------|-------|
| ■ Kindergarten | 16%   |
| ■ Grade 1      | 7.5%  |
| ■ Grade 2      | 18.2% |
| ■ Grade 3      | 19.2% |
| ■ EL           | 23.5% |
| ■ Special Ed.  | 20.6% |

|                                      | EOY 16-17 | BOY 17-18 | Growth +/-     |
|--------------------------------------|-----------|-----------|----------------|
| Kindergarten<br>attended PSF         | 7.2       | 12.8      | + 5.6 phonemes |
| Kindergarten<br>Not attended PSF     | 12.2      | 8.35      | -3.85 wpm      |
| Grade 1 attended<br>DORF Fluency     | 17.8 wpm  | 21.9 wpm  | + 4.1 wpm      |
| Grade 1 not attended<br>DORF Fluency | 15.0 wpm  | 14.5 wpm  | -.5wpm         |
| Grade 2 attended<br>DORF Fluency     | 37 wpm    | 42 wpm    | + 5 wpm        |
| Grade 2 not attended                 | 33 wpm    | 29.2 wpm  | -3.8 wpm       |
| Grade 3 attended                     | 51 wpm    | 59.2 wpm  | +8.2 wpm       |
| Grade 3 who did not<br>attend        | 42.1 wpm  | 47.8 wpm  | +5.7 wpm       |

- **I am happy with the Waterbury Summer School Program:**

87% Agree or Strongly Agree

- **The Waterbury Summer School program helps my child in reading.**

- 86%(16) 90% Agree or Strongly Agree

- **The Waterbury Summer School program helps my child in math.**

- 81%(16)85%(17) Agree or Strongly Agree

- **I am satisfied with how the Summer School program has communicated with me about my child.**

- **Average:** 75% (16) 77%(17) Agree or Strongly Agree

Parent Feedback

92% Agreed or Strongly Agreed

The curriculums were rigorous

92% Agreed or Strongly Agreed

The curriculums were easy to  
navigate

## Staff Survey Results



# BOARD OF EDUCATION

## Meeting Schedule ~ 2018



| Deadline for submission of<br>Committee Workshop<br>Agenda Items to<br>Superintendent/Supervisor | Committee Workshop<br>(Thursdays)<br>5:30 p.m.<br>(locations subject to change) | Regular Board Meeting*<br>(Thursdays)<br>6:30 p.m.<br>Waterbury Arts Magnet School |
|--|---|--|
| December 28, 2016  | January 4 – <i>Wilby High</i>   | January 18   |
| January 25   | February 1 – <i>Regan</i>   | February 15  |
| February 22  | March 1 – <i>Chase</i>  | March 15   |
| March 29   | April 5 – <i>Driggs</i>   | April 19   |
| April 26   | May 3 – <i>North End Middle</i>   | May 17   |
| May 31   | June 7 – <i>Kingsbury</i>   | June 21  |
| June 28  | July 5  | July 19  |
| July 26  | August 2  | August 16  |
| August 30  | September 6   | September 20   |
| September 27   | October 4   | October 18   |
| October 25   | November 1  | November 15  |
| November 29  | December 6  | December 20  |

\*Unless otherwise posted, Board of Education Regular Meetings are held at Waterbury Arts Magnet School, 6:30 p.m., on the **THIRD** Thursday of each month. Location changes or updates are available at the Office of the Board of Education or at its website – [www.waterbury.k12.ct.us](http://www.waterbury.k12.ct.us)

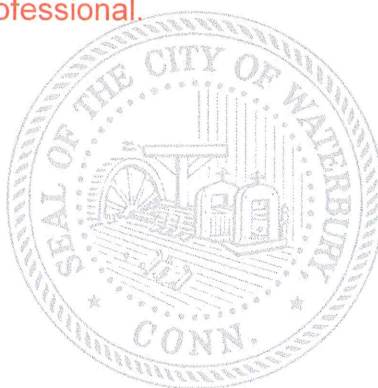


**Toilet Training Policy**

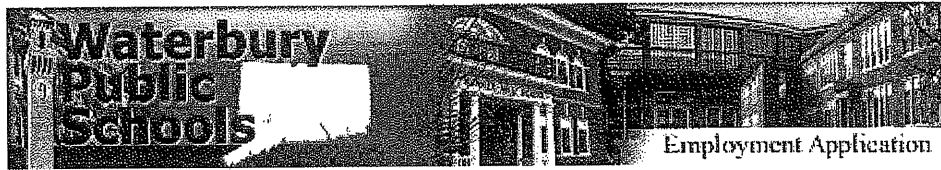
~~Any child entering a three and four year old Early Childhood Education Program under Waterbury Public Schools must be toilet trained before the beginning of the school year. If the child is not completely toilet trained prior to the first day of school the child will not be accepted into the program.~~

~~Exceptions may be made for special education students where toileting is specifically listed in their IEP and/or students with specific relevant 504 Plan.~~

Waterbury Public Schools welcomes entry to the Early Childhood Program for all 3 and 4 year olds. There is an expectation that children will arrive to the program toilet trained. For children who have not completed their training, a planned approach will be developed for both school and home, collaboratively implemented by the child's family, classroom aide and/or paraprofessional.



Policy adopted by the Waterbury Board of Education on September 6, 2012 and revised on  
**DRAFT**



Openings as of 11/3/2017

***Classroom Assistant***

**JobID: 917**

**Position Type:**

Early Childhood Education (ECE)/Classroom Assistant

**Date Posted:**

2/3/2017

**Location:**

Districtwide

**CLASSROOM ASSISTANT  
Multiple Schools**

**General Statement of Duties:** Assists teachers by performing nonprofessional duties so teachers may devote more of their time to professional tasks. Such duties will include, but are not limited to bus duty, hygiene and toileting, lesson planning and parent communications. Assistants organize and lead children in educational activities as directed by the teacher. Employees work close with the teacher and children to insure that the programmed activities are carried out and that a close relationship is maintained between the teacher and the children. Assistants will be trained in specific tasks and work under the supervision of the teacher but will not perform professional teaching duties.

**Specific Examples of Duties:** Supervises children during play, lunch, art, music periods, etc. Gives individual attention to children with personality, emotional, physical, language, toileting and other problems. Encourages children to talk. Reads stories to children and leads small group activities. May plan field trips as appropriate. Assists teacher in meeting with parents and displays children's work. Does clerical tasks such as taking attendance, collecting milk money, issuing transfers, recording and ordering supplies. Sets up and operates audio-visual equipment and other materials for instructional purposes. May be required to take over classes in emergencies because of teacher's absence. Does other related tasks as required by the teacher.

**Qualifications:** At least one year of experience working with young children in group activities; ability to deal with children in stressful situations. Applicants must also hold one of the following:

- Associate's Degree that consists of 12 or more credits that pertain to Early Childhood Education (ECE)

**OR**

- Child Development Associate (CDA) credential and 12 or more credits that pertain to Early Childhood Education (ECE)

**Desired Qualifications:** Experience in an urban school district and/or a multi-cultural environment.

**Work Year/Hours of Work:** 10 months, 35 hours per week

**Salary & Benefits:**

\$11.15 Per Hour \$12.24 Per Hour After 6 Months  
\$16.25 Per Hour After 1 Year (\$18.57 Per Hour After 1 Year with BA/BS Degree)  
Benefits are governed by UPSEU Local 424-Unit #68 collective bargaining agreement.

