

# WATERBURY

## Public Schools

*Today's Students, Tomorrow's Leaders*

### School Governance Councils Board of Education Presentation June 2017

In 2010 the Connecticut General Assembly, as part of educational reform, passed the following:

***Substitute Senate Bill No. 438***

***Public Act No. 10-111***

***AN ACT CONCERNING EDUCATION REFORM IN CONNECTICUT.***

(B) On and after July 1, 2010, the local or regional board of education for a school that has been designated as a low achieving school, pursuant to subdivision (1) of subsection (c) of this section, due to such school failing to make adequate yearly progress in mathematics and reading at the whole school level **shall establish a school governance council for each school so designated.**

This Public Act (10-111 Section 21(g)) enacted fourteen (14) School Governance Councils on November 1, 2011. These are known as Cohort 2 and include Bucks Hill, Carrington, Chase, Driggs, Sprague, Walsh, Washington, Wilson Schools; North End, Wallace and West Side Middle Schools and Crosby, Kennedy and Wilby High Schools. The state education reform law (Public Act 12-116, Section 23) made changes to the legislation and directed the Connecticut State Department of Education (CSDE) to amend the list of schools required to implement councils as of July 1, 2012. Those new schools were Cohort 3 and were required to implement School Governance Councils by November 1, 2013. These schools are Duggan, Gilmartin, Hopeville, Regan Schools and the Waterbury Arts Magnet School. Waterbury Public Schools now have 19 out of 31 schools that are required by legislation to have a School Governance Council.

\*There have been no newly designated School Governance Councils this year.

# CONNECTICUT STATE DEPARTMENT OF EDUCATION

## School Governance Councils

School Governance Councils provide a remarkable opportunity for Connecticut schools to engage with families and community members in a partnership to make our schools centers of excellence that prepare all students for success. Councils are intended to represent the diverse interests of the families, teachers, students and community members that make up the school population. To that end, every effort should be made to engage broad participation in a fair and open council election process.

### School Governance Council Membership and Election Process

The councils consist of 14 voting members plus up to three non-voting members depending on the type of school involved. The following tables describe the category of membership, the number of members and how they are elected.

<i>Member</i>	<i>Number</i>	<i>Election Process</i>
Parents or guardians of students at the school	7	Elected by the parents or guardians of students attending the school, each household with a student attending the school will have one vote.
Teachers at the school	5	Elected by the teachers of the school.
Community leaders within the school district	2	Elected by the parent or guardian members and teacher members of the council.
School principal or designee (nonvoting)	1	Principal may participate directly or name a designee.

Additional members and election process in high schools:

<i>Member</i>	<i>Number</i>	<i>Election Process</i>
Students, high school council members only (nonvoting)	2	Elected by the school's student body.

## Community Member Chart

School	Community Members	School	Community Member
Bucks Hill	Calvary Life Center	Washington	Home Depot
Carrington	YMCA/City Parks Department	Wilson	Safe Haven
Chase	Assist to Lt. Gov.	North End Middle School	Town Clerk/Kelly's Kids
Driggs	Staywell Health Care	Wallace Middle School	St. Mary's Hospital
Duggan	St. Patrick's/ WPD /United Auto	Waterbury Arts Magnet School	Shakesperience/Girls, Inc.
Gilmartin	Safe Haven/Bd of Health Commissioner	West Side Middle School	PAL
Hopeville	Somers Thin Strip/South Cong. Ch	Crosby High School	Mt. Olive AME Zion/CT Jr. Republi
Regan	Texas Roadhouse/Stop & Shop	Kennedy High School	DCF/Cross Generations Church
Sprague	WTBY Hospital	Wilby High School	GEAR UP
Walsh	NHS of WTBY/Hoops for Life/ East Mountain Sports		

### 17 Community Members are BTS Community Partners

## Training

By state statute, local boards of education are required to provide appropriate training and instruction to members of School Governance Councils to aid them in executing their duties.

Training Opportunities and Modules in collaboration with CABE, CSDE and WPS Staff were held this year:

- Back To School Breakfast - 9/30/16- Gilmartin -2015-2016 BOE SGC Presentation & School Achievements with Presentations /Dual Capacity Building Framework/ - 70 attended
- Module -3/7/17 –Gilmartin- WPS Curriculum Supervisors - Defining Expectations for Student Learning- 40 attended
- 11/19 School Governance Councils had Site based Training at their school during the 2016-2017 school year. CABE & CSDE materials were used and provided -100 attended.

Chairpersons of School Governance Councils 2016-2017 (see insert):

- 9 Schools have teachers-schools in red print
- 8 Schools have parents – schools in green print
- 1 School has co-chairs with a teacher and a parent in blue print
- 1 School has a community member in purple print

## Main Focus for 2016-2017 School Governance Councils

Achievement	School Safety	Parent Engagement	Other
Regan	Bucks Hill	Bucks Hill	Bucks Hill (Attendance)
Walsh	Chase	Driggs	Carrington (Boost Program)
	Driggs	Gilmartin	Duggan (Boost Program)
	Wallace M.S.	Hopeville	Sprague (Compacts)
		Sprague	West Side MS (Leadership Team)
		Washington	Wilby HS (Promote post HS ed)
		Wilson	
		North End MS	
		WAMS	
		Crosby HS	
		Kennedy HS	



## School Governance Questionnaire Results 2016 - 2017

School	# Members May , 2017	# Parents May, 2017	Attrition	# Meetings 2016- 2017	% Attendance	Compact Reviewed	PIP Reviewed	Survey Conducted	Minutes/Agendas to Website	CABE By-Laws Updated
Bucks Hill	9	4	0	4	90	Yes	Yes	Yes	Yes	No
Carrington	15	6	0	9	85	Yes	Yes	Yes	Yes	Yes
Chase	7	5	0	7	80	Yes	Yes	Yes	Yes	Yes
Driggs	6	4	3	7	80	Yes	Yes	Yes	Yes	Yes
Duggan	12	4	3	8	86	Yes	Yes	Yes	Yes	Yes
Gilmartin	12	7	3	8	66	Yes	Yes	Yes	Yes	Yes
Hopeville	13	5	0	4	55	Yes	Yes	Yes	Yes	Yes
Regan	16	7	0	9	86	Yes	Yes	Yes	Yes	Yes
Sprague	11	5	2	7	80	Yes	Yes	Yes	Yes	Yes
Walsh	17	7	0	6	55	Yes	Yes	Yes	Yes	No
Washington	15	7	0	7	80	Yes	Yes	Yes	Yes	No
Wilson	15	7	0	9	80	Yes	Yes	Yes	Yes	No
North End Middle	13	7	1	7	40	Yes	Yes	Yes	Yes	No
Wallace Middle	10	8	1	5	50	Yes	Yes	Yes	Yes	No
Waterbury Arts Magnet	14	4	2	4	65	Yes	Yes	Yes	Yes	No
West Side Middle	6	3	6	5	70	Yes	Yes	Yes	Yes	No
Crosby High School	18	7	3	8	80	Yes	Yes	Yes	Yes	Yes
Kennedy High School	17	7	0	7	30	Yes	Yes	Yes	Yes	Yes
Wilby High School	14	5	4	8	63	Yes	Yes	Yes	Yes	No

## 2016-2017

### Highlights

- 100% of Waterbury Public School Governance Councils reviewed their School Compacts.
- 100% of Waterbury Public School Governance Councils reviewed their Parent Involvement Policy.
- 100% of Waterbury Public School Governance Councils post their Minutes and Agendas on their Web Site.
- 100% of Waterbury Public School Governance Councils have adopted By-Laws using CAFE as the model. 53% of the SGC's updated their By-Laws in 2016-2017.
- 8 schools have parents as their chair persons.
- 10 schools achieved attendance of 80% or better.

### Next Steps

1. Hold new elections in the schools that have had attrition. (Fall 2017)
2. Continue to work with schools to keep two (2) Community Members on each School Governance Council.
3. Help schools recruit parents. Continue with Site Based Training to enhance success of SGC.
4. Continue the Back To School Breakfast in order to share BOE presentation and school achievements. Work with the ILD's, directors, content supervisors, and principals to arrange training to meet specific parent requests.
5. Arrange Module Training based on a survey. CAFE, CSDE and WPS staff will support effort.
6. Yearly questionnaire, update and report to the Board of Education on the progress of our School Governance Councils.

2016 - 2017		School Governance Councils		Achievements to Share	
School		Administrator		Chairperson	Achievement
Elementary					
Bucks Hill School		Dr. Dalia Bello Davila, Principal Ms. Filomena Hudobenko, SVP		Ms. Margaret Felton, Teacher	Student attendance moderate or at risk sent letters with incentives every two weeks
Carrington School		Ms. Karen Renna, Principal		Jim O'Rourke, YMCA Executive Director	BOOST assest mapping of school resources, programs and a needs assessments of students. Programs to match needs
Chase School		Mrs. Maria Zillo, SVP		Ms. Marie Croco-Fagan, Parent	Mr. Herman, Security & School Safety coordinator has been instrumental in assisting us with dismissal safety.
Driggs School		Mr. Michael Theriaut, Principal		Ms. Mauralee connolly, Teacher	Parent Appreciation and Parent Recognition Dinner June 9, 2017 (PLTI Graduates as SGC members)
Duggan School		Dr. Patricia Frageau Melissa DiGiovanni, SVP	Ms.	Ms. Jen DiFronzo	BOOST assest mapping to determine and better assist the needs of Duggan population. Continued and expanded Girls INC. Programing 1 day Literacy and math Seminars for parents and students

2016 - 2017		School Governance Councils		Achievements to Share			
School		Administrator		Chairperson		Achievement	
Elementary (Con't)							
Gilmartin School		Mrs. Jennifer Dwyer, Principal Ms. Talisha Foy, SVP		Mrs. Danielle Albert, Parent		Increasing Parental Engagement. Addition of Newsletter- available online; use of DOJO. Addition of community partner for student of the month. Discussion of structure change to streamline focus for 2017-2018	
Hopeville School		Ms. Deborah Ponte, Principal Ms. Erika Lanza, SVP		Ms. Alicia Brandes, Teacher		One Book One Read	
Regan School		Mrs. Angela Razza, Principal Ms. Maria Jimenez, TVP		Mr. Marcel Nicolasora		SGC Book Swap- old book for new book and every Regan student given at least 1 book. Regan school increased SGC members to meet requirements 7 parents, 5 teachers and 2 community members. SGC set goals, achieved, then continued, new goals ex. One Book, One Read and Science Expo	
Sprague School		Mrs. Diane Bakewell, Principal		Ms. Shelby Goderre, Teacher		Compacts were created and translated. Career Day for Pre K through Grade 5	

2016 - 2017		School Governance Councils		Achievements to Share			
School		Administrator		Chairperson		Achievement	
Elementary (Con't)							
Walsh School		Mrs. Ellen Paolino, Principal Mr. Paul White, Instructional Leadership Director		Ms. Nicole Scarzella, Teacher		Parental attendance at meetings which enables sharing important information. Smarter Balanced Assessments and Project Child were discussed with parents asking questions. Parents of the SGC are becoming capable of passing the information to other members of the Walsh community.	
Washington School		Mrs. Lori Eldridge, Principal		Ms. Jacqueline Provoost, Teacher		Successful election. Development of close relationships among staff and parents. Distribution of pertinent information regarding parental participation	
Wilson School		Ms. Jennifer Rosser, Principal		Ms. Zuheill Aviles, Teacher		Updating our School Compacts Welcoming Walkthrough	
Middle & High Schools							
North End Middle School		Mr. James Simpson, Blue House Principal		Ms. Rebecca Shaw, Parent		Sponsored a Family Art contest with several entries	
Wallace Middle School		Mr. Michael LoRusso, Principal		Ms. Nicole Silveira, Parent		Rewriting Wallace Hand Book	



2016 - 2017		School Governance Councils		Achievements to Share	
School		Administrator		Chairperson	
Middle & High Schools (Con't)				Achievement	
Waterbury Arts Magnet School		Ms. Lauren Elias, Principal		Ms. Alice Ross, Parent	
				Small vendor workshop Fair in order to introduce parents to volunteer opportunities, event schedules, resources etc., summer programs Fall 2017 school community event is planned	
West Side Middle School		Mrs. Maria Burns, Principal		Ms. Amy Densmore, Teacher	
				1) Pairing with Leadership Team of Greater Waterbury (sub group working under the Chamber of Commerce) to improve the WSMS library 2) Promoting the Governor's Reading Challenge	
Crosby High School		Mrs. Jade Gopie, Principal Mr. Paul White, Instructional Leadership Director		Ms. Simona Carter, Parent	
				1) CHS SGC focused on family engagement. They assisted with hosting a community day, June 8, 2017 with the Parent Liaison 2) Updated School compacts	

2016 - 2017		School Governance Councils		Achievements to Share	
School		Administrator		Chairperson	
Middle & High Schools (Con't)				Achievement	
Kennedy High School		Mr. Robert Johnston, Principal		Mr. Robert McGrath, Teacher	
				1) Development of School Compact 2) Community Day, May 13, 2017 attended by 200 people and 25 Community Agencies	
Wilby High School		Mrs. Michele Buerkle, Principal		Ms. Zulma Santana, Parent Ms. Jennifer Willbert, Teacher	
				Futures in Reach Event increased to 20 families from eight last year. There were 30 post high school representatives from a broad geographic regions, up about 50%. A bank was present to answer questions. Governance attendance increased 13% this year. Bank also represented	

#2



# WATERBURY PUBLIC SCHOOLS

LOUISE ALLEN BROWN, J.D., M.P.A., GRANT WRITER

July 21, 2017

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

Re: 2017 Low-Performing Schools Bond Funded Grants (CSDE)

Dear President Brown and Board of Education Commissioners:

The Connecticut State Department of Education (CSDE) is holding a new round of competition for the above-named grants. Last year Waterbury was fortunate to receive thirteen grant awards from this competitive grant program. All of those awards were for technology upgrades.