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[Print Version](#)

**Note:** This is a grant funded position that exists as long as funds are available. This position is part of and covered by the terms of the UPSEU Local 424-Unit 68 collective bargaining agreement.

**APPLICATION PROCESS:**

Applications and additional required documents must be submitted electronically under the Early Childhood Education (ECE) tab at: <http://www.applitrack.com/waterbury/onlineapp/default.aspx>. Additional required documents that must be submitted before the closing date include a copy of diploma or CDA credentialing and transcript documenting ECE credits.

**Closing Date:** Friday, February 17, 2017

An Equal Opportunity Employer- M/F/H/V

FMLA regulations require all employers to post the updated FMLA notice.

**Powered by applicant tracking, a product of Frontline Education.**



**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM # 2139**

**OPEN COMPETITIVE EXAMINATION FOR: PARAPROFESSIONAL**

**SALARY: \$16.36 ~ \$21.66 / Hour (NOTE: NEW HIRES START AT THE BEGINNING OF RANGE)**

**FRINGE BENEFITS:** Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; paid Personal Days.

**LAST DAY FOR FILING APPLICATIONS**

**APPLICATIONS:** May be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

**May 31, 2017**

**IMPORTANT:**

1. Veterans – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

**EXAMPLES OF WORK:** (Illustrative only)

Assists teachers and/or other professional educators in the delivery of instructional and related support services to students; Assists with the instruction of students in academic subjects; Confers with special and general education practitioners about student schedules, instructional goals, progress and performance; Implements service plans and educational objectives for children; Demonstrates techniques to stimulate cognitive, physical, and social and language development; Uses developmentally appropriate materials and instructional interventions for curriculum activities; Participates in transitional planning and vocational assessment of students; Supports pre-employment, vocational or transitional training in classrooms or at off-campus sites; Operates computers and uses technology and adaptive equipment that will enable students with special needs to participate in general education; Gathers and maintains data about the performance and behavior of individual students; Motivates students to work; Assists in meeting the hygiene, toileting, feeding and the mobility needs of students with varying disabilities; Implements behavior modification techniques and the ability to manage disturbing behaviors through physical restraint when needed; Regular attendance; Does other related work as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of the techniques required in caring for and instruction of students enrolled in general, and special education; some knowledge of human development including risk factors; good communication and interpersonal skills; ability to follow directions and to carry out assignments; excellent physical and mental condition; good character; good knowledge of first aid; sensitivity to needs of children and youth.

**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING REQUIRED EXPERIENCE & TRAINING:**

- High School diploma or GED; **AND**
  1. 60 college credits **OR**
  2. An Associate's (or higher) degree, **OR**
  3. **Have passed** the Praxis ParaPro Assessment Test

**Regardless of which of the Three (3) options above is utilized, you must also have One (1) year experience working with or training to work with children with disabilities is required.**

- College credits with emphasis on child growth and development or related areas, is preferred.
- Proficiency in reading, writing and speaking English and Spanish is required for those individuals desiring a bilingual assignment.

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM # 2139**

**OPEN COMPETITIVE EXAMINATION FOR: PARAPROFESSIONAL**

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**LAST DAY FOR FILING APPLICATIONS**

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**May 31, 2017**

**PHYSICAL DEMANDS:**

Non Material Handling (NMH) considers activities that reposition the worker in relation to his or her environment. Generally, NMH does not consider moving objects.

|                           |            |
|---------------------------|------------|
| <u>Overhead Reaching:</u> | frequent   |
| <u>Forward Bending:</u>   | frequent   |
| <u>Backward Bending:</u>  | frequent   |
| <u>Squatting:</u>         | frequent   |
| <u>Stairs:</u>            | occasional |
| <u>Kneeling:</u>          | frequent   |
| <u>Crawling:</u>          | occasional |

Material Handling (MH) considers how a person handles an object in space. Generally, MH considers the weight and the distance the object is moved (horizontal or vertical). In this case, the objects handled may include students during a transfer or restrain technique.

|   |
|---|
| <u>Transfers:</u> in/out of wheelchairs and standers, on/off changing tables and toilet |
| <u>Restraints:</u> preventing harm to student or surrounding students                   |
| <u>Lifting/Carrying:</u> student book bags, lunches, assistive equipment                |

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This work is generally conducted indoors within an educational setting such as classrooms, but occasionally is conducted outdoors and on field trips outside of the school room settings. The essential functions of this position can require physical contact with students for the purposes of executing trained physical restraints during student crisis periods and assisting students with personal hygiene needs. Reasonable accommodations requests will be considered in accordance with the Americans with Disabilities Act 1990 (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA)

**SPECIAL NOTE:**

- Same job description will be used to bifurcate the Paraprofessional list to include individuals who are bilingual.
- Same job description will be used to bifurcate the Paraprofessional list to include individuals who have the Child Development Associate certification.

**COPIES OF HIGH SCHOOL DIPLOMA, GED, COLLEGE TRANSCRIPTS OR PASSING  
ASSESSMENT SCORE MUST BE SUBMITTED AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees' Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

**APPEAL PROCESS:** - An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

**THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER**  
E.O.E. M/F/D/V

5/24/2017 cst

# COMMITTEE ON SCHOOL FACILITIES & GROUNDS

#6

**WORKSHOP:** Thursday, November 9, 2017 (Wallace)  
**BOARD MEETING:** Wednesday, November 15, 2017

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   |
|-----------------|--|
| G. Myers        | WSMS café: Sat., Nov. 18 <sup>th</sup> 11am-2pm (Couponing class)  |
| C. Swain        | WAMS media ctr.: Thurs., Dec. 14 <sup>th</sup> 5:30-8:00pm (Special Bd. Of Ed. Mtg.)<br>WAMS atrium: Wed., Nov. 15 <sup>th</sup> 6:00-8:00pm (rescheduled Bd. Of Ed. Mtg.)   |
| D. Lopez        | WAMS lobby: Fri., Nov. 17 <sup>th</sup> 7:00-10:00pm (Homecoming Dance)  |
| S. Petteway     | Bucks Hill café: Mon., Nov. 13 <sup>th</sup> 5:30-6:30pm (parents attendance mtg.)<br>Bucks Hill café & gym: Thurs., Nov. 16 <sup>th</sup> 5:30-7:00pm (Math/Literacy workshop)                                      |
| P. Poulter      | Regan café: Thurs., Nov. 30 <sup>th</sup> 5:00-7:30pm (Title I meeting)  |
| D. Melendez     | Chase gym: Wed., Nov. 15 <sup>th</sup> 5:30-7:30pm (Family Bingo Night)<br>Chase gym: Wed., Nov. 29 <sup>th</sup> 6-8pm (Albanian Heritage Night)  |
| Mary Ann Marold | Crosby lib. & room: Tues., Nov. 28 <sup>th</sup> 5:30-7:30pm (Governance Council mtg.)<br>((snow date: Wed., Nov. 29 <sup>th</sup> )   |
| M. LeBlanc      | WAMS atrium: Fri., Feb. 2 <sup>nd</sup> 3-10pm (school dance fundraiser)   |
| P. Leibell      | WAMS studio/dressing rm.: Thurs., Apr. 26 <sup>th</sup> 5-9pm (spring concert)   |
| J. Geary        | Kennedy aud.: Thurs., Jan. 11 <sup>th</sup> 7-9pm (State Dept. of Transportation)<br>(snow date: Thurs., Jan. 18 <sup>th</sup> )   |
| S. Smyth        | Crosby aud.: Saturdays 10/28 to 5/12/18 10am-1pm (play rehearsals)<br>Crosby aud.: Sat. Dec. 9 <sup>th</sup> 5-10pm (performance / Radium Girls)<br>Crosby aud.: Tues., Dec. 12 <sup>th</sup> 5-9pm (winter concert) |
| V. Cuevas       | Crosby gym: Wed., Nov. 15 <sup>th</sup> 6-9pm (championship basketball game)   |
| P. Caldarone    | Crosby gym, café: Sat., Feb. 17 <sup>th</sup> 2-6pm (NVL cheerleading/dance competition)   |
| R. Moffo        | Generali gym, café: Tues., Dec. 5 <sup>th</sup> 3:30-8:00pm (winter family night)<br>(snowdate: Dec. 7 <sup>th</sup> )   |
| G. Hayes        | Career Academy conf. rm.: Tues., Nov. 14 <sup>th</sup> 4-7pm (mtg. with community organizations)   |
| V. Demirali     | Sprague gym: Thurs., Nov. 16 <sup>th</sup> 5-7pm (Family Night)  |
| M. Vagnini      | WAMS (Palace): Tues. Dec. 12 <sup>th</sup> 8-9pm (Winter Choral Concert)<br>WAMS (Palace): Fri. May 25 <sup>th</sup> 6:00-8:30pm (Spring Choral Concert)   |
| J. Moniods      | WAMS café: Thurs., Nov. 9 <sup>th</sup> 2:30-5:00 pm (pie eating contest)  |
| K. Ondrush      | WAMS apron stage: Dec. 7 <sup>th</sup> 6-8pm and Dec. 8 <sup>th</sup> 8-10pm (Industrial Rev. Monologue)   |
| C. Worth        | WAMS dance studio: May 23 & 24 2:30-9:00pm (Student Choreographers)  |
| R. Martinez     | WAMS rooms: Saturdays May 5 & June 2 7am-2pm (SAT Testing)   |

Approved:

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**John Theriault**

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

NOV - 3 2017

SCHOOL PERSONNEL USE ONLY

Date: November 3, 2017  
TO: Business Office  
FROM: Grisell Myers, Parent Liaison West Side

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

NAME OF SCHOOL REQUESTED: West Side Middle

☐ Auditorium      ☐ Gymnasium      ☐ Swimming Pool      ☒ Café

DATES REQUESTED: November 18, 2017

Time: 11:00am - 2:00pm

FOR THE FOLLOWING PURPOSES:

Couponing class for district parents (Missy Morris)

Grisell Myers (Grisell Myers)  
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.

# REQUEST FOR USE OF SCHOOL FACILITIES

School/City Personnel Use only

TO: S. McCasland, School Business Office

FROM: Carrie Swain, Clerk Board of Education  
(name/title) (school/department)

DATE: November 3, 2017

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

NAME OF SCHOOL REQUESTED: Waterbury Arts Magnet

Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café ☐

Rooms ☒ Media Center  
(specify room)

DATES REQUESTED:

Thursday, December 14 From: 5:30 p.m. To: 8:00 p.m.  
(cancel Thursday, December 7)

For the following purpose: Special BOE Workshop

November 3, 2017  
Date

Carrie A. Swain  
Applicant's Signature

**PLEASE NOTE THE FOLLOWING PROVISION:** When the public is invited to an activity, police and firemen are required. These arrangements must be made in person at police and/or fire headquarters.

NOV - 3 2017

# REQUEST FOR USE OF SCHOOL FACILITIES

## School/City Personnel Use only

TO: S. McCasland, School Business Office

FROM: Carrie Swain, Clerk Board of Education  
(name/title) (school/department)

DATE: November 3, 2017

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

NAME OF SCHOOL REQUESTED: Waterbury Arts Magnet

Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café ☐

Rooms ☒ Atrium  
(specify room)

DATES REQUESTED:

Wednesday, November 15 From: 6:00 p.m. To: 8:00 p.m.  
(cancel Thursday, November 16)

For the following purpose: Rescheduled Meeting of the Board of Education

November 3, 2017  
Date

Carrie A. Swain  
Applicant's Signature

**PLEASE NOTE THE FOLLOWING PROVISION:** When the public is invited to an activity, police and firemen are required. These arrangements must be made in person at police and/or fire headquarters.

Please give form to Nicole Steck

SCHOOL PERSONNEL USE ONLY

NOV - 3 2017

DATE: 11/1/17

TO: SCHOOL BUSINESS OFFICE

FROM:

WAMS - Doreen Lopez

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

NAME OF SCHOOL REQUESTED: WAMS

☐

Auditorium

☐

Gymnasium

☐

Swimming Pool

☐

Café/Rooms

☒ mirrored 1st

DATES REQUESTED:

Nov. 17, 2017

FROM:

7

am/pm

TO:

10

am/pm

FOR THE FOLLOWING PURPOSES:

Homecoming Dance

Doreen Lopez  
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.



To: Sandy McCasland x 8032

SCHOOL PERSONNEL USE ONLY

NOV - 2 2017

DATE: Nov. 2, 2017

TO: SCHOOL BUSINESS OFFICE

FROM:

Shirley Peltway

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

NAME OF SCHOOL REQUESTED:

BUCKS Hill

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED: 11.13.17

FROM: 9:30 am TO: 10:30 am  
5:30 am/pm TO: 6:30 am/pm

FOR THE FOLLOWING PURPOSES:

Parents Attendance Meeting

Shirley Peltway  
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.