This year eligible schools include twelve Waterbury schools and the projects at each school vary. This year's grant guidelines mandate that no school may receive more than \$450,000 total from this grant program; and that in year two schools may apply for no more than \$125,000. Thus, for those schools that received grant awards last year, the amount of that award has been subtracted from the \$450,000 grant program limit, resulting in each school's 2017 maximum request amount, then capped by \$125,000 for 2017-18 (second year) applications. Attached is a spreadsheet detailing grants sought from SDE and awarded to Waterbury from this State competitive grant program in 2016. Also attached is a list detailing 2017 allowable application amounts, and the proposed projects for each school. (As we complete the applications the actual project totals are subject to minor adjustments.)

Every school's proposal includes a Visitor Management System, and specified technology upgrades. Six of the school proposals include funding for the installation of air conditioning unit(s) to establish a cooling center at those schools. And one school's proposal includes furniture, primarily for the computer room. Grants recommended by CSDE for funding will require State Bond Commission approval. The IT Administrator, the School Inspector, and the Safety & Security Coordinator have provided project information and pricing to be included in each application.

The application deadline is July 31, 2017. No City funds are required for the grants. I respectfully request your permission to apply for twelve school grants per the attached summary list.

Very truly yours,

A handwritten signature in cursive script that reads "Louise Allen Brown".

Louise Allen Brown  
Grant Writer

cc: Dr. Kathleen M. Ouellette  
Darren Schwartz  
Doreen.Biolo

**2017 Low Performing Schools Bond Funded Grant**  
**CT State Department of Education**  
**June, 2017**  
**Louise Allen Brown**

**Grant Highlights**

**Program Purpose:** “The Connecticut State Department of Education (CSDE) is seeking to support Connecticut’s low-performing K-12 public schools by providing grants-in-aid for alterations, repairs, improvements, technology, and equipment to address school site opportunities promoting learning, health and safety for all children in high-quality facilities and 21st century educational environments....” [rfp, p.3]

**Application Deadlines:** July 31, 2017

**Grant Period:** Ends June 30, 2019

**Eligible Applicants:** “...Applications will be accepted from LEAs on behalf of their low-performing schools that have not exceeded the \$450,000 cap in total past year awards under this program. For purposes of this program, a low-performing school is a designated Commissioner’s Network, School Improvement Grant (SIG), Review, Focus, or Turnaround school (i.e., Category 4 and 5 designations), including Charter Schools, located in a state-designated Alliance District town. LEAs must submit a separate application for each school they wish to have considered....” [rfp, p. 3, emphasis added]

**Grant Amount:** “...Districts may submit an application requesting up to \$250,000, subject to the following award caps that are applicable to schools that have received a Low Performing Schools bond award in any prior year(s):

- Initial bond award year: \$250,000;
- 2<sup>nd</sup> bond award year: \$125,000;
- 3<sup>rd</sup> bond award year: \$50,000;
- 4<sup>th</sup> bond award year: \$25,000;
- 5<sup>th</sup> bond award year and beyond: Not eligible for additional funding under this program.

An individual school may only apply if it has not yet reached the \$450,000 maximum in cumulative funding....” [rfp, pp 3-4]

**Complete Application includes:** “...(a) a complete and accurate application cover page; (b) a detailed bond funding proposal, including narrative and project/budget information; and (c) a signed statement of assurances....” [rfp, p. 4]

**Eligible expenditures include:**

1. Building alterations that directly support student learning (e.g., science lab, classroom reconfiguration).
2. Technology for instructional or learning use (excludes stand-alone software and licenses).
3. Furniture, fixtures, and equipment to support student learning (note that supplies are ineligible).
4. Playgrounds/playscapes.

“Uses of funds for Pre-K projects and programs are ineligible for consideration under this grant application.” [rfp, p. 3]

**See also Summary Spreadsheet regarding eligibility of schools for 2017 grants.**

**2016 Low-Performing Schools Bond Funded Grants**  
**2017 Allowable Per School Grant Maximum**

School Name (Awarded 2016)		2016 Grant Request	2016 Items Requested	2016 Grant Amounts	Total Funds Awarded from Grant Program	Grant Request Maximum 2017 Application*
Year 2	Bucks Hill	\$499,947	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$350,000	\$350,000	\$100,000
	Bunker Hill**	\$499,608	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$334,000	\$334,000	\$0
	Carrington**	\$498,753	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$350,000	\$350,000	\$0
	Chase**	\$499,737	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$326,700	\$326,700	\$0
	Driggs	\$499,611	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$326,600	\$326,600	\$123,400
	Hopeville	\$499,732	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$323,700	\$323,700	\$125,000
	North End	\$494,009	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$383,000	\$383,000	\$67,000
	Wallace	\$487,600	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$360,600	\$360,600	\$89,400
	Washington	\$499,338	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$305,300	\$305,300	\$125,000
	West Side	\$492,893	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$365,900	\$365,900	\$84,100
	Wilson	\$499,515	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$311,500	\$311,500	\$125,000
Year 4 & 5	Crosby	\$99,950	Tech Infrastructure	\$99,950	\$781,780	\$0
	Walsh	\$42,586	Tech Infrastructure	\$42,586	\$898,586	\$0
School Name (Not awarded 2016)		2016 Grant Request	2016 Items Requested	2016 Grant Amounts	Total Funds Awarded from Grant Program	Grant Request Maximum 2017 Application*
Duggan**		\$499,910	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$0	\$0	\$0
Gilmartin		\$499,210	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$0	\$0	\$250,000
Kennedy		\$485,455	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$0	\$0	\$250,000
Reed**		\$499,413	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$0	\$0	\$0
Sprague		\$499,891	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$0	\$0	\$250,000
Wilby		\$484,870	Tech Infrastructure, PCs, Laptops/Chromebooks, SmartBoards	\$0	\$0	\$250,000

\* \$450,000 cap total awards; \$125,000 max. for Year 2 schools

\*\*School no longer eligible to receive funding per 2017 RFP

WPS Competitive Grants Office  
L. Allen Brown, 6-16-17



**2017 Low-Performing Schools Bond Funded Grants  
Proposed Projects By School**

<b>School Name</b>	<b>Project Categories</b>	<b>2017 Request Maximum/ Actual 2017 Request</b>	<b>PROJECTS</b>
Bucks Hill	Security Facilities Tech.	\$100,000/ \$99,424	\$1495 - Visitor Management Security System \$41,870 - A/C Project - Cooling Center Approx. \$56,059 - 61 Personal Computers
Driggs	Security Facilities Tech.	\$123,400/ \$121,523	\$1495 - Visitor Management Security System \$48,649 - A/C Project - Cooling Center \$60,411 - 13 Smartboards \$10,968 - 12 Personal Computers
Gilmartin	Security Tech.	\$250,000/ \$250,000	\$1495 - Visitor Management Security System \$5,683 - Fiber Upgrade \$109,655 - Switch Replacement Approx. \$12,345 - Access Points \$120,822 - 26 Smartboards
Hopeville	Security Facilities Tech.	\$125,000/ \$122,364	\$1495 - Visitor Management Security System \$41,870 - A/C Project - Cooling Center \$78,999 - 17 Smartboards
Kennedy	Security Tech.	\$250,000/ \$250,000	\$1495 - Visitor Management Security System \$26,505 - Fiber Upgrade Approx. \$179,655 - Switch Replacement Approx. \$42,345 - Access Points
North End	Security Tech.	\$67,000/ \$66,553	\$1495 - Visitor Management Security System \$65,058 - 14 Smartboards
Sprague	Security Facilities Tech.	\$250,000/ \$246,400	\$1495 - Visitor Management Security System \$102,841 - A/C Project - Cooling Center Approx. \$68,700 - Switch Replacement Approx. \$17,600 - Access Points \$55,764 - 12 Smartboards
Wallace	Security Tech.	\$89,400/ \$89,400	\$1495 - Visitor Management Security System Approx. \$87,905 - 19 Smartboards
Washington	Security Facilities Tech.	\$125,000/ \$124,812	\$1495 - Visitor Management Security System \$46,839 - A/C Project - Cooling Center \$25,890 - Furniture \$18,588 - 4 Smartboards Approx. \$32,000- 60 Chromebooks and 2 Carts
West Side	Security Tech.	\$84,100/ \$80,494	\$1495 - Visitor Management Security System \$78,999-17 Smartboards
Wilby	Security Tech.	\$250,000/ \$248,495	\$1495 - Visitor Management Security System \$25,000 - Fiber Upgrade Approx. \$179,655 - Switch Replacement Approx. \$42,345 - Access Points
Wilson	Security Facilities Tech.	\$125,000/ \$100,867	\$1495 - Visitor Management Security System \$34,314 - A/C Project - Cooling Center \$65,058 - 14 Smartboards

#3



# *WATERBURY PUBLIC SCHOOLS*

*LOUISE ALLEN BROWN, J.D., M.P.A., GRANT WRITER*

July 21, 2017

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

**Re: 2017 Connecticut State Afterschool Grants (CSDE)**

Dear President Brown and Board of Education Commissioners:

The Connecticut State Department of Education is holding a new round of competition for State funded afterschool grants. These are two year afterschool program grants for which Waterbury has applied and been awarded multiple grants in the past several years. Maximum funding requests may total \$200,000 per year, per application. The total amount of funding available to Connecticut districts through this grant program is still uncertain as a State budget for the new fiscal year has not been approved yet. Nevertheless, the Connecticut State Department of Education (CSDE) is inviting afterschool grant applications at this time.

Once again this year, I invited principals to indicate their interest in an afterschool grant for their schools. A handful of principals responded, and this year's list of interested schools were then prioritized by the Chief Academic Officer. According to the grant guidelines, successful grant applications will include academics, recreation, nutrition/healthy living, and a variety of enrichment activities provided by certified teachers, recreation staff, and community-based youth service providers. For that reason I also invited local youth serving agencies to share program information with us.

On behalf of the district, I have been preparing two afterschool grant applications to be submitted to CSDE. One application is for Wallace and West Side Middle Schools, with the Waterbury Bureau of Recreation as the recreation partner. The other application is for Reed and Kingsbury Elementary Schools, with the Greater Waterbury YMCA as the recreation partner. Multiple other collaborating agencies/ vendors will be included to assure compliance with grant requirements. Parent/caregiver activities will also be included in the afterschool proposals.

Board of Education  
RE: 2017 Afterschool Grants

July 24, 2017  
page two

The deadline for grant submission is July 31, 2017. No City funds are required for the grants. I respectfully request your permission to apply for these two State funded afterschool grants.

Very truly yours,

A handwritten signature in cursive script that reads "Louise Allen Brown". The signature is written in dark ink and is positioned above the printed name and title.

Louise Allen Brown  
Grant Writer

cc: Dr. Kathleen M. Ouellette  
Darren Schwartz  
Doreen Biolo

Louise Allen Brown, J.D., M.P. A.  
WPS Grant Writer

**List of Currently Funded WPS Afterschool Programs**

**As of 7-21-17**

Hopeville Elementary, grades 3-5 and Chase Park House for Tinker & Duggan  
Elementary Schools, grades 1-5

- funded for 2 more years

Wilson Elementary School, grades 3-5; and Driggs Elementary Schools, grades 1-2

- funded for 2 more years

Washington Elementary School, grades 3-5; and Driggs Elementary School, grades 3-5

- funded for 4 more years

Walsh Elementary School, grades 3-5

- funded for 4 more years

North End Middle School, grades 6-8 and the Enlightenment School, grades 6-8

- funded for 4 more years



# Waterbury Public Schools


236 Grand Street ♦ Waterbury, Connecticut 06702 ♦ (203) 597-3433 ♦ Fax (203) 574-6703

#4

Robert C. Brenker  
Interim Chief Operating Officer  
and Chief of Staff

## MEMORANDUM

TO: Honorable Board of Education

FROM: Robert C. Brenker, Interim Chief Operating Officer and Chief of Staff 

DATE: July 25, 2017

SUBJECT: Contract with the Waterbury Symphony Orchestra (WSO) at WAMS

The Waterbury Arts Magnet School was established to provide multi-district student population with a top notch education in the arts. One major field of study at WAMS is the performance arts. Historically, WAMS has interacted with the Waterbury Symphony Orchestra to enhance the music performance education experience. Last year we formalized this collaboration between the parties into a written contract. The scope of the contract will include assistance by the WSO in student performances. The WSO members will perform in student activities to lead the students to a higher level of achievement. The WSO will involve WAMS students in WSO productions to raise student's awareness of musical opportunities and to sharpen their performance skills. The WSO will recruit students for inclusion in the WSO Junior Symphony.

This contract is for the period of the 2017-2018 school year. Past interactions between the WSO and WAMS students has provided outstanding results. The cost of the contract for the first semester is \$26,255 and \$28,616 for the second semester. The funding is provided in the WAMS Magnet Grant. The vendor is a sole source. We are awaiting the final version of the contract from Corporation Counsel. The semester schedules and budgets are attached.

The synergism established between the WSO and the students at WAMS will greatly enhance the musical performance experience and will open the door to the students to future performance opportunities in college and in the community.

RBC/mc

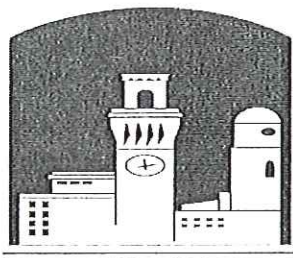
Attachment

cc: Paul Whyte, Instructional Leadership Director  
Lauren Elias, Waterbury Arts Magnet School Principal  
File



<b>2017 - 18 WAMS Music Mentors (band &amp; strings) Budget</b>	
projected budget 6/2017	
SEMESTER 1 (weeks Sept 11 - Dec 15, 2017 ) = 59 days	
STRINGS: Amy Jones-High Strings, Kathy Schiano - Low strings	
BAND: Monday - Lee Caron Period 5 (begin. Percussion) 7 & 8, paid \$153/day	
Tuesday - Al Martin woodwinds, paid \$102/day	
Wednesday - no band mentors	
Thursday - Terrence Fay low brass, paid \$102/day	
Friday - Keenan Asbridge high brass, paid \$102/day	
<b>PROJECTED EXPENSES</b>	
fees (M-\$397) (T \$346) (W \$244) (Th \$346) (F \$346)	20,159
Travel \$27/wk X 12 weeks (allows for 11 no band/orch days)	324
Parking (\$128/month x 3.5 months) - strings; \$24 x 12 weeks - band	736
Winter Concert fees for 2 string mentors (2 x \$130)	260
Ed. Mgr. 20 hours X \$20/hour	400
General overhead, payroll taxes, insurance	4,376
Total Expenses	\$26,255
Net	\$0
<b>Weeks</b>	<b>Programming</b>
9/11, (no 12), 13,14,15	Instructional Sessions - 4
9/18, 19 (no 20), 21, 22	Instructional Sessions - 4
9/25, 26 (no 27), 28,29	Instructional Sessions - 4
10/2,3,4,5,6	Instructional Sessions - 5
(no 9) 10,11,12,13	Instructional Sessions - 4
10/16,17,18,19,20	Instructional Sessions - 5
10/23,24,25,26,27	Instructional Sessions - 5
10/30,31,11/1,2,3	Instructional Sessions - 5
11/6, (no 7), 8,9, (no 10)	Instructional Sessions - 3
11/13, 14, 15, 16, 17	Instructional Sessions - 5
11/20, 21, (no 22,23,24)	Instructional Sessions - 2
11/27,28,29,30, 12/1	Instructional Sessions - 5
12/4,5, (no 6), 7,8	Instructional Sessions - 4
12/11,12 (no 13), 14,15	Instructional Sessions - 4

<b>2017 - 18 WAMS Music Mentors (band &amp; strings) Budget</b>	
projected budget 6/2017	
SEMESTER 2 (weeks of Feb. 5 - May 17, 2018) = 61 Days	
STRINGS: Amy Jones - High Strings, Kathy Schiano, Low Strings	
M - F periods 5,6,7, (10:31am - 1:09pm) paid \$122/day each	
BAND: Monday -Lee Caron period 5 (begin. percussion) 7 & 8, paid \$153/day	
Tuesday - Al Martin - woodwinds paid \$102/day	
Wednesday - no band mentors	
Thursday - Terrence Fay - low brass paid \$102/day	
Friday - Keenan Asbridge - high brass paid \$102/day	
PROJECTED EXPENSES	
fees (M-\$397) (T \$346) (W \$244) (Th \$346) (F \$346)	20,851
Travel \$27 /wk X 13 weeks (allows for 8 "no school" days" )	351
Parking (\$128/month x 3.5 months)-strings ,(\$24x 13 wks) - band	760
Spring Concert evning fees for 2 string mentors (2 x \$130)	260
WSO string quartet performance	1,225
Ed. Assoc. 20 hours X \$20/hour	400
General overhead, payroll taxes, insurance	4,720
<b>Total Expenses</b>	<b>\$28,616</b>
2/5,6,7,8,9	Instructional Sessions - 5
2/12,13,(no 14),15,16	Instructional Sessions - 4
(no 19,20) 21, 22,23	Instructional Sessions - 3
2/26,27,28,3/1,2	Instructional Sessions - 5
3/5,6,7,8,9	Instructional Sessions - 5
3/12,13,14,15,16	Instructional Sessions - 5
3/19,20,21,22,23	Instructional Sessions - 5
3/26,27,(no 28),29 (no 30)	Instructional Sessions - 3
4/2,3,4,5,6	Instructional Sessions - 5
4/9, 10, (no 11), 12, 13	Instructional Sessions - 4
SPRING BREAK 4/16 - 20	Instructional Sessions - 0
4/23,24,(no 25), 26, 27	Instructional Sessions - 4
4/30, 5/1,2,3,4	Instructional Sessions - 5
5/7,8,9,10,11	Instructional Sessions - 5
5/14,15,(no 16), 17	Instructional Sessions - 3




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# WATERBURY

## P u b l i c S c h o o l s

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*Today's Students. Tomorrow's Leaders*

Melissa Baldwin

Special Education Department

236 Grand St. 2<sup>nd</sup> floor

Waterbury, CT 06702

203-574-8017

mbaldwin@waterbury.k12.ct.us

July 24, 2017

The Honorable Board of Aldermen  
City of Waterbury  
City Hall  
Waterbury, CT 06702

And

Honorable Commissioners  
Waterbury Board of Education  
236 Grand St.  
Waterbury, CT 06702

Re: Contract between the City of Waterbury and Delta T Group  
Hartford Inc. for psychological and related services.

Dear Honorable Commissioners and Aldermen:

The Department of Special Education requests your approval of a contract with Delta T Group Hartford Inc. for the provision of psychological and related services to the Waterbury School District and students with disabilities in the total not to exceed amount of One Million Two Hundred Eighty-Two Thousand Five Hundred Dollars (\$1,282,500) for a three year term as follows:

For September 1, 2017 - June 30, 2018, an amount not to exceed Four Hundred Twenty-Seven Thousand Five Hundred Dollars (\$427,500) at the hourly rate of \$95.00;

For July 1, 2018 - June 30, 2019, an amount not to exceed Four Hundred Twenty-Seven Thousand Five Hundred Dollars (\$427,500) at the hourly rate of \$95.00;

For July 1, 2019 –June 30, 2020, an amount not to exceed Four Hundred Twenty-Seven Thousand Five Hundred Dollars (\$427,500) at the hourly rate of \$95.00;

As the Board knows, services required for students with disabilities under the federal law, the Individuals with Disabilities Education Act (IDEA), are exempt from the procurement rules under Waterbury Ordinance Section 38.029 (D). However, the department can elect to undertake the procurement process. The Waterbury Special Services Department issued Request for Proposal #5721 for psychology services for students with disabilities for a total amount of up to 4,500 hours for each year of the contract.

Seven (7) vendors submitted proposals. Our department formed a committee who reviewed the proposals and conducted phone interviews with some proposers. The committee consisted of Special Education Supervisors Lisa Brown, Melina Rodrigues and Denise Carr. The Committee looked at vendor experience providing the services, their contract and PO experience, their capacity to provide therapists when requested, the qualifications and experience of the therapists they provide, billing procedures and billable time and completeness of the bid responses.

As required by purchasing procedures, the proposers were rated based on the proposals without the Committee knowing the hourly rates for each service bid. Delta T Group Hartford, Inc. scored the highest but also had the highest bid price. As the procurement ordinance sets forth, our Department contacted Delta T Group Hartford, Inc. and negotiated with them to obtain lower hourly rates. Delta T Group did lower their hourly rate as a result of the negotiations and agreed to keep the same rate over the three year contract. The hourly rate negotiated brought Delta T Group's hourly rate closer to the average hourly rate of the vendors who submitted proposals.

A tax clearance is attached and the contract is paid with general funds. Delta T Group Hartford, Inc. has not been a vendor for the City. This is the first time they will provide services to our department.

Respectfully Submitted,

A handwritten signature in black ink that reads "Melissa Baldwin". The signature is written in a cursive, flowing style.

Melissa Baldwin

Encs. Contract and RFP attachments  
Tax Clearance



THE CITY OF WATERBURY  
MEMORANDUM

**From:** Delinquent Tax Office

**Date:** 07/14/2017

**To:** Elaine Skoronski  
Department of Education

**Subject:** Tax Clearance

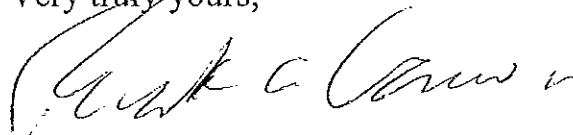
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As of this date, the records in the Tax Collector's Office indicate that the following *is not* delinquent.

Delta T Group Hartford, Inc.  
101 Centerpoint Dr. Suite 100  
Middletown, CT 06457

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

Very truly yours,



FAC/wmf

Frank A. Caruso Jr. CCMC  
Revenue Collections Manager  
City of Waterbury

**PROFESSIONAL SERVICES AGREEMENT**  
**RFP No. 5721**  
**for**  
**School Psychological Services**  
**between**  
**The City of Waterbury, Connecticut**  
**and**  
**Delta-T Group Hartford, Inc.**

**THIS AGREEMENT**, effective on the date signed by the Mayor, is by and between the City of Waterbury, City Hall, 235 Grand Street, Waterbury, Connecticut (the "City") and Delta –T Group Hartford, Inc., located at 101 Centerpointe Drive, Suite 100, Middletown, Connecticut 06457, a State of Connecticut duly registered domestic corporation (the "Delta-T").

**WHEREAS**, Delta-T submitted a proposal to the City responding to **RFP No. 5721** for School Psychological Services; and

**WHEREAS**, the City selected Delta-T to perform services regarding **RFP No. 5721**; and

**WHEREAS**, the City desires to obtain Delta-T's services pursuant to the terms, conditions and provisions set forth in this agreement (the "Project").

**NOW THEREFORE, THE PARTIES AGREE AND COVENANT AS FOLLOWS:**

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

**1.1.** The Project consists of, and Delta-T shall provide up to 4,500 total hours of school psychological and related services to Waterbury School District students ages 3-21 for the number of hours and days as the District may require during the school year and the summer, the psychologists shall also collaborate with school personnel as needed and participate in planning and placement team meetings as directed, and perform other duties as more particularly detailed and described in **Attachment A** and are hereby made material provisions of this Contract. **Attachment A** shall consist of the following, which are attached hereto, are acknowledged by Delta-T as having been

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

- i. City of Waterbury Request for Proposal Number 5721 for School Psychological Services, consisting of 10 pages, excluding Sample contract and Contractor Compliance Packet, (Attached hereto.)
- ii. Addendum #1 to Solicitation City of Waterbury Request for Proposal Number 5721 for School Psychological Services, dated February 28, 2017, consisting of 9 pages. (Attached hereto.)
- iii. Delta -T's response to City of Waterbury Request for Proposal Number 5721 for School Psychological Services, consisting of 65 pages (Attached hereto.)
- iv. Any and all amendment(s) and Change Orders, issued by the City after execution of Contract (Incorporated by reference.
- v. Stockholder's Affidavit; Non-Collusion Affidavit; Debarment Certificate (Incorporated by reference.)
- vi. Certificates of Insurance (Incorporated by reference.)
- vii. All applicable Federal, State and local statutes, regulations charter and ordinances (Incorporated by reference.)
- viii. All licenses. (Incorporated by reference.)

**1.2.** The entirety of **Attachment A** plus this executed instrument are together deemed the Contract Documents (hereinafter collectively referred to as "Contract Documents"). The City's record copy of the Contract Documents shall control and shall be effective and binding on Delta-T. In the event that any provision in the Contract Documents conflict with any other provision therein, the provision in the component part of the Contract Document first enumerated below shall govern over any other component part which follows it numerically:

- i. This Contract
- ii. Delta-T's Response
- iii. City of Waterbury Request for Proposal Number 5721
- iv. Addendum Number 1

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

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

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

**2.2. Representations regarding Qualifications.** Delta-T hereby represents that, to the extent required by Federal, State and Local statutes, regulations, codes, ordinances, and policies, that Delta-T and/or its employees be licensed, certified, registered, or otherwise qualified, Delta-T and all employees providing services under this Contract, are in full compliance with those statutes, regulations and ordinances. Upon City request, Delta-T shall provide to the City a copy of Delta-T's licenses, certifications, registrations, etc.

**3. Responsibilities of Delta-T.** All data, information, etc. given by the City to Delta-T and/or created by Delta-T shall be treated by Delta-T as proprietary to the City and confidential unless the City agrees in writing to the contrary and shall be used solely for the purposes of providing services under this Contract. Delta-T agrees to forever hold in confidence all files, records, documents and other information which may come into the Contractor's possession during the term of this Contract, except where a disclosure is expressly stated as a requirement of this Contract. Notwithstanding the foregoing, where a Delta-T disclosure is required to comply with statute, regulation, or court order, Delta-T shall provide prior advance written notice to the City of the need for such disclosure. Delta-T agrees to properly implement the services required in the manner herein provided.