To: Sandy McCasland- x8032

SCHOOL PERSONNEL USE ONLY

NOV. - 2 2017

DATE: Nov. 2, 2017

TO: SCHOOL BUSINESS OFFICE

FROM: Shirley Petteway

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

NAME OF SCHOOL REQUESTED: Bucks Hill

☐ Auditorium

☒ Gymnasium

☐ Swimming Pool

☒ Cafeteria/Rooms

DATES REQUESTED: 11.16-17

FROM: 5:30

am/pm

TO: 7

am/pm

FOR THE FOLLOWING PURPOSES:

Math & Literacy Parent Workshop

Shirley Petteway  
APPLICANT

Please note the following provisions:

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

Cancel Ballers

# SCHOOL USE FORM

NOV - 2 2017

DATE: 11/1/17

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

FROM: Regan School

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

NAME OF SCHOOL REQUESTED: Thursday, Nov. 30, 2017

AUDITORIUM

GYMNASIUM

SWIMMING POOL

CAFETERINA

DATE(S) REQUESTED:

FROM 5:00 am/pm TO 7:30 am/pm

FOR THE FOLLOWING PURPOSE:

School level Title I meeting

Patty Poulter parent liaison  
APPLICANT

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

NOV - 1 2017

DATE: 11-1-17

TO: SCHOOL BUSINESS OFFICE

FROM:

D. Melendez

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

NAME OF SCHOOL REQUESTED:

Chase Elementary☐ Auditorium☒ Gymnasium☐ Swimming Pool☐ Café/Rooms

DATES REQUESTED:

NOV. 15, 2017

FROM:

530

am/pm

TO:

730

am/pm

FOR THE FOLLOWING PURPOSES:

Fall INTO BINGO Family NightD. Melendez  
APPLICANT

Please note the following provisions:

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

Cancel Balleas

NOV - 1 2017

SCHOOL PERSONNEL USE ONLYDATE: 11-1-17

TO: SCHOOL BUSINESS OFFICE

FROM: D. Melendez

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

NAME OF SCHOOL REQUESTED: Chase School
☐ Auditorium
 ☒ Gymnasium
 ☐ Swimming Pool
 ☐ Cafeteria/Rooms
DATES REQUESTED: 11-29-17FROM: 6 am/pm TO: 8 am/pm

FOR THE FOLLOWING PURPOSES:

Albanian Heritage Night
D. Melendez  
 APPLICANT

Please note the following provisions:

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

Cancel Ballers

*Book*

NOV - 1 2017

SCHOOL PERSONNEL USE ONLY

DATE:  
October 30, 2017

TO: SCHOOL BUSINESS OFFICE

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

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

NAME OF SCHOOL REQUESTED: Crosby High School

☒ Library/Media Center      ☐ Gymnasium      ☐ Swimming Pool  
☒ Café/Rooms *for childcare*

DATES REQUESTED: Tuesday November 28, 2017 (Snow Date Wednesday Nov. 29, 2017)

FROM: 5:30 p.m. TO: 7:30 p.m. /p.m.

FOR THE FOLLOWING PURPOSES:

District Director of Teaching and Learning will present a module for parents, guardians and any interested stakeholder entitled "Learning in the 21<sup>st</sup> Century." This module will be for School Governance Councils but open to all parents and guardians in the Waterbury Public Schools. This module will be in conjunction with the Parent Curriculum Task Force.

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

*Mary Ann Marold*

Please give form to Nicole Steck

OCT 31 2017

SCHOOL PERSONNEL USE ONLY

DATE: 10-11-17

TO: SCHOOL BUSINESS OFFICE

FROM:

M LeBlanc

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

NAME OF SCHOOL REQUESTED: WAMS

☐

Auditorium

☐

Gymnasium

☐

Swimming Pool

☐

Café/Rooms

ATRIUM

DATES REQUESTED:

2-2-17

FROM:

3<sup>00</sup>

am/pm

TO:

10<sup>00</sup>

am/pm

FOR THE FOLLOWING PURPOSES:

School dance - fundraiser

Michelle LeBlanc

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.



Please give form to Nicole Steck

OCT 31 2017

SCHOOL PERSONNEL USE ONLY

DATE: 10-25-17

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS Dance Dept - Patricia J. Leibel

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

NAME OF SCHOOL REQUESTED: WAMS

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

☒ Studios & Dressing Rooms

DATES REQUESTED: 4-26-17

FROM: 5:00 ~~am~~ pm

TO: 9:00 ~~am~~ pm

FOR THE FOLLOWING PURPOSES:

Spring Dance Concert

Patricia J. Leibel  
APPLICANT

\*\*\*\*\*  
Please note the following provisions:

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

*Book*

SCHOOL PERSONNEL USE ONLY

OCT 31 2017

DATE: 10-25-17

TO: SCHOOL BUSINESS OFFICE

FROM:

Joe Beary

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

NAME OF SCHOOL REQUESTED:

Kennedy



AUDITORIUM



GYMNASTIUM



SWIMMING POOL



CAFE/ROOMS

DATES REQUESTED:

Thursday, Jan. 11, 2018

FROM

7:00

am/pm

TO

9:00

am/pm

~~NO SNOW DATE~~ Thursday, Jan. 18, 2018  
FOR THE FOLLOWING PURPOSES:

State Dept. of Transportation

Joe Beary

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.

*Book*

SCHOOL PERSONNEL USE ONLY

OCT 30 2017

DATE: 10/27/17

TO: SCHOOL BUSINESS OFFICE

FROM: Susan Smyth

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

NAME OF SCHOOL REQUESTED: Crosby H.S.

☒ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: 10/28/17 to 5/12/18 SATURDAYS

FROM: 10 am/pm TO: 1 am/pm

FOR THE FOLLOWING PURPOSES:

Rehearsal - Crosby plays

Sue BSA  
APPLICANT

Please note the following provisions:

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

OCT 26 2017

SCHOOL PERSONNEL USE ONLYDATE: 10/26/2017

TO: SCHOOL BUSINESS OFFICE

FROM: Victor Cuevas - Bureau of Recreation

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/RoomsDATES REQUESTED: 11-15-2017 WednesdayFROM: 6 am/pm TO: 9 am/pmFOR THE FOLLOWING PURPOSES:Championship Game for Pre-Season Basketball LeagueVu Cu  
APPLICANTPlease note the following provisions:When the public is invited to an activity, police and fire departments must be notified. These arrangements *must* be made in person at the police and fire headquarters.

OCT 26 2017

SCHOOL PERSONNEL USE ONLY

DATE: October 27, 2017

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: 2/17/18

FROM: 2:30pm

TO: 6:00pm

FOR THE FOLLOWING PURPOSES:

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.

CANCEL MY H

*Back*

OCT 26 2017

SCHOOL PERSONNEL USE ONLY

DATE: 10-25-17

TO: SCHOOL BUSINESS OFFICE

FROM: Generali School ~ Rosemarie Moffa

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

NAME OF SCHOOL REQUESTED: Generali School

☐ Auditorium    ☒ Gymnasium    ☐ Swimming Pool    ☒ Café/Rooms

DATES REQUESTED: December 5<sup>th</sup> 2017 Snowdate December 7<sup>th</sup>

FROM: 3:30 am/pm    TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

Annual Winter Family Night

Rosemarie Moffa  
APPLICANT

\*\*\*\*\*

Please note the following provisions:

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

*Cancel St. Mary's*

OCT 26 2017

SCHOOL PERSONNEL USE ONLY

DATE: 10/25/17

TO: SCHOOL BUSINESS OFFICE

FROM: Susan Smyth, play director

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

NAME OF SCHOOL REQUESTED: Crosby H.S.

☒ Auditorium    ☐ Gymnasium    ☐ Swimming Pool    ☐ Café/Rooms

DATES REQUESTED: Sat. Dec 9

FROM: 5 am/pm TO: 10 am/pm

FOR THE FOLLOWING PURPOSES:

"Radium Girls" performance  
- Crosby H.S. Theater

Note: We are switching the performance to 12/8 + 12/9. We had reserved 12/7 previously

Susan Smyth  
APPLICANT

Please note the following provisions:

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



OCT 26 2017

SCHOOL PERSONNEL USE ONLY

DATE: 10/25/17

TO: SCHOOL BUSINESS OFFICE

FROM:

Susan Smyth

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

NAME OF SCHOOL REQUESTED: Crosby HS

☒ Auditorium    ☐ Gymnasium    ☐ Swimming Pool    ☐ Café/Rooms

DATES REQUESTED: Tues. Dec 12, 2017

FROM: 5 am/pm TO: 8 am/pm

FOR THE FOLLOWING PURPOSES:

Winter Concert - Wallace M.S.

Susan Smyth  
APPLICANT  
Susan Smyth

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

OCT 25 2017

DATE: 10-25-2017

TO: SCHOOL BUSINESS OFFICE

FROM:

George Hayes WCA

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

NAME OF SCHOOL REQUESTED: WTBY Career Academy☐

Auditorium

☐

Gymnasium

☐

Swimming Pool

☒

Café/Rooms

Conference Room

DATES REQUESTED: November 14 TH. 2017FROM: 4 am/pm TO: 7 am/pm

FOR THE FOLLOWING PURPOSES:

PRESENTATION TO COMMUNITY ORGANIZATION  
LONG DRIVER'S GOLF CLUB. SEEKING  
DONATION OF EQUIPMENT FOR WCA  
GOLF TEAM.

GEORGE HAYES  
 APPLICANT  
SCHOOL SOCIAL WORKER

\*\*\*\*\*  
 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.

NOV - 6 2017

SCHOOL PERSONNEL USE ONLY

TO: SCHOOL BUSINESS OFFICE

DATE: 11/3/17FROM: Vjella Demirali  
Parent Liaison

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

NAME OF SCHOOL REQUESTED: Sprague Elementary☐ Auditorium☒ Gymnasium☐ Swimming Pool☒ Café/RoomsDATES REQUESTED: 11/16/2017FROM: 5:00 am/pm TO: 7:00 am/pm

FOR THE FOLLOWING PURPOSES:

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

Cancel PAL

Please give form to Nicole Steck

SCHOOL PERSONNEL USE ONLY

OCT 25 2017

DATE: OCT 20 2017

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS

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

NAME OF SCHOOL REQUESTED: Palace Theater

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Tues Dec 12

FROM: 8 am/pm TO: 9 am/pm

FOR THE FOLLOWING PURPOSES:

Winter Choral Concert

WAMS  
APPLICANT

Mr. Vagnon

\*\*\*\*\*  
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.

Please give form to Nicole Steck

0001 25 2017

SCHOOL PERSONNEL USE ONLY

DATE: 10/20/17

TO: SCHOOL BUSINESS OFFICE

FROM: MUSIC Dept

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

NAME OF SCHOOL REQUESTED: Palace Theater

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Fri May 25

FROM: 6 am/pm TO: 830 am/pm

FOR THE FOLLOWING PURPOSES:

Spring Choral Concert

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.

Please give form to Nicole Steck

OCT 31 2017

SCHOOL PERSONNEL USE ONLY

DATE: 10/30/17

TO: SCHOOL BUSINESS OFFICE

FROM: J. Moniodes

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

NAME OF SCHOOL REQUESTED: WAMS

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: November 9, 2017

FROM: 2:30 am/pm TO: 5:00 am/pm

FOR THE FOLLOWING PURPOSES:

Pie eating contest and games

J. Moniodes  
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.

*Good*

Please give form to Nicole Steck

OCT 31 2017

SCHOOL PERSONNEL USE ONLY

DATE: October 26, 2017

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS

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

NAME OF SCHOOL REQUESTED:

WAMS

December 7, December 8th

8am-10a

8pm-9pm

☐

Auditorium

☐

Gymnasium

☐

Swimming Pool

☐

Café/Rooms

☒ Apron Stage

DATES REQUESTED:

Dec 7

Dec 8

FROM:

6p/8am

am/pm

TO:

9pm/10am

am/pm

FOR THE FOLLOWING PURPOSES:

Industrial Revolution Monologues

APPLICANT

*Andrew*

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.



Please give form to Nicole Steck

OCT 31 2017

SCHOOL PERSONNEL USE ONLY

DATE: 10/5/17

TO: SCHOOL BUSINESS OFFICE

FROM: Dance Dept WAMS

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

NAME OF SCHOOL REQUESTED: WAMS

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

Large Dance Studio

DATES REQUESTED: May 23 & 24

FROM: 2:30 am/pm TO: 9 am/pm

FOR THE FOLLOWING PURPOSES:

Student Choreographers will be presenting their work to, created over the course of the second semester to a live audience (parents, family, friends)

APPLICANT

C. Worth

Please note the following provisions:

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

*Book*

Please give form to Nicole Steck

NOV - 3 2017

SCHOOL PERSONNEL USE ONLY

DATE: 10/31/17

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS Guidance

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

NAME OF SCHOOL REQUESTED: Waterbury Arts Magnet

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

Room 304, 305  
306, 307

DATES REQUESTED: May 5, 2018, June 2, 2018

FROM: 7:00 ~~am~~ ~~pm~~

TO: 2:00 ~~am~~ ~~pm~~

FOR THE FOLLOWING PURPOSES:

SAT Test Administration

*Richard Martin*  
APPLICANT

Richard Martin

\*\*\*\*\*  
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.

#7

# COMMITTEE ON SCHOOL FACILITIES & GROUNDS

**WORKSHOP:** Thursday, November 9, 2017 (Wallace)

**BOARD MEETING:** Wednesday, November 15, 2017

**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> |
|--------------|-----------------------------------|
|--------------|-----------------------------------|

## REQUESTING WAIVERS:

|                                   |  |
|-----------------------------------|--|
| Our Lady of Mt. Carmel<br>J. Egan | Tinker gym: Saturdays 11/11/17-3/10/18 8am-4pm<br>(\$6,048.)                                 |
| P..A.L.                           | Reed gym: Sat. & Sun. 9am-5pm 11/25/17-4/1/18 (\$12,474.)                                    |
| Ofc.C. Amatruda                   | Chase gym: Sat. 9am-5pm 12/9/17-3/3/18 (\$4,158.)  |
| Wtby. Knights<br>S. Clements      | Career Academy gym: Sat., Nov. 11 <sup>th</sup> 10am-1pm (cheerleading practice)<br>(\$168.) |