**3.1. Use of City Property.** To the extent Delta-T is required to be on City property to render its services hereunder, Delta-T shall have access to such areas of City property as the City and Delta-T agree are necessary for the performance of Delta-T's services under this Contract (the "Site" or the "Premises") and at such times as the City and Delta-T may mutually agree. Delta-T shall perform all work in full compliance with Local, State and Federal health and safety regulations. All work hereunder shall be performed in a safe manner

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

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

**3.4. Standard of Performance.** All services, materials or equipment, provided under this contract, or intended for it, shall conform in all respects with the requirements of this Contract, and in accordance with professional standards of said

profession. The standard of care and skill for all services performed by Delta-T shall be that standard of care and skill ordinarily used by other members of Delta-T's profession practicing under the same or similar conditions at the same time and in the same locality. Delta-T's services rendered hereunder shall be rendered completely and by qualified personnel in accordance with applicable standard industry practices.

**3.5. Delta-T's Employees.** Delta-T shall at all times enforce strict discipline and good order among its employees, and shall not employ any unfit person or anyone not skilled in the work assigned.

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

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

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

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

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

**3.6.5** has familiarized itself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and Federal, State and Local laws, ordinances, rules and regulations that in any manner may affect

cost, progress or performance of the Work;

**3.6.6** has given the City written notice of any conflict, error or discrepancy that Delta-T has discovered in the Proposal Documents; and

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

**3.7. Reporting Requirement.** Delta-T and /or psychologists shall deliver periodic, timely, daily if possible, written reports to the City's Using Agency setting forth **(i)** the issue date of the report, **(ii)** the time period covered by the report, **(iii)** a brief description of the work and services completed by Delta-T and/or delivered by Delta-T during the time period covered by the report, **(iv)** any and all additional useful and/or relevant information. Each report shall be signed by each psychologist, **(v)** provide progress reports as required by the City regarding student progress, and **(vi)** Medicaid Documentation which is in a form and manner acceptable to the District and in Compliance with State of Connecticut Department of Social Services regulations and other applicable and relevant State law..

NOTE: Delta-T's failure to deliver any report required herein shall be deemed a material breach of this Contract, the City hereby reserving the right to exercise all available legal remedy(ies) to address said breach.

**3.8 Confidentiality/FERPA** The Delta-T shall strictly adhere to all State and Federal Statutes, rules, policy, regulations, codes of participant protection and confidentiality, administrative directives of the State of Connecticut Board of Education and State Department of Education, as well as any policies, ordinances, rules and regulations established by the City of Waterbury regarding confidentiality of student records, files, PPTs, IEPs, etc. Delta-T shall further ensure that all of it's employees and contractors shall strictly adhere to all State and Federal Statutes, rules, policy, regulations, codes of participant protection and confidentiality, administrative directives of the State of Connecticut Board of Education and State Department of Education, as well as any policies, ordinances, rules and regulations established by the City of Waterbury regarding confidentiality of student records, files, PPTs, IEPs, etc.

**3.8.1** Any and all materials contained in a City of Waterbury students' file that are entrusted to Delta-T or gathered by Delta-T in the course of its services shall remain in the strictest confidence to prevent disclosure of the same. All information furnished by the City or gathered by the Consultants shall be used solely for the purposes of providing services under this agreement.

**3.8.2** Delta-T acknowledges that in the course of providing services under this Agreement, it may come into the possession of education records of City Waterbury students as defined in and governed by Family



Educational Rights and Privacy Act ("FERPA", 20 U.S.C. § 1232g) and related regulations (34 C.F.R. §99). Delta-T, its employees and contractors shall comply with the requirements of said statute and regulations, and agrees to use information obtained from the City or student education records only for the purposes provided in this Agreement. Without the prior written consent of the student's parent or guardian, Delta T, its employees or agents have no authority to make disclosures of any information from education records to unauthorized third parties.

**3.9. Criminal Background and DCF Registry Checks.** The Delta-T represents and warrants that it and its employees and contractors who may be assigned to perform the Scope of Services set forth in this Agreement have no history of violations of the laws or regulations of the State of Connecticut pertaining to public health, have not been convicted of a crime and have no criminal investigation pending. Delta-T further warrants and represents that it has conducted a state and federal criminal history records check and DCF Registry check of each individual and no violations have been reported. Delta-T represents that each worker who performs a service involving direct student contact has submitted his or herself to a state and national criminal history records check and DCF Registry Check. The City and Board shall rely upon these representations.

**4. Responsibilities of the City.** Upon the City's receipt of Delta-T's written request, the City will provide Delta-T with all documents, data and other materials the City agrees are necessary and appropriate to the services to be performed by Delta-T hereunder and the City will endeavor to secure, where feasible and where the City agrees it is necessary and appropriate, materials or information from other sources requested by Delta-T for the purpose of carrying out the services under this Contract.

**5. Contract Time.** Delta-T shall commence all work and services required under this Contract on September 1, 2017 and shall complete all work and services required under this Contract on June 30, 2020 ("Contract Time"):

**5.1.** Time is and shall be of the essence for all Project milestones and dates for providing and completing services for the Project. Delta-T further agrees that it shall provide services, regularly, diligently and uninterruptedly as requested by the City, within the Contract Time stated above. It is expressly understood and agreed, by and between Delta -T and City, that the Contract Time and services to be provided is reasonable.

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

**6.1. Fee Schedule.** The fee payable to Delta-T shall not exceed **One Million Two Hundred Eighty-Two Thousand Five Hundred Dollars (\$1,282,500.00)** for the

entre three-year term of the contract, billed at a rate of Ninety-Five Dollars per hour (\$95.00/ hr.), which total compensation shall be comprised as follows:

- i. Sept 1, 2017-June 30, 2018 an amount up to,  
Four Hundred Twenty Seven Thousand Five Hundred  
Dollars.....\$427,500.00
- ii. Sept 1, 2018-June 30, 2019 an amount up to,  
Four Hundred Twenty Seven Thousand Five Hundred  
Dollars.....\$427,500.00
- iii. Sept 1, 2019-June 30, 2020 an amount up to,  
Four Hundred Twenty Seven Thousand Five Hundred  
Dollars.....\$427,500.00
- iv. Total Compensation for the three year term shall not exceed  
One Million Two Hundred Eighty-Two Thousand  
Five Hundred Dollars.....\$1,282,500.00.

**6.2. Limitation of Payment.** Compensation payable to Delta-T is limited to those fees set forth in Section 6.1 above. Such compensation shall be paid by the City upon review and approval of Delta-T's invoices for payment and review of the work, services, deliverables, etc. required in this Contract and review as may be further required by the Charter and Ordinances of the City. Delta-T's invoices shall describe the work, services, reports, plans, specifications, deliverables, etc. rendered and the compensation sought therefore in a form and with detail and clarity acceptable to the City.

**6.2.1** Delta-T and its affiliates are hereby provided with notice that the City reserves the right, in the City's sole discretion, to offset, withhold, or otherwise reduce City payment(s) to Delta-T in an amount equaling the sum or sums of money Delta-T and/or its affiliates is/are, or becomes delinquent or in arrears on, regarding Delta-T's and/or its affiliate's real and personal tax obligations to the City.

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

**6.4. Proposal Costs.** All costs of Delta-T in preparing its proposal for **RFP No. 5721** shall be solely borne by Delta-T and are not included in the compensation to be paid by the City to Delta-T under this Contract or any other Contract.

**6.5. Payment for Services, Materials, Employees.** Delta-T shall be fully and solely responsible for the suitability, and compliance with the Contract, of all labor, services, reports, plans, etc. furnished to the City under this Contract. Delta-T shall promptly pay all employees as their pay falls due, shall pay promptly as they fall due all bills for labor, services, reports, plans, etc., going into the work, and all bills for insurance, Worker's Compensation coverage, Federal and State Unemployment Compensation, and Social Security charges applicable to this Project. Before final payment is made, Delta-T shall furnish a legal statement to the City that all payments required under this subparagraph have been made.

**7. Passing of Title and Risk of Loss.**

**7.1.** Title to each item of, reports, plans, services, etc. prepared by Delta-T for the City hereunder shall pass to City upon City payment to Delta-T as provided for under this Contract

**8. Indemnification.**

**8.1.** Delta-T shall indemnify, defend, and hold harmless the City and its boards, the City's Board of Education (if applicable), commissions, agents, officials and employees from and against all claims, suits, damages, losses, judgments, costs and expenses including attorney's fees arising out of or resulting from the delivery of the labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc. provided that any such claims, suits, damages, losses, judgments, costs or expenses **(i)** are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the services itself) including the loss of use resulting there from, and **(ii)** are caused in whole or in part by any willful or negligent act or omission of Delta-T, its employees, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

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

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

## **9. Delta-T's Insurance.**

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

**9.2.** At no additional cost to the City, Delta-T shall purchase and maintain the insurance coverages set forth below which shall protect the City from claims which may arise out of or result from Delta-T's obligation under this Contract, whether such obligations are Delta-T's or subcontractor or person or entity directly or indirectly employed by said Delta-T or subcontractor, or by any person or entity for whose acts said Delta-T or subcontractor may be liable.

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

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

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

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

**9.4.2 Automobile Liability Insurance: \$1,000,000.00** combined single limit (CSL) Any Auto, All Owned and Hired Autos.

Providing coverage to protect the City with respect to claims for damage for bodily injury and or property damage arising out of ownership, maintenance,

operation, use or loading and unloading of any auto including all owned, hired & non-owned autos.

**9.4.3 Workers' Compensation:** Statutory Limits within the State of

Connecticut: Employers' Liability:

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

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

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

Delta-T shall comply with all State of Connecticut statutes as it relates to workers' compensation.

**9.4.4 Excess/Umbrella Liability Insurance:** Excess or Umbrella insurance coverage that follows form or sits over General Liability, Automobile Liability and Workers Compensation insurances. **\$3,000,000.00** Each Occurrence and **\$3,000,000.00** Aggregate.

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

**\$1,000,000.00** aggregate limit

Professional liability (also known as, errors and omissions) insurance providing coverage to Delta-T.

**9.4.6 Abuse/Molestation Liability Insurance** **\$1,000,000.00** each

Occurrence. **\$1,000,000.00** Aggregate. Provide coverage for allegations of abuse and/or molestation that are sexual in nature. This coverage may be included in General Liability.

**9.5. Failure to Maintain Insurance:** In the event Delta-T fails to maintain the minimum required coverage as set forth herein, the City may at its option purchase same, and offset Delta-T's invoices for the cost of said insurance.

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

**9.7. Certificates of Insurance:** Delta-T's General, Automobile and Excess/Umbrella Liability Insurance policies shall be endorsed to add the City and Board of Education as additional insured and provide a waiver of subrogation on all lines of coverage except Workers Compensation and Professional Liability. The insurance afforded the additional insured shall be primary and non-contributory insurance and the coverage and limits provided under Delta-T's policies shall not be reduced or prorated by the existence of any other insurance applicable to any loss the additional insured may have suffered. At the time Delta-T executes this Contract, it shall furnish to the City, subject to City approval, certificate(s) of insurance and Additional Insured Endorsement and Waiver of Subrogation Endorsement verifying the

above coverages, including the naming of the City of Waterbury, as follows: **“The City of Waterbury and its Board of Education are listed as additional insureds on all lines of coverage except Workers Compensation and Professional Liability and include a waiver of subrogation on all lines of coverage except Workers Compensation and Professional Liability..** The City's request for proposal number must be shown on the certificate of insurance. Delta-T must supply replacement/renewal certificates at least thirty (30) calendar days prior to the expiration of the policy(ies). Said certificates shall contain a provision that coverage afforded under the policies shall not be cancelled or reduced for any reasons unless notice of not less than thirty (30) calendar days has been mailed to the Office of Corporation Counsel, 235 Grand Street, Waterbury, CT 06702.

**9.8.** No later than thirty (30) calendar days after Delta-T receipt, Delta-T shall deliver to the City a copy of Delta-T's insurance policies, endorsements, and riders.

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

**10.1. Permits, Laws, and Regulations.** Permits and licenses necessary for the delivery and completion of Delta-T's work and services shall be secured in advance and paid by Delta-T. Delta-T shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work and services as specified.

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



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

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

**10.3.2** Delta-T is aware of, and shall comply with, the provisions of both the Federal Davis-Bacon Act and the Federal American Recovery and Reinvestment Act of 2009, the provisions of both acts hereby incorporated by reference and made a part of this Contract. The Federal Davis-Bacon Act provides that Federal wage rate laws apply to certain federally funded contracts. The American Recovery and Reinvestment Act ("ARRA") provides that Federal wage rate laws apply to all ARRA funded contracts regardless of the contract's dollar value.

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

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

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

**12. This Section Left Intentionally Blank.**

**13. Termination.**

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

**13.1.1** In the event of such termination, all finished or unfinished documents, data, studies, reports, etc. prepared by Delta-T under this Contract shall, at the option of the City, become the City's property, and Delta-T shall be entitled to receive just and equitable compensation for any satisfactory work completed for such.