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

|                                      |  |
|--------------------------------------|--|
| St. Mary's School<br>B. Zaccagnini   | Gilmartin gym: Monday and Friday 6-9pm 4/2/18-6/29/18                                  |
| Our Lady of Mt. Carmel<br>J. Egan    | Tinker gym: Monday thru Friday 5:30-7:30pm 11/13-3/9/18                                |
| Porter's House Inc.<br>Cheryl Porter | Hopeville café: Mon. thru Fri. 3:15 – 5:30pm 11/20/17-6/8/18<br>(after school program) |

|                  |                 |                |                |             |
|------------------|-----------------|----------------|----------------|-------------|
| P.A.L.           | Bucks Hill gym: | 11/20-3/29/18  | Mon.,Wed.,Fri. | 5:30-9:00pm |
| Ofc. C. Amatruda | Chase gym:      | 11/21-3/29/18  | Tues.& Thurs.  | 6:00-9:00pm |
|                  | Driggs gym:     | 12/6 - 3/28/18 | Mon.,Wed.,Fri. | 5:30-9:00pm |
|                  | Kingsbury gym:  | 12/6-3/29/18   | Mon.,Wed.,Fri. | 5:30-9:00pm |
|                  | Maloney gym:    | 11/20-3/28/18  | Mon.,Wed.,Fri. | 5:30-9:00pm |
|                  | Reed gym:       | 11/20-3/28/18  | Mon.,Wed.,Fri. | 5:30-9:00pm |
|                  | Sprague gym:    | 11/29-3/28/18  | Mon. thru Fri. | 5:30-9:00pm |
|                  | Walsh gym:      | 11/20-3/29/18  | Mon. thru Fri. | 5:30-9:00pm |
|                  | Wilson gym:     | 11/20-3/29/18  | Thurs.& Fri.   | 5:30-9:00pm |
|                  | WSMS gym:       | 11/21-3/28/18  | Tues.& Wed.    | 5:00-9:00pm |

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**MONIES COLLECTED TO DATE:**

**\$ 19,265.50**

**Approved:**

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**John Theriault**

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

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

Yeshiva Chaba

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

CONTRACT# NOV - 1 2017

Book  
APPLICANT OUR LADY OF MT CARMEL NAME OF ORGANIZATION JOHN EGAN  
ADDRESS 76 PEDESCO DRIVE 06708 TELEPHONE # 2032069861  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED TINKER DATES 11-11 TO 3/10 ROOM(S) GYM  
OPENING TIME 8 AM CLOSING TIME 4 PM PURPOSE BASKETBALL  
ADMISSION (if any) NONE CHARGE TO BE DEVOTED TO —  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2 CHILDREN 15  
SIGNATURE OF APPLICANT John M. Egan DATE 11/6/17  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:  
JOHN EGAN

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/hr plus 1 HR service (#6,048)

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

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

SECURITY DEPOSIT \$ ✓ INSURANCE COVERAGE ✓ YES ✓ NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

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

SCHOOL BUSINESS OFFICE

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

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

NOV - 1 2017

APPLICANT/ORGANIZATION: OUR LADY OF MT CARMEL

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: TINKER GYM

DATE(S): SATURDAYS

TIMES: 800 AM to

DATE(S): 11/10 to 3/10

TIMES: 400 PM

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

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

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

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

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

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

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

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

11/1/17  
Date

John M. Egan  
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ \_\_\_\_\_

\$ 6,048.

\$ \_\_\_\_\_

Building Usage Fees

Custodial Fees

Security Deposit

BOARD USE ONLY

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

ATTEST: \_\_\_\_\_

Clerk, Board of Education

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

CONTRACT# SEP 25

APPLICANT Chris Amato NAME OF ORGANIZATION PAL  
ADDRESS 64 Division St Waterbury, CT 06704 TELEPHONE# 203-346-3921  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Reed DATES 11/25 - 3/31 ROOM(S) Gym  
OPENING TIME 9am CLOSING TIME 5 pm PURPOSE Basketball  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 20  
SIGNATURE OF APPLICANT [Signature] DATE 10-4-17  
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. CA (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR. plus 1 HR service (\$12,474)

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.

Saturdays  
+  
Sundays

4 DEC 2ND NOT AVAILABLE



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



APPLICANT/ORGANIZATION: P.A.L.

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Reed

DATE(S): 11/25 - 3/31 Sat.

TIMES: 9 am - 5 pm

DATE(S): 11/26 - 4/1 Sun.

TIMES: 11

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

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

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

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

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

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

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

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

10-4-17

Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$12,474.

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

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

ATTEST: \_\_\_\_\_

Clerk, Board of Education

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

CONTRACT# SEP 28 2017

APPLICANT Chris Amato NAME OF ORGANIZATION PAL  
ADDRESS 64 Division A Waterbury CT 06704 TELEPHONE # 203-346-3921  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Chase DATES 12/9/12-3/3/18 ROOM(S) Gym  
OPENING TIME 9am CLOSING TIME 5pm PURPOSE Basketball  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 20  
SIGNATURE OF APPLICANT [Signature] DATE 10-4-17  
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. GA (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR. plus 1 HR service (\$4.158)

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.

Saturdays

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

APPLICANT/ORGANIZATION: P.A.L

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Chase

DATE(S): 12/9/17 - 3/3/18

TIMES: 9 am - 5 pm

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

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

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

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

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

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

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

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

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

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

10-4-17  
Date

[Signature]  
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

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

\$ 4,158.  
Custodial Fees

\$ \_\_\_\_\_  
Security Deposit

BOARD USE ONLY

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

ATTEST: \_\_\_\_\_  
Clerk, Board of Education

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

CONTRACT# NOV - 7 2017

APPLICANT Sherryaaya Clements NAME OF ORGANIZATION Wally Knights  
ADDRESS 129 Washington St. Waterbury CT 06706 TELEPHONE # 203-319-3766  
(street) (city) (state) (zip code)

SCHOOL REQUESTED Career DATES 11/11/17 ROOM(S) Gym

OPENING TIME 10:00 CLOSING TIME 1pm PURPOSE Cheerleading

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 5 CHILDREN 27

SIGNATURE OF APPLICANT Sherryaaya Clements DATE \_\_\_\_\_

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

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR SERVICE (\$122)

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

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

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

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

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

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

APPLICANT/ORGANIZATION: Shenquaye Clements / Luby Knights

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Career Academy

DATE(S): 11/14/17

TIMES: 10am-1pm

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

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

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

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

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

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

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

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

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

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

11/6/17  
Date

S. Clements  
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

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

\$ 148.  
Custodial Fees

\$ \_\_\_\_\_  
Security Deposit

BOARD USE ONLY

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

ATTEST: \_\_\_\_\_  
Clerk, Board of Education

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

CONTRACT# OCT 26 2017

APPLICANT ST. Mary's School NAME OF ORGANIZATION ST. Mary's School  
ADDRESS 113 Col. St. Waterbury (street) (city) (state) (zip code) TELEPHONE # 203 206 3563

SCHOOL REQUESTED gym DATES 10-27-28-29-30 ROOM(S) gym (Monday & Friday)  
OPENING TIME 6pm CLOSING TIME 9pm PURPOSE Basketball Practice  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 20  
SIGNATURE OF APPLICANT [Signature] DATE 10-27-17

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

Brian Zaccagnini 23 Peach Orchard Rd 203 206 3063  
In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. BZ (PLEASE INITIAL)

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

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. 574-6563 FIRE DEPT. 597-2452

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 574-6210 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.