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

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

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

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

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

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

**13.4. Rights Upon Cancellation or Termination.**

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

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

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

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

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

**14. Ownership of Instruments of Professional Services.** The City acknowledges Delta-T's documents, data, studies, reports, specifications, deliverables, etc. created and to be created pursuant to this Contract, including electronic files, are Instruments of Professional Services. Nevertheless, the final Instruments of Professional Services, including, but not limited to

documents, data, studies, reports, specifications, deliverables, etc. prepared for the City under this Contract shall become the property of the City upon City payment for that Instrument of Professional Services and the City reserves the right to use the Instruments of Professional Services.

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

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

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

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

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

**16.1.** Delta-T shall be as fully responsible to the City for the acts and omissions of Delta-T's subcontractors, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by Delta-T.

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

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

**19. This Section Left Intentionally Blank.**

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

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

**22. Independent Contractor Relationship.** The relationship between the City and Delta-T is that of client and independent contractor. No agent, employee, or servant of Delta-T shall be deemed to be an employee, agent or servant of the City. Delta-T shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Contract. It is the express intention of the parties hereto, and Delta-T hereby agrees and covenants, that it and any and all third party(ies) and subcontractor(s) retained by Delta-T hereunder is/are not and shall not be deemed an employee of the City of Waterbury, but is/are and shall remain an independent contractor relative to the City and that nothing herein shall be interpreted or construed as creating or establishing the relationship of employer-employee between the City of Waterbury and Delta-T or between the City of Waterbury and any third party(ies) or subcontractor(s). Thus, Delta-T hereby covenants that it, its subcontractor(s) and third party(ies) shall not be entitled to the usual characteristics of employment, such as income tax withholding, F.I.C.A. deductions, pension or retirement privileges, Workers Compensation coverage, health benefits, etc. and that Delta-T shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants, representatives, subcontractors and third party(ies).

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



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

**25. This Section Left Intentionally Blank.**

**26. Conflicts or Disputes.** This Contract represents the full and complete concurrence between the City and Delta-T and governs all disputes between them. In the instance of a conflict or dispute over issues not specifically referenced within the Contract, the following documents shall be used as historical documents. Without regard to the order of precedence, to resolve such conflicts or disputes, the historical documents are (i) the City's aforementioned **RFP No. 5721** and (ii) Delta-T's proposal responding to the aforementioned **RFP No. 5721**.

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

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

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

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

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

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

**31. Notice.** Except as otherwise specifically prohibited in this Contract, whenever under this Contract approvals, authorizations, determinations, notices, satisfactions or waivers are required or permitted, such items shall be effective and valid only when given in writing signed by a duly authorized officer of the City's Using Agency or Delta-T, and delivered in

hand or sent by mail, postage prepaid, to the party to whom it is directed, which until changed by written notice, are as follows:

Delta-T:	Delta-T Group, Hartford, Inc. 101 Centerpoint Drive, Suite 100 Middletown, CT 06457
City:	City of Waterbury c/o Department of Education, Chief Operating Officer and Chief of Staff 236 Grand Street, 1 <sup>st</sup> Floor Waterbury, CT 06702

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

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

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

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

**32.3.** It shall be a material breach of this Contract and it shall be a violation of the City's Code of Ordinances for any payment, Gratuity, or offer of employment to be made as an inducement for the award of a subcontract or order, by or on behalf of a

subcontractor, the prime Delta-T or higher tier subcontractor or any Person associated therewith, under a Contract or Purchase Order to the City.

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

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

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

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

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

**32.9.** Delta-T is hereby charged with the requirement that it shall have knowledge of, and shall fully comply with, all relevant provisions of the City's Charter and all

relevant provisions of the City's Code of Ordinances, including without limitation Chapters 93, titled "Discriminatory Practices", Chapter 38 titled "Centralized Procurement System", and Chapter 39 titled "Ethics and Conflict of Interest", of said Code as may be amended from time to time.

**32.10.** Delta-T hereby acknowledges receipt of a copy of the Chapters 38 and 39 of City's Ordinance regarding Procurement, Ethics, and Conflicts of Interest and has familiarized itself with said Code and hereby agrees to adhere to said Code. The text of Chapters 38 and 39 of said Code may be obtained from the Office of the City Clerk of the City and on the internet at the City Clerk's web site: <http://www.waterburycct.org/content/458/539/default.aspx> [click link titled "The City of Waterbury Code of Ordinances Passed 8/24/2009". For Chapter 38, click on "TITLE III: ADMINISTRATION", then click on "CHAPTER 38: CENTRALIZED PROCUREMENT SYSTEM". For Chapter 39, click on "TITLE III: ADMINISTRATION", then click on "CHAPTER 39: ETHICS AND CONFLICTS OF INTEREST"]].

**32.11.** Delta-T is hereby charged with the requirement that it shall have knowledge of, and shall fully comply with, the City's Ordinance Sections 34.15 through 34.99 entitled, "Ordinance Concerning the Hiring of Waterbury Residents on Certain Publicly-Funded Construction Projects" and the State of Connecticut Legislature's Special Act No. 01-1.

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

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

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

**32.15. FREEDOM OF INFORMATION ACT NOTICE.** Pursuant to State statute, in the event the total compensation payable to Delta-T set forth in Section 6 herein is

greater than \$2,500,000.00, the City is entitled to receive a copy of any and all Delta-T records and files related to the performance of this Contract and those records and files are subject to the Freedom of Information Act ("the Act") and may be disclosed by the City pursuant to the Act.

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

**WITNESSES:**

**CITY OF WATERBURY**

\_\_\_\_\_

By: \_\_\_\_\_

Neil M. O'Leary, Mayor

\_\_\_\_\_

Date: \_\_\_\_\_

**WITNESSES:**

**DELTA-T GROUP, HARTFORD, INC.**

\_\_\_\_\_

By: \_\_\_\_\_

Its \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

## **ATTACHMENT A**

- i. City of Waterbury Request for Proposal Number 5721 for School Psychological Services, consisting of 10 pages, excluding Sample contract and Contractor Compliance Packet, (Attached hereto.)
- ii. Addendum #1 to Solicitation City of Waterbury Request for Proposal Number 5721 for School Psychological Services, dated February 28, 2017, consisting of 9 pages. (Attached hereto.)
- iii. Delta -T's response to City of Waterbury Request for Proposal Number 5721 for School Psychological Services, consisting of 65 pages (Attached hereto.)

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**REQUEST FOR PROPOSAL  
BY  
THE CITY OF WATERBURY  
EDUCATION  
School Psychological Services  
BID 5721**

The City of Waterbury, Department of Education (hereinafter "City"), is seeking a vendor, proposer or contractor to provide:

Up to 4,500 hours of school psychological services each year to the Waterbury School District to students ages 3-21 with school psychological needs and other related work under the direction of District personnel for a three year period commencing on or about July 1, 2017 through June 30, 2020.

**A. Background and Intent**

The purpose of this request for proposal is to obtain hourly cost proposals for the next three years from reliable, licensed, professional proposers to provide school psychology services and related services as needed by the Waterbury School District for students with disabilities at a competitive hourly rate.

**B. Qualifications**

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

1. Experience and expertise in regard to providing the types of or similar services as those outlined in the Scope of Services in this RFP to students ages 3-21.
2. A proven track record in providing these types of or similar services for similar school districts upon request and in a timely fashion within budget to the school district's satisfaction. Please provide the names, addresses, contact person and phone number for all of the school contracts the proposer has had over the last five (5) years. The City reserves the right to contact any of these school districts for a reference.
3. Staff knowledge of federal and state laws and regulations governing the services outlined in the scope of services and expertise in all related aspects of the provision of school psychological services including but not limited to early interventions, therapy, evaluations, assessments, staff training and collaboration, development, revision and implementation of all relevant aspects of students' individual education plans, reports, electronic IEP and data collection systems.
4. Ability to provide experienced, Connecticut licensed, certified and qualified psychologists to the District upon request without delay to fill immediate and changing needs of the District in both in school and in home settings.
5. Ability to provide psychologists who have undergraduate degrees and master's degrees in school psychology from an accredited post-secondary institution, CT

Health department certification and CT State Department of Education certification as required by law.

6. The psychologists provided have experience working with children ages 3-21 in the field of school psychology.
7. The proposer must provide evidence of sufficient staff to meet the District's needs. The proposer must submit a list of the proposed staff's level of training in the school setting and individual experience in the provision of school psychology services to students with disabilities. The Proposer will provide retention/turnover rates of staff. The Proposer must agree to allow the District to conduct personal interviews of all proposed staff and final staff selection for the proposal is subject to the District's approval.
8. Each psychologist provided must have expertise in the principles, methods and procedures used to determine the need for student services, design and implement individualized goals and objectives, conduct evaluations and screenings, assess and report on progress, observe, design and implement treatment plans, identify appropriate accommodations, assistive and communication devices, design and implement research based early intervention and treatment plans, identify teaching strategies for students with related academic and educational needs, train and instruct staff and provide any other related service as required by the District.
9. Each psychologist provided must follow City and District procedures, guidelines and other requirements as set forth by Waterbury District representatives, including qualification and exit procedures and obtain satisfactory criminal background checks, Department of Children and Families Registry checks, fingerprinting and drug screening.
10. Each psychologist shall provide timely and complete reports as requested by Waterbury staff and provide to the District Medicaid documentation in a form and manner acceptable to the District and which is in compliance with the State of Connecticut Department of Social Services regulations and other relevant law.

### **C. Scope of Services**

1. The proposer agrees to provide up to 4,500 total hours of school psychology services and related services to students, ages 3-21, and to the Waterbury School District for the number of hours, days or portions thereof as the District may need during the school year and during the summer. All hours billed must be for work performed during school hours on days the school is in session with the exception of homebound services.
2. Psychology services and related services must be provided by CT licensed, certified and qualified school psychologists without delay to fill the immediate and changing needs of the District both in school and in home settings. Bilingual services in Spanish may also be required. The District has the right to interview each psychologist proposed and to determine if the person is appropriate to work with District students. The proposer will insure that all

therapists working in the District have had satisfactory criminal background checks, drugs tests and dcf registry checks as required under law and will provide the District proof upon request.

3. The school psychologists will work under the guidance or direction of District personnel and will comply with all District requests. They will be assigned student case loads and other related responsibilities. They shall participate in planning and placement team meetings for individual students and provide other services at the District's request.
4. The school psychologists provided by the Proposer will collaborate, train, assist, co-teach, obtain professional development and consult with Waterbury staff when requested by the District.
5. The proposer will provide highly qualified psychologists who utilize best practices and research-based interventions within the standards of the profession or as set forth by the District.
6. The proposer will supervise its school psychologists and monitor services provided and time billed by each and insure adherence to the terms of the contract. The proposer's psychologists will provide services and maintain specific records as required by the District and in compliance with all relevant federal, state, local and district laws, policies, procedures, regulations and ethical standards. The proposer shall provide reports to District administrative staff prior to public review.
7. Each school psychologist shall provide timely and complete reports as requested by Waterbury staff and provide to the District Medicaid documentation in a form and manner acceptable to the District and which is in compliance with the State of Connecticut Department of Social Services regulations and other relevant law.
8. The proposer will submit prompt bills for services rendered no later than 30 days after the services were provided with supporting documentation as requested by the District. The proposer will monitor the hours of service to insure compliance with the terms and amount of the contract and will note the hours used and remaining under the contract on each bill submitted to the District.
9. The proposer will immediately provide substitutes for staff who are absent and provide in-service professional development and relevant school psychology materials to Waterbury staff and parents when requested by the District.

#### **D. Agreement Period**

The agreement period for any contract or purchase order resulting from this RFP is anticipated to be July 1, 2017 – June 30, 2020.

#### **E. General Information**

1. The City is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The City is committed to complying with the Americans with Disabilities Act of 1990

(ADA) and does not discriminate on the basis of disability, in admission to, access to, or operation of its programs, services, or activities.

2. Proposers must review and be prepared to sign, prior to the execution of any contract with the City, the items and any forms included in Attachment A. (Contract Compliance Packet)
3. All questions and communications about this request for Proposal and submission requirements must be directed to the City of Waterbury eProcurement website and must be received **by 2:00 PM on February 24, 2017**. Prospective proposers must limit their contact regarding this RFP to Mr. Orso or such other person otherwise designated by Mr. Orso. Responses to questions submitted by the above date or identified at any Information Session to be held in regard to this RFP, **along with any changes or amendments to this RFP**, will be available via the City of Waterbury eProcurement website **by February 28, 2017 at 2:00 PM**. It shall be the responsibility of the proposer to download this information. If you have any procedural questions in this regard, please call Mr. Orso at (203) 574-6748.

## **F. Management**

Any contract or purchase order resulting from this RFP will be managed by Waterbury Department of Education, Department of Special Education

## **G. Conditions**

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

1. All proposals in response to this RFP are to be the sole property of the City. Proposers are encouraged **not** to include in their proposals any information which is proprietary. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
2. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of the City.
3. The timing and sequence of events resulting from this RFP will ultimately be determined by the City.
4. The proposer agrees that the proposal will remain valid for a period of 120 days after the closing date for the submission and may be extended beyond that time by mutual agreement.