*Monday  
AND  
Friday*

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

CONTRACT# NOV - 1 2017

APPLICANT John EGAN NAME OF ORGANIZATION MT CARMEL

ADDRESS 76 TEDESIO DRIVE 06708 TELEPHONE # 203 206 9861  
(street) (city) (state) (zip code)

SCHOOL REQUESTED TUKER DATES Mon - Friday ROOM(S) GYM

OPENING TIME 530 CLOSING TIME 730 PURPOSE BASKETBALL

ADMISSION (if any) none CHARGE TO BE DEVOTED TO —

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2 CHILDREN 15

SIGNATURE OF APPLICANT John M. Egan DATE 11/1/17

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

JOHN EGAN

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

SCHEDULE OF RATES: CUSTODIAL FEES: —

RENTAL FEES: —

MISCELLANEOUS FEES: —

SECURITY DEPOSIT \$ — INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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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#

APPLICANT Cheryl Porter NAME OF ORGANIZATION Porter's House Inc  
ADDRESS 159 Edgewood Ave Waterbury CT 06706 TELEPHONE # 203-589-2865  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Hopkville DATES 11-1-07<sup>CP</sup> - 06/17 ROOM(S) Cafeteria  
OPENING TIME 3:15 CLOSING TIME 5:30pm PURPOSE After School Program  
ADMISSION (if any) Weekly Rate = 35\$ CHARGE TO BE DEVOTED TO Porter's House  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4-6 CHILDREN 25-30  
SIGNATURE OF APPLICANT Cheryl Porter DATE 10-5-17

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

Cheryl Porter, 159 Edgewood Ave Waterbury CT 06706 203-589-2865

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. CP (PLEASE INITIAL)

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

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

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

SECURITY DEPOSIT \$ 250.- INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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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.

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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.

# PORTER'S HOUSE

Cheryl Porter

203-589-2865

[phafterschool@yahoo.com](mailto:phafterschool@yahoo.com)



## **Agency and Program Background**

Porter's House (An Afterschool Program) was created by Cheryl Porter, a well-educated, all around individual who has worked in Residential Treatment Programs with children ages 7-17 for the past 11 years. Cheryl's last position she held was at The Children's Center Of Hamden as a Program Supervisor for The Extended Day Treatment Program which provides therapy sessions/groups for children, ages 5-17, residing in the New Haven Area. She worked very closely with the parents of the program to help parents mend relationships and help create alternative options to help the child overcome obstacles. Cheryl has always had a passion for working with children who are struggling/needing improvement with their everyday skills of life. Cheryl realized that there were no other Afterschool programs around the area that offers to continue to teach children to use their learned skills when faced with certain situations such as communication, homework help, positive/effective socialization skills, confidence, encouragement, support, etc. These skills are vital in a child's life! According to Afterschool Alliance,

"Afterschool programs are critical to children and families today, yet the need for programs is far from being met.

- In communities today, 11.3 million children take care of themselves after the school day ends.
- Just 10.2 million children are in afterschool programs—but the parents of another 19.4 million children say their children would participate in afterschool if a program were available.
- A report on 21<sup>st</sup> Century Community Learning Centers (afterschool programs receiving federal funds) showed that 45 percent of all participants improved their reading grades and 41 percent improved their math grades.
- On school days, the hours between 3 p.m. and 6 p.m. are the peak hours for juvenile crime and experimentation with drugs, alcohol, cigarettes and sex.
- Teens who do not participate in afterschool programs are nearly three times more likely to skip classes than teens who do participate. They are also three times more likely to use marijuana or other drugs, and they are more likely to drink alcohol, smoke cigarettes and engage in sexual activity.
- Parents with children in afterschool programs are less stressed, have fewer unscheduled absences and are more productive at work."  
(<http://www.afterschoolalliance.org/aboutus.cfm>)

That's just what Porter's House is! The program allows for children to learn these skills and when and how they should be used. Porter's House also teaches children how to cope with feelings of anger, anxiety, depression and so many other feelings

children go through but don't know how to express it or even understand it. Cheryl states, "One thing I noticed about lots of the children who discharged from the treatment program I previously worked in was that those children who had a successful discharge would find ways to come back to the program. That showed me that when children enjoy what they are involved in, enjoy being around people that make them feel good about themselves and actually care for the child's well-being, that the child feels safe, loved and is more prone to listen; being able to get more out of treatment." Porter's House **NURTURES** children by providing a safe, friendly, helpful, positive environment, **TEACHES** children the skills they need to attain to help them grow and become a better individual in life and also helps **IMPLEMENT** the skills learned by playing games that provide scenarios of life struggles for children and going over ways to deal with the situations, positive ways to fill voids in a child's life, positive ways to deal with certain feelings a child is going through, etc. Porter's House is a fun environment for children to just let loose and be their true self!

### **Program Description**

Porter's House will provide a daily structured schedule where the child will always be aware of what is coming next. Monday – Thursday the schedule will consist of 15 minutes of a "Snack and Laugh" time. Children will then have 45 minutes of homework time. Staff will be available to help with homework and if no homework is assigned to the child that day, a reading assignment or worksheet will be provided. The last hour of the program will be a skill building activity. Children will be able to cool down from the activity before they transition to their homes. Each week we will work on a new skill. Activities will focus on the skill for the week. On Fridays there will be "Funday Friday", which would be a fun activity offered to the children. Porter's House staff/volunteers will give individualized help to those children that are struggling. Porter's House has confidence that since the Afterschool Program would be located in the school that the child is attending, working on more specific skills that each child is struggling with would be more beneficial to the children. Two staff will be running the program at all times, a regular staff and a volunteer. Upon admission into the program, parents can indicate if their child is struggling with any specific skill or what they would like to see their child work on. Porter's House will have the parent fill out surveys at quarterly intervals to measure the program's success, what might need improving, etc. Porter's house hopes to provide a domino effect with

the child in school and within their home. Porter's House will make sure each child feels welcomed, wanted and cared for!

### **Target Participants**

Porter's House accepts any child. If a parent does not feel that their child needs to work on any skill, this program will still benefit them due to continued learning of different skills that can be used throughout any child's life. Porter's House target age is 7-12. Porter's House will also help the child to transition into middle and high school to deal with the challenges of being a teenager.

### **Pricing**

Porter's House is a pay for fee service. We are providing a safe and structured environment for children. Parents can assure that their child will be safe while they are working.

Full time – 5 days a week → \$35

Part time – 3 days a week → \$20

Fridays Only → 10

Parents will be able to pay for a monthly rate and there will be a referral program in place for parents who refer other parents to the program.