5. The City may amend the terms or cancel this RFP any time prior to the execution of a contract or purchase order for these services if the City deems it to be necessary, appropriate or otherwise in the best interests of the City. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a proposal not being considered. At his option, the City's Director of Purchasing may provide all proposers with a limited opportunity to remedy any technical deficiencies identified by the City in their initial review of proposals.
6. The proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. Any additions, deletions or changes in personnel from the proposal during the course of the agreement period must be approved by the City, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the City. At its discretion, the City may require the removal and replacement of any of the proposer's personnel who do not perform adequately, regardless of whether they were previously approved by the City.
7. All subcontractors hired by the proposer awarded a contract or purchase order as a result of this RFP must have prior approval of the City prior to and during the agreement period.
8. Any costs and expenses incurred by proposers in preparing or submitting proposals are the sole responsibility of the proposer.
9. A proposer must be prepared to present evidence of experience, ability, financial standing, and any other information deemed necessary by the City to satisfactorily meet the requirements set forth or implied in the proposal.
10. No additions or changes to the original proposal will be allowed after submittal, except as may be allowed by the City, at its option, in accordance with Section G.5. of this RFP. While changes are not permitted, clarification of proposals may be required by the City at the proposer's sole cost and expense. The final price and scope of services of any contract or purchase order resulting from this RFP may be negotiated with responsible proposers.
11. The proposer may be required to give presentations to the extent necessary to satisfy the City's requirements or needs. In some cases, proposers may have to give presentations or further explanation to any RFP selection committee established by the City.
12. The proposer represents and warrants that the proposal is not made in connection with any other proposer and is in all respects fair and without collusion or fraud. The proposer further represents and warrants that it did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that

no agent, representative or employee of the City participated directly in the proposer's proposal preparation.

13. All responses to the RFP must conform to instruction. Failure to include any required signatures, provide the required number of copies, to meet deadlines, answer all questions, follow the requested format, or failure to comply with any other requirements of this RFP may be considered appropriate cause for rejection of the response.
14. The proposer must accept the City's standard agreement language. See Attachment B.
15. The proposer agrees to meet all of the insurance requirements set forth in the standard agreement (see Attachment B) under Section 9, Consultant's insurance on pages 8-10.
16. Any contract or purchase order resulting from this RFP process will represent the entire agreement between the proposer and the City and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The City shall assume no liability for payment of services under the terms of the contract or purchase order until the successful proposer is notified that the contract or purchase order has been accepted and approved by the City. Any contract resulting from this RFP may be amended only by means of a written instrument signed by the proposer and signed by the Mayor.

#### **H. Proposal Requirements & Required Format**

One original (clearly identified as such) and four (4) paper copies of the proposal, as well as a copy of the original proposal in pdf format on a CD or flash drive, must be received at the following address no later than **10:45 AM on March 7, 2017.**

Mr. Rocco Orso  
Director of Purchasing  
City of Waterbury  
235 Grand Street  
Waterbury, CT 06702

**Proposals** submitted must be bound, paginated, indexed and numbered consecutively. Proposers shall complete **Attachment C** addressed to Mr. Orso, which, in part, includes a statement by the proposer accepting all terms and conditions and requirements contained in the RFP, and which shall be signed by a duly authorized official of the organization submitting the proposal. Proposers shall also, as indicated in Attachment C, identify the name of a contact person, along with their telephone number, email address, if applicable, and address, who can be contacted for the purpose of clarifying the information contained in their response to this RFP. In addition to any other

information required in Attachment C, proposers shall provide their firm's authorization and a request to any persons, firm, or corporation to furnish any information requested by the City of Waterbury in verification of the recitals included in its response to this RFP.

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

1. Proposer Information: Please provide the following information:

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

2. Experience, Expertise and Capabilities

- a. Philosophy Statement and Business Focus. A statement of the proposer's philosophy and approach in undertaking the services of the nature outlined in the RFP, as well as a description of its primary business focus.
- b. Summary of Relevant Experience. A listing of all projects that the proposer has completed within the last three (3) years must be provided, as well as all projects of a similar nature to those included in the Scope of Services in this RFP. The following information shall be provided for each organization listed under this subsection:

- Organization name and the name, title, address and telephone number of a responsible contact person.
- Nature of services provided and dates services started and actually completed. Please indicate, for each assignment, if it was completed within the original contract timeframe and budget. If not, please explain.
- For each project done for a municipality or other government agency, please indicate the gross cost of the agreement.

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

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



3. Statement of Qualifications and Work Plan

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

4. Cost Schedule. Proposals shall include a single **hourly rate, for each year for three years**, for services performed in accordance with this RFP, inclusive of all personnel and non-personnel expenses. This price should encompass the entire Scope of Services in this RFP. The City reserves the right to negotiate costs, scope of services, and key personnel based on provider proposals. In order for the City to evaluate the proposed cost, proposers must include for each element in the Work Plan outlined in Section H.3.b. above, the staff, hours, hourly rates and the total cost. Include details generally associated with non-personnel costs as an additional cost section.

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

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

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

Please respond to the following questions:

- a. Have you ever failed to complete any work awarded to you? If so, where and why?
- b. Have you ever defaulted on a contract? If so, where and why?
- c. Is there any pending litigation which could affect your organization's ability to perform this agreement? If so, please describe.
- d. Has your firm ever had a contract terminated for cause within the past five years? If yes, provide details.
- e. Has your firm been named in a lawsuit related to errors and omissions within the past five years? If yes, provide details.
- f. During the past seven years, has your firm ever filed for protection under the Federal bankruptcy laws? If yes, provide details.
- g. Have you ever exceeded the amount of the contract you were awarded? If so, provide the details of what happened.

- h. Are there any other factors or information that could affect your firm's ability to provide the services being sought about which the City should be aware?
- 6. Exceptions and Alternatives. Proposers wishing to take any exceptions to any requirement in the RFP shall state and explain such exceptions. The City may accept proposals which take exception to any requirements in this RFP, or which offer any alternative to a requirement herein, as well as consider such exceptions and alternatives in evaluating responses. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this Request for Proposals.
- 7. Additional Data. Any additional information which the proposer wishes to bring to the attention of the City that is relevant to this RFP.

## **I. Evaluation of Proposals; Selection Process**

### **1. Evaluation Criteria**

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

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

### **2. Selection Process**

The City of Waterbury may elect to have the proposals evaluated by a committee as part of making a selection. If deemed necessary, the City reserves the right to arrange for interviews/oral presentations as part of the

selection process, which invitations for interviews may involve a short-listing of the proposals received.

#### **J. Rights Reserved To The City**

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

#### **K. Federal, State and Local Employment Requirements**

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

#### **L. State Set-Aside Requirements**

NOT APPLICABLE

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

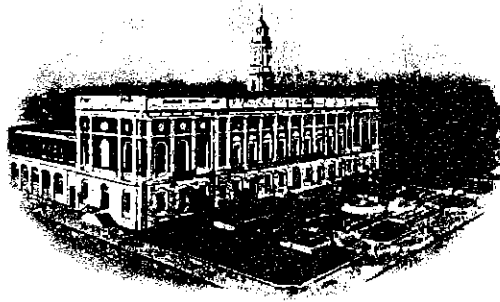
State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services ("DAS") under the provisions of CONN. GEN. STAT. § 4a-60g, as amended. (25% of the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

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

Forms can be found at

[http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav\\_GID=1806](http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806).

**ROCCO ORSO**  
PURCHASING DIRECTOR



OFFICE OF THE DIRECTOR OF PURCHASING  
**THE CITY OF WATERBURY**  
CONNECTICUT

**ADDENDUM #1**

**February 28, 2017**

**Bid: 5721**

**Project: RFP School Psychological Services**

**Please see attached addendum regarding this project.**

**Thanks**  
**Kevin McCaffery**  
**Buyer – City of Waterbury**

## **Answers to Questions for Psychology Services RFP 5721**

2/10/2017 3:49 PM

**Question:** What is the total annual expenditure of the current contract for the 15/16 SY and 16/17 YTD.

**Response:** This is a new RFP. For 15/16 SY, related costs were approximately \$26,625.; For 16/17 SY, related costs are projected to be approximately \$45,000.

2/10/2017 3:50 PM

**Question:** What is the anticipated/projected contract budget for the 17/18 SY?

**Response:** This is a new RFP and budget will be determined by the proposals. An estimated budget is approximately \$40,000 but budget can change depending on the needs of the district and the students.

2/10/2017 3:50 PM

**Question:** What is the number of available FTE positions?

**Response:** The rfp is requesting service hours of 4,500, not FTE positions.

2/10/2017 3:50 PM

**Question:** How many hours are in the standard work week for full time positions?

**Response:** The standard work week hours follows the hours of the schools to which the contractor is providing services, or approximately 35 hours a week but the contractor's hours are determined by the District's needs which can vary.

2/10/2017 3:50 PM

**Question:** Are you looking to contract with multiple vendors or a single vendor?

**Response:** Tt depends on the proposals received.

2/10/2017 3:50 PM

**Question:** Do you have a preference for binding the bids? Binder? Stapled?

**Response:** No.

2/10/2017 3:51 PM

**Question:** Who are the incumbent vendors providing the services?

**Response:** Esther Alfisi, 1001 Farmington Ave., Suite 104, Bristol, CT 06010

**2/10/2017 3:51 PM**

**Question:** What are the incumbent vendor rates?

**Response:** The current vendor charges by the evaluation completed, not by hour, for bilingual evaluations. Evaluation charges include Bilingual Cognitive, \$1,500; Academic, one language, \$900.00; Academic, two languages, \$1,500; Comprehensive (cognitive and academic in one language), \$2,000; Comprehensive (cognitive and academic in two languages), \$2,250.

**2/10/2017 3:51 PM**

**Question:** Are the resumes and certifications of potential candidates required in the bid submission?

**Response:** It is up to the proposer to determine what it should submit in its proposal to the RFP to meet all of its requirements.

**2/10/2017 3:55 PM**

**Question:** We do not have a local office in CT but work with many Districts in the area. Do you give preference to local vendors?

**Response:** No

**2/16/2017 11:30 AM**

**Question:** Will the school provide evaluation & assessment tools and therapy equipment?

**Response:** Yes

**2/16/2017 11:30 AM**

**Question:** Historically, how much of the services were group vs. individual?

**Response:** Mostly individual.

**2/16/2017 11:30 AM**

**Question:** Historically, how much of the services were school based vs. homebound?

**Response:** Mostly school based.

**2/16/2017 11:30 AM**

Question: Who are the current vendors and what are their rates?

Response: See above answers.

2/17/2017 10:06 AM

Question: 1. In Section L, "State Set-Aside Requirements," it states Not Applicable. However, the two paragraphs below that describe the details the contractor must demonstrate good faith efforts to meet the 25% set-aside goals. Please clarify if vendors are required to set-aside 25% for Minority-, Women- and/or Disabled-owned businesses.

Response: no

Question: 2. Who is the current vendor providing this service?

Response: See above answer.

Question: 3. How many positions are needed for the psychological services (4,500 hours per year)?

Response: We are requesting hours of service, not positions.

Question: 4. How much did they spend last year for this service?

Response: We did not bid this service out last year but have used vendors for specific purposes to fill specific needs of the district. See answer above.

Question: 5. How many days are in your school year?

Response: 183 in school year, up to 20 days in the summer.

Question: 6. How many professional development days

Response: Approximately 4 PD days.

Question: 7. How many hours in a work day?

Response: work day is the school day, hours differ at schools but average approximately up to 7 hours.

Question: 8. Is travel required between schools? If so, how many schools and estimated mileage between schools?

Response: Yes depending on the needs of the District. The District has 30 schools and the mileage between them within the City varies.

2/17/2017 11:44 AM

Question: 1) Is it a requirement to provide professional development training to the Waterbury staff?

**Response: It depends on the needs of the District.**

2/17/2017 11:49 AM

**Question: 2) I am aware that the total hours for the psychologist are 4,500 for the year, but what are the weekly hours?**

**Response: The hours per week depend on the needs of the District.**

2/17/2017 11:49 AM

**Question: 3) How many working days will the psychologist work during the school year (For Example: 180 days or less)?**

**Response: It depends on the needs of the District.**

2/17/2017 11:50 AM

**Question: 4) I am aware that we must accept the City's Standard agreement language. Are we allowed to include our sample agreement or contract addendum in our proposal?**

**Response: It is up to the proposer what it wants to include in its response to the RFP.**

2/17/2017 11:50 AM

**Question: 5) When is the anticipated award date?**

**Response: Award will be made after review of the proposals once the RFP closes. Contract will be in place by 7/1/17.**

2/17/2017 11:51 AM

**Question: 6) How many psychologists do you foresee needing for this assignment?**

**Response: It depends on the proposals submitted and the needs of the District.**

2/17/2017 11:51 AM

**Question: 7) Are resumes required when we submit the proposal?**

**Response: Please see the rfp for what is required to submit.**

2/17/2017 11:52 AM

**Question: 8) Are Testing Materials/Equipment or Evaluation Materials/Equipment to complete the provision of services for the Psychology Services provided by Waterbury School District or the vendor?**

**Response: No**



2/17/2017 11:53 AM

Question: 9) Will your school provide laptops or computers to the psychologists?

**Response: Access to computers is provided but they are not given to the psychologists.**

2/17/2017 11:54 AM

Question: 10) Who will be the representative from the school to determine which materials/equipment are required for the Psychology Services?

**Response: The Director of Special Education and the supervisor for the psychologists or their designees.**

2/17/2017 11:54 AM

Question: 11) Will psychologists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at your school?

**Response: Yes, see answer above.**

2/17/2017 11:55 AM

Question: 12) I am aware that we have to agree to allow the District to conduct personal interviews of all proposed staff. Are phone interviews sufficient?