### **The overhead for Porter's House will be:**

Daily snacks

Materials for Activities

Reading materials

A phone available for all parents to be able to contact their children when need be

### **Schedule**

As stated in Program Description, the daily schedule will be run as follow:

15 minutes → Snack and Laugh

45 minutes → Homework

1 hour → Skill Building Activity

Skill Building Activities will rotate each week. Skills will be repeated after 5 weeks. Skills that will be worked on with the children are Anger Management, Identifying feelings, Social Skills, and Communication.

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 20 2016

PORTERS HOUSE INC  
159 EDGEWOOD AVE  
WATERBURY, CT 06706-0000

Employer Identification Number:  
81-3725113  
DLN:  
26053658001426  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
August 25, 2016  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

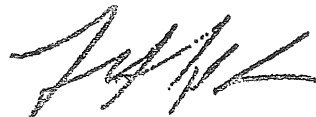
If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.



PORTERS HOUSE INC

Sincerely,

A handwritten signature in dark ink, appearing to read 'J. Cooper', with a stylized flourish at the end.

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements

## DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT

SCHOOL BUSINESS OFFICE

236 GRAND ST., WATERBURY, CT 06702

USE OF BUILDING PERMIT

TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

SEP 27 2017

APPLICANT Chris Amatruda NAME OF ORGANIZATION PALADDRESS 64 Division St Waterbury, CT 06704 TELEPHONE # 203-246-3921  
(street) (city) (state) (zip code)SCHOOL REQUESTED HILL DATES 11/20 - 3/29 ROOM(S) GymOPENING TIME 5:30 CLOSING TIME 9:00 PURPOSE Basketball

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 20SIGNATURE OF APPLICANT [Signature] DATE 9-27-17

PERSON(S) NAME, ADDRESS &amp; 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. GA (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.

Monday  
Wednesday  
Friday  
5:30-9

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

CONTRACT#

SEP 27 2017

APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL  
ADDRESS 64 Division St Waterbury CT 06704 TELEPHONE # 203-346-3921  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Chase DATES 11/21-3/29 ROOM(S) Gym  
OPENING TIME 6:00 pm CLOSING TIME 9:00 pm PURPOSE Basketball  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 20  
SIGNATURE OF APPLICANT [Signature] DATE 9-27-17  
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. CA (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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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.

Tuesday  
Thursday

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

CONTRACT# SEP 27 2017

APPLICANT Chris Amato NAME OF ORGANIZATION PAL  
ADDRESS 64 Division St Waterbury CT 06704 TELEPHONE # 203-346-3921  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Driggs DATES 12/6-3/28 ROOM(S) Gym  
OPENING TIME 5:30 pm CLOSING TIME 9 pm PURPOSE Basketball  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 20  
SIGNATURE OF APPLICANT [Signature] DATE 9-27-17  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:  
(Same)

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

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

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

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

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

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

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Monday  
Wednesday  
Friday

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

CONTRACT#

SEP. 27 2017

APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL  
ADDRESS 64 Division A Waterbury, CT 06704 TELEPHONE # 203-346-3921  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Kingsbury DATES 12/6 - 3/29 ROOM(S) Gym  
OPENING TIME 5:30 pm CLOSING TIME 9:00 pm PURPOSE Basketball  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 20  
SIGNATURE OF APPLICANT [Signature] DATE 9-27-17  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:  
(SAME)

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

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

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

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

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

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

Monday  
Wednesday  
Friday

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

CONTRACT SEP 27 2017

Book

APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL  
ADDRESS 64 Division A Waterbury (street) (city) (state) (zip code) CT 06704 TELEPHONE # 203-346-3921  
SCHOOL REQUESTED Maloney DATES 11/20-3/28 ROOM(S) Gym  
OPENING TIME 5:30pm CLOSING TIME 9pm PURPOSE Basketball  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 20  
SIGNATURE OF APPLICANT [Signature] DATE 9-27-17  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:  
(Same)

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

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

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

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

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

SCHOOL BUSINESS OFFICE

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Monday  
Wednesday  
Friday

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

CONTRACT# SEP 27 2017

APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL

ADDRESS 64 Division A Waterbury, CT 06702 TELEPHONE # 203-346-3921  
(street) (city) (state) (zip code)

SCHOOL REQUESTED Reed DATES 11/20-3/28 ROOM(S) Gym

OPENING TIME 5:30 pm CLOSING TIME 9 pm PURPOSE Basketball

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

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

SIGNATURE OF APPLICANT [Signature] DATE 9-27-17

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. CA (PLEASE INITIAL).

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

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

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

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

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

SCHOOL BUSINESS OFFICE

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Monday  
Wednesday  
Friday

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

SEP 27 2017

CONTRACT#

APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL  
ADDRESS 64 Division A Waterbury, CT 06702 TELEPHONE# 203-246-3921  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Sprague DATES 11/20-3/28 ROOM(S) Gym  
OPENING TIME 5:30pm CLOSING TIME 9pm PURPOSE Basketball  
ADMISSION (if any) CHARGE TO BE DEVOTED TO  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 20  
SIGNATURE OF APPLICANT [Signature] DATE 9-27-17  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

(Same)  
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SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$ INSURANCE COVERAGE ☒ YES ☐ NO

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APPROVAL DATE

SCHOOL BUSINESS OFFICE

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

Monday  
Thru  
Friday



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

CONTRACT# SEP 27 2017

APPLICANT Chris Amato NAME OF ORGANIZATION PAL  
ADDRESS 64 Division A Waterbury, CT 06704 TELEPHONE # 203-346-3921  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Walsh DATES 11/20 - 3/29 ROOM(S) Gym  
OPENING TIME 5:30 pm CLOSING TIME 9:00 pm PURPOSE Basketball  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 20  
SIGNATURE OF APPLICANT [Signature] DATE 9-27-17  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

(Same)  
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SCHEDULE OF RATES: CUSTODIAL FEES: \_\_\_\_\_

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

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

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

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

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Monday  
Thru  
Friday

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

CONTRACT# SEP 27 2017

Back

APPLICANT Chris Amato NAME OF ORGANIZATION PAL  
ADDRESS 64 Division St Waterbury, CT 06704 TELEPHONE# 203-346-3921  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Wilson DATES 11/30 - 3/29 ROOM(S) Gym  
OPENING TIME 5:30 pm CLOSING TIME 9:00 pm PURPOSE Basketball  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 20  
SIGNATURE OF APPLICANT [Signature] DATE 9-27-17  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:  
(Same)

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

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Thursday  
&  
Friday

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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

CONTRACT# SEP 27 2017

APPLICANT Chris Amato NAME OF ORGANIZATION PAL  
ADDRESS 64 Division A Waterbury, CT 06704 TELEPHONE # 203-246-3921  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED WSMS DATES 11/21 - 3/28 ROOM(S) Gym  
OPENING TIME 5:00 pm CLOSING TIME 9:00 pm PURPOSE Basketball  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 20  
SIGNATURE OF APPLICANT [Signature] DATE 9-27-17  
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. CA (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.

Tuesday  
+  
Wednesday