**Response: Yes, if unable to travel.**

2/17/2017 11:55 AM

Question: 13) What will be the student caseload for the psychologist?

**Response: To be determined by the needs of the District.**

2/17/2017 11:56 AM

Question: 14) Can you provide the current incumbent vendor(s) providing services? What is the incumbent vendor(s) current fee rate(s)?

**Response: See above response**

2/17/2017 1:02 PM

Question: Would it be acceptable to submit resumes of those potential candidates who are not currently CT licensed/certified with the understanding that they would become CT licensed/certified prior to the start of the school year?

**Response: It is up to the proposer to determine what it should submit in its proposal to meet the requirements of the RFP.**

2/22/2017 11:23 AM

Question: 1. What is the anticipated caseload per therapist per discipline?

**Response: See answer above**

Question: 2. How many providers does the district currently anticipate needing?

**Response: It depends on the proposals the District receives in response to the RFP.**

Question: 3. What was the annual expenditure from this contract for the last school year?

**Response: No contract was in place for the services requested in this RFP.**

Question: 4. How many students will be receiving services, by discipline, under this RFP?

**Response: It depends on the needs of the District.**

Question: 5. Does the district intend to award multiple vendors?

**Response : It depends on the proposals the District receives in response to the RFP**

Question: 6. What would be the payment terms of the district for this RFP?

**Response: The contract for the parties describes payment terms.**

Question: 7. What are the required documents for the providers to start working at the district?  
For Example: Fingerprint, State License, Criminal Background Check, TB Test, any other specific  
Certifications.

**Response: The request for proposal addresses this question. Also, State laws and local  
requirements to work in schools have to be satisfied.**

Question: 8. In the event that the district will find a permanent employee of the district and our  
services will no longer be needed, will the district provide the awarded vendor with a 30 day termination  
written notice?

**Response: This is covered by the contract between the parties**

Question: 9. How will awardees be notified?

**Response: The purchasing department sends out an award letter**

Question: 10. When is the award date?

**Response: As soon as possible after the rfp closes and the proposals are reviewed.**

Question: 11. How will proposals be evaluated and weighted?

**Response:**     **The people reviewing the proposals will determine how to evaluate them.**

**Question:**     12. Have your current providers been able to meet all of your needs?

**Response:**     **yes**

**Question:**     How many contracted hours of services were utilized last year?

**Response:**     **Unknown**

**Question:**     14. Does the district provide the equipment/materials to be used for services?

**Response:**     **yes**

**Question:**     15. Is mileage and drive time between work sites or schools billable?

**Response:**     **This would have to be negotiated between the parties.**

**Question:**     16. How much lead-time will selected agencies have to prepare for interviews?

**Response:**     **We will give as much lead time as is possible.**

**Question:**     17. Please provide a list of current vendors, respective rates, and how many providers were provided by your current vendors.

**Response:**     **See above answers.**

**Question:**     18. Are therapists required to utilize a service log to notate direct and indirect services hours?

**Response:**     **yes**

**Question:**     19. Is the district open to new graduates?

**Response:**     **If they are certified and licensed to work in a school district, yes.**

**Question:**     20. Will the district provide supervision for new graduates?

**Response:**     **No**

2/22/2017 11:32 AM

**Question:**     Do the forms labeled Attachment A need to be included in our proposal, or will they be executed at a later time with awarded vendors? Same question for the Professional Services Agreement template.

**Response:**     **Attachment A forms should be executed and included in the proposal. The professional services agreement does not have to be executed and included in proposal.**

2/23/2017 4:49 PM

Question: I need attachment B. If someone could please email it to me or post on ebidexchange, that would be helpful.

Response: **Attachment B is the professional services agreement and is already included in RFP.**

2/24/2017

Question: 1) How many vendors received this request for RFP?

Response: **Unknown**

Question: 2) Would you award a MSP agreement for a firm to manage all temporary staffing if they propose a competitive pricing plan, and if that firm is capable of staffing all positions?

Response: **Depends on the proposals received**

Question: How many temporary staffing vendors do you currently have?

Response: **For psychological services none**

Question: 4) How many School Psychologists are you seeking in total?

Response: **We are not seeking a certain number of people but rather service hours.**

Question: 5) What is the current salary range for School Psychologists? How many days of vacation and sick time do they receive?

Response: **Not applicable. This contract is for work performed.**

Question: 6) Have you contracted for school psychology services in the past?

Response: **Yes, see above answers.**

Question: What was the rate per hour you were billed?

Response: **See above answers**

Question: 7) How many Full-Time Equivalent (FTE) school psychologists were utilized in 2015 to 2016 school year?

Response: **less than 1.**

Question: 8) In regards to supervision, what type of oversight is provided by the school system?

Response: **The Director of Special Education and the supervisor for the psychologists or their designees.**

**Question:** 9) How are awarded firms notified of individual needs for providers?

**Response:** See answer above

**Question:** Regarding Qualifications #7, how many providers are you looking to see for evidence of sufficient staff?

**Response:** Providers sufficient to provide the District services to satisfy its needs and the needs of the students.

**City of  
Waterbury  
COPY**

**School  
Psychological  
Services**

**Bid 5721**



**Delta-T Group  
Hartford, Inc.  
101 Centerpoint Drive,  
Suite 100  
Middletown, CT 06457**

**(860) 529-2554**

**For Questions, please contact:  
Rachana Patel, Vice President  
(484) 919-1752 / rpatel@deltatg.com**

**[www.deltatgroup.com](http://www.deltatgroup.com)**

March 6, 2017

Mr. Rocco Orso  
Director of Purchasing  
City of Waterbury  
235 Grand Street  
Waterbury, CT 06702

**RE: Bid 5721 for School Psychological Services**

Dear Mr. Orso:

Delta-T Group Hartford, Inc. (Delta-T) is pleased to submit the requested information and documentation in support of our interest to provide the School District of the City of Waterbury (Waterbury) with School Psychological Services.

As highlighted in our response, Delta-T offers requisite experience in providing similar scope and similar services to school districts in Connecticut and nationwide. We have the infrastructure and depth to provide readily available school psychologist that possess the skills, education, and experience to serve your students expertly.

For over twenty years, Delta-T has been providing staffing services in the educational and behavior healthcare industries. In that time, we have been able to refine our processes for cost efficiency, while maintaining an unparalleled level of personal attention to and for each client. Ours is a complete end-to-end solution for Waterbury that includes recruiting and screening, daily scheduling, managing all HR functions, and providing data analytics and consulting to help you identify and address issues.

Delta-T helps you achieve your objectives through:

- A local Customer Support team to quickly handle any necessary challenges, such as filling expected or unexpected absences.
- Staffing based on your needs.
- Comprehensive and targeted recruiting strategies built of our 20+ year history identifying and engaging quality professionals
- Program metrics that provide objective assessment of our performance coupled with high-powered data analytics for insight into your any absenteeism trends.
- A 24-hour hotline to report security issues or incidents

Balancing limited budgets with quality education and staffing is a formidable task. Delta-T offers you access to quality talent across the key skillsets needed to run your operations, reducing time spent on recruiting, hiring, and scheduling. Further, we embrace diversity staffing and understand the importance of cultural awareness in our training and staffing activities.

If you have any questions, comments, concerns or require further information, please contact our designees:

**RFP & Contract Negotiation Designee:**

Rachana Patel, Esq.  
Vice-President  
950 Haverford Rd., Suite 200  
Bryn Mawr, PA 19010  
T: (484) 919-1752 / F: (215) 220-2669  
E: rpatel@deltatg.com

**Program Manager:**

Joshua Plourde  
Manager  
101 Centerpoint Drive, Suite 100  
Middletown, CT 06457  
T: (877) 384-2885 / F: (860) 529-2250  
E: jplourde@deltatg.com



**Representations:** This proposal is valid for a period of 120 days. Delta-T Group Hartford, Inc. is a CT-based company and compliant with local, state and federal regulations.

Should you have any questions or wish for us to make an oral presentation of our capabilities, please feel free to contact Rachana Patel at (484) 919-1752. Thank you for your consideration and we look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to be "Erica", followed by a long, horizontal, slightly wavy line that extends to the right.

Erica Vanaver  
Proposal Administrator



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## Section 1 – Proposer Information

<b>A. Firm Name</b>	Delta-T Group Hartford, Inc.
<b>B. Permanent Main Office Address</b>	101 Centerpoint Drive, Suite 100 Suite 100 Middletown, CT 06457
<b>C. Date Firm Organized</b>	June 27, 2000
<b>D. Legal Form of Ownership</b>	Private, for-profit corporation
<b>E. How Many Years Have You Been Engaged in Services You Provide Under Your Present Name?</b>	17 (Delta-T Group, Inc., 28)

### **F. Names, Titles, Reporting Relationships, Background and Experience of the Principal Members of Your Organization, Including Officers**

Please see biographical information of our key members below, as well as our Organizational Chart, on the pages that follow.

#### **Rachana Patel, Esq., Vice President**

Rachana Patel has been with Delta-T for over 20 years serving in many capacities, including Corporate Counsel, Risk Management Officer, and most recently overseeing Strategic Initiatives as a member of the Executive Team. Her role would involve:

- Review and approval of all RFP-related documentation, contracts and negotiations
- Handling escalated operational and legal concerns
- Reporting to Ownership on contract's progress, key issues, services and other relevant matters

#### **Joshua Plourde, District Manager**

Joshua is a graduate of Charter Oak State College and has been with Delta-T for nearly seven years. He is an eager and dedicated manager, handling projects for school clients throughout the state of Connecticut. He will take on project responsibility a sense of urgency and a commitment to stellar service. Among his duties will be:

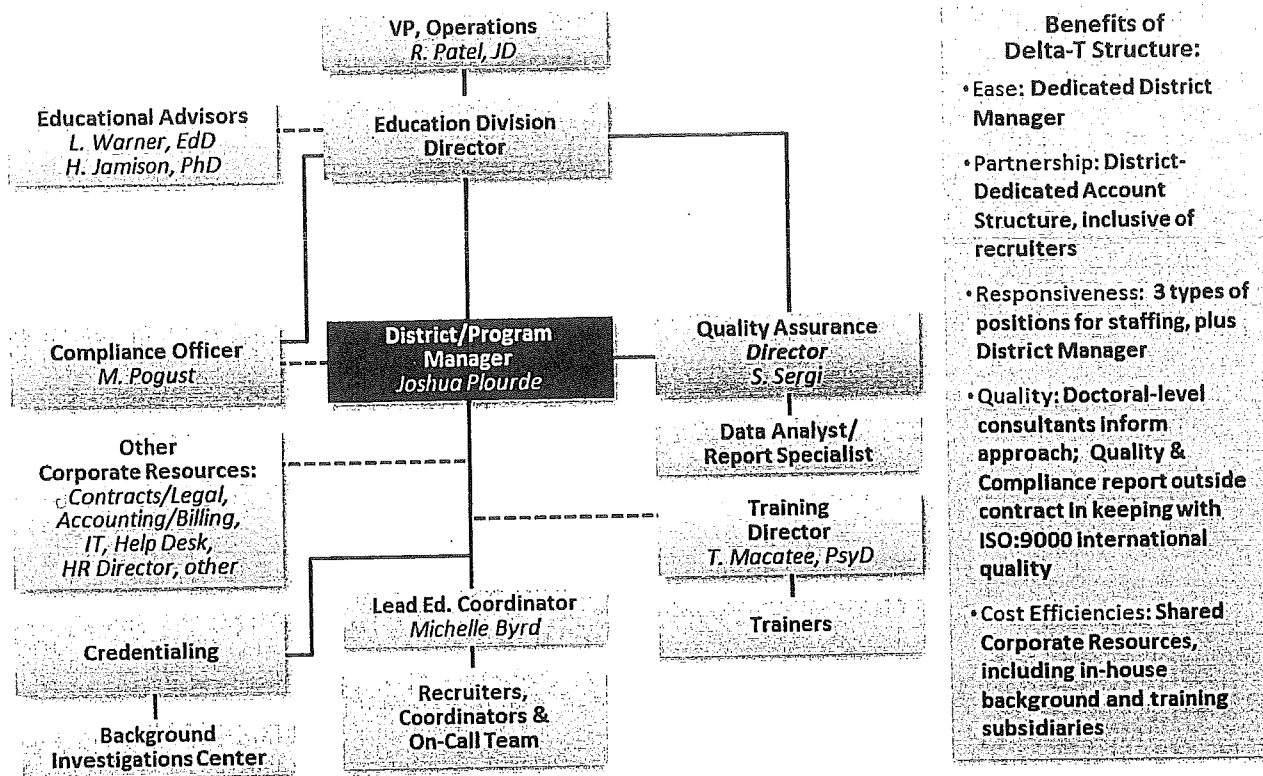
- Overseeing the strategic initial development and implementation of operations
- Managing the Recruiting and Staffing Process
- Execute on the Staffing, Billing and Credentialing functions according to Company core-processes and standard operating procedures.
- Report on key performance indicators/metrics and provide monthly/quarterly/annual reports to Delta-T Senior Management Team and WPS Designee.
- Oversee the day-to-day management of the Substitute Services Program.
- Responsible for managing the relationship with WPS designees overseeing the program.

### Michelle Byrd, Lead Education Staffing Coordinator

Responsible for overseeing the Staffing Coordinators assigned to WPS in the staffing, credentialing, recruiting and management of customer service of the bus monitors and transportation assistants.

Michelle has been with Delta-T for over 11 years. Her role would include:

- Regular communication with the assigned Coordinators delivery on contract requirements
- Work with designated Coordinators to oversee the staffing.



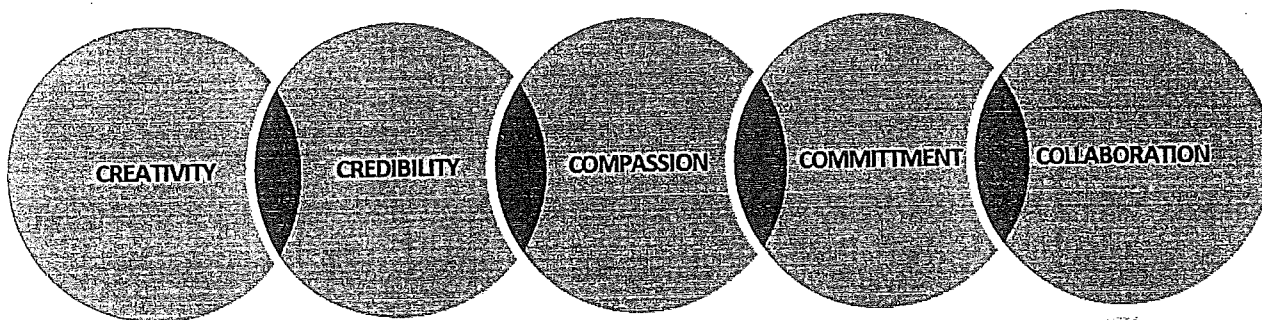
## Section 2 – Experience, Expertise, and Capabilities

### Philosophy Statement and Business Focus

Incorporated in 2000, Delta-T Group Hartford, Inc. is dedicated to providing educational, physical, behavioral, and mental health services. Our mission is to provide cost-effective, reliable, and innovative solutions for social services, behavioral health, allied health and special educational staffing, for the betterment of those needing care and support by fostering positive relationships with our clients and staffed professionals in order to grow strategically and improve services with each new project. We aim to make a difference in the lives of our clients' families and children by providing occupational, physical, speech, special education teachers, nurses, and other service professionals.

Delta-T has partnered with public and private schools, regional consortiums, intermediate units, and state agencies to provide school-based pediatric education services. On a daily basis, Delta-T provides over 2,500 professionals to clients in all levels of government (local, state and federal), the United States Armed Forces, non-profit organizations, educational, medical, and correctional facilities. We are proud to serve those who educate, counsel, treat and care for children and families in need. Passion for our work is imbued into every aspect of what we do, a passion supported by ownership and upper management.

To ensure that only the most qualified psychologists are provided to meet district needs, we have created a rigorous staffing approach that includes in-depth interviews to ensure that they are a good fit for your student population. We obtain psychologist commitments for the length of the school year and beyond to ensure continuity.



**Creativity** – Encouraging new ideas, techniques and technology to improve and streamline processes

**Credibility** – Acting with integrity, accountability and trustworthiness in all internal and external functions

**Compassion** – Treating all those who receive care through our professionals with respect and understanding

**Commitment** – A focus on quality, responsiveness and a passion for giving 100%

**Collaboration** – A diverse team environment built on enthusiasm and professionalism

### Our Professionals:

- Behavioral Analysts (BCBA, ABA)
- Behavioral Health Specialists (Master Level)
- Case Managers
- Certified Nursing Assistants
- Child Study Teams
- Educational Diagnosticians
- Guidance Counselors
- IEP Aides
- Instructional Aides
- Licensed Practical/Vocational Nurses
- Licensed Professional Counselors
- Mental Health Workers (Non-Degreed)
- Non-Instructional Aides
- Nurse Practitioners
- Occupational Therapists
- Physical Therapists
- Psychologists
- Recreation Therapists
- Registered Nurses
- School Psychologists
- Social Workers
- Special Education Teachers
- Speech Therapists & Audiologists
- Substitute Teachers
- Therapeutic Aides
- Therapeutic Staff Support

### Summary of Relevant Experience

Please see a complete listing of the schools for which Delta-T Hartford, Inc. has provided services for in the past three years is located in the Appendix. Because of our roots in Connecticut schools and the relationships we have cultivated, we have multiple contacts in Connecticut schools, and can supply specific confirmation for specific schools that Waterbury would be interested in contacting upon request.

### Personnel Listing

Please see a complete listing of resumes proposed for this project in the Appendix.

### Conflict of Interest

There are no current (within the last three years) business, financial, personal, or other types of relationships which may pose a conflict of interest.

## Section 3 – Statement of Qualifications and Work Plan

### Qualifications

Delta-T Group's Education Division provides services in public schools, non-public schools, regional education services consortia, charter schools, school-based community programs, alternative school programs, afterschool programs, wrap-around programs, and programs for homebound students.

Through our extensive experience in the industry we have fine-tuned our processes and strategies to minimize risk and maximize positive outcomes for our clients and those in needs of services. Frequent and timely communications further supports your objectives and enables us to properly assess your needs and meet them within expected timelines.

With over 25 years in this niche industry and market, we have honed our ability to provide the right candidates with the best skills quickly, maintaining quality service through the development of significant in-house resources. Among these are:

- Background check center - Accutrace (inclusive of primary source verification and FBI clearances; criminal, sex offender, drug and child abuse) to include compliance with all local, state and federal requirements
- On-Call/After-Hours Dispatch Center for client support around the clock support
- Quality Control and Compliance Directors

Our management structure is geared towards meeting our client's objectives while placing an emphasis on collaboration and care. Instead of every member of the staffing team supporting a wide variety of clients, we foster the creation of functional teams who primarily work on a particular sector. Our School Based Services Team is further broken down into different work-codes so that each team has a detailed understanding of their specialization and a readily accessible network or group of providers within that focus area. This allows us to make rapid referrals matched to your needs.

We believe that the advantages of our team are both our un-paralleled understanding of your need for qualified personnel, and our ability to offer you exemplary service. Our thorough screening of candidates ensures that we have identified only the most caring and highly-qualified professionals. This process allows us to reinforce our expectation and the underlying premise that occupational and physical therapy is not merely a job, and those that follow are dedicated to making a difference in the lives of the children they support.

Aside from the requisite education and experience, a high-performing psychologist should possess **five key characteristics** to ensure that they are the best candidates for Delta-T and our clients. These traits are ferreted out during our behavioral screening process, which in part involves hypothetical questions, screening assessment questionnaires, and detailed reference checks:

1. **Patient-focused:** A high-performing psychologist must recognize that his or her objective is always to provide superior therapy to his or her students. The health and well-being of assigned students should be the foremost goal for every task he or she undertakes.
2. **Collaboration:** A high-performing psychologist needs to be able to work in concert with a team, whether it is other behavioral and medical staff, an IEP team, or a Related Services Team. He or she must be able to work cooperatively.
3. **Safety:** A high-performing psychologist has to constantly be on guard to ensure best safety practices are always used. This can be in relation to Universal Precautions, continuing education to keep skills fresh, oversight, and care of equipment and materials, and preparations for any emergencies.
4. **Efficiency:** A high-performing psychologist has to work towards reducing waste, whether it is time, money, human resources, supplies, or equipment.
5. **Respect:** Regardless of the school or students served, a high-performing psychologist has to demonstrate respect for his or her patients, and the environment in which they work. Discrimination, intolerance, inappropriate language, and indifference are not acceptable behaviors for contractors who work under Delta-T.

## Work Plan

At Delta-T, we understand that providing a staff member to a school system is not a one-step transaction, but a partnership. We recognize that giving a child and opportunity to succeed is both a privilege and a responsibility. To that end, we will work with you and your staff to expertly match your needs with a highly qualified clinician. We will provide qualified professionals in appropriate numbers to meet needs. We will continue to provide support throughout the assignment to ensure a positive experience and optimal results for the school district and, most importantly, the children. All psychologists will comply with all state, federal and District policies and requirements. All psychologists will evaluate referred students and determine eligibility for services following Waterbury therapy standard of practice entrance/exit guidelines.

All of the candidates we will supply to the District have prior experience in conducting assessments in educational settings. They understand the basis of the teacher interview and identifying students for further assessment. They are familiar with the components of pediatric screenings and the documentation resulting from such, identifying information, screening results and recommendations, re-screening recommendations, assessment or referral.

We will provide qualified professionals in appropriate numbers to meet needs. We will continue to provide support throughout the assignment to ensure a positive experience and optimal results for the school district and, most importantly, the children. All psychologists and behavior healthcare staff will comply with all state, federal and District policies and requirements.

## Recruiting and Assigning Staff

A hallmark of our success is the methodology by which we recruit, train, assign, and maintain our professional staff. To ensure that only the most qualified professionals are provided to meet your needs, Delta-T will apply our rigorous staffing methodology, which includes:

- An expansive network qualified potential candidates
- Detailed interviews
- Orientation and training
- Supervision
- Reporting and tracking
- Overall assessment of service

### *Replacements*

If at any time a professional does not meet the expectations of Waterbury, the parents, or any relevant stakeholders, Delta-T will provide a replacement that is fully credentialed and able to handle the demands of the role in a timely manner. We will also hold in reserve pre-qualified substitutes who can replace an assigned psychologist for short absences due to illness, emergencies, etc. in order to mitigate any coverage gaps.

## Screening & Credentialing

Our Staffing Coordinators and the Quality Assurance (QA) Team work cooperatively to find and credential candidates who show the most potential for meeting the client's needs.

- **Screening Interview** – Our trained staffing coordinators conduct screening interviews for all potential candidates to ensure that they meet your minimum requirements. The staffing coordinator will gather all credential information for the candidate during the interview. Each individual is required to complete a detailed checklist of his or her skills to enable us to make the proper match.
- **Reference Checking** – We require a minimum of three professional references (e.g., direct supervisors with at least one year of experience with the professional) from each candidate, and we contact the references for verification.

- **Degree, Licensure, Certification and Verification**—We primary-source verify the highest educational degree provided for each candidate; we contact either the issuing college/university or an approved third-party vendor for verification. The QA team also requires that licenses and certifications (CPR, First Aid, PALS, etc.) be primary-source verified annually.
- **Criminal Background Checks** — All candidates must submit to a DOE Criminal Background Check and/or FBI fingerprint and background check, according to state and/or district policies. Subsequent checks are done annually.
- **Sex Offender Checks** — All candidates are subject to a nationwide and State Sex Offender Registry check.
- **Customized Credentialing** — Delta-T will work closely with the District to ensure that any required certifications or screenings (such as First Aid, CPR, TB, driver's license verification, etc.) are current. Verification and copies of all credentials and test results are kept on file in accordance with HIPAA regulations.

Any training or professional development that our professionals undertake that is required by the District will be tracked by our Quality Assurance team and alerts will be sent to our professionals when those qualifications are near to their expiration dates.



## Communications

Our professionals provide proactive, timely, and thorough communications via telephone calls to parents, in-person at meetings, and other conversations as needed. Regular documentation enables our team to provide frequent communication to all stakeholders regarding the status of our service delivery.

<b>Weekly Conversations</b>	<ul style="list-style-type: none"> <li>▪ Update on activities, issues, special events; professional and the District view of support/service</li> <li>▪ Review incident reporting and other documentation for accuracy</li> <li>▪ Review weekly log</li> <li>▪ Re-credentialing reminders</li> <li>▪ Continuous improvement</li> </ul>
<b>Monthly and Quarterly Trend Reviews</b>	<ul style="list-style-type: none"> <li>▪ Assess relationship within trends; change professionals if needed</li> <li>▪ Forecast scheduling to minimize absences</li> <li>▪ Identify goals/priorities for upcoming period</li> </ul>
<b>Annual Performance Reviews</b>	<ul style="list-style-type: none"> <li>▪ Assessment, accolades, professional enhancement</li> </ul>
<b>As-Needed</b>	<ul style="list-style-type: none"> <li>▪ Address issues before they escalate</li> <li>▪ Routine communications and updates</li> </ul>

To ensure that we continue our record of superior customer service, our account managers are available 24/7 and are responsible for the following personnel and scheduling:

- Site Administrator for regular site visits and meetings
- School customer service team, available during school hours—starting at 6:30 a.m.—to handle call-outs
- Regularly scheduled visits with the Board personnel to address concerns up front
- Spot-visits (in collaboration with school personnel, to minimize disruption to services and students)
- Orientation for all professionals, including review of school policies, and reporting and documentation expectations

### *Problem Resolution Strategy \*

<b>Problem</b>	<b>Delta-T Solution</b>
<b>Staff Retention</b>	Delta-T performs evaluative interviews with our professionals at the end of a contract to determine how satisfied they were with our responsiveness to their needs, the quality of the assignment, compensation and other factors. Delta-T personnel also provide continuous feedback to the Project Manager and Upper Management regarding the positives and negatives of a contract, any received complaints, the effectiveness of strategies, the functionality of our websites and online application systems, as well as any issues they may have with their job responsibilities.
<b>Last Minute Staffing Needs</b>	<p>Delta-T has staff on-call 24/7 that is qualified to provide additional staffing and is up-to-date on your current Delta-T staffing schedules. If a District staff member is unable to report to work due to illness or emergency, we are able to quickly source and fill the gap with a qualified and credentialed replacement.</p> <p>For Delta-T staffed positions, a pool of substitutes is pre-established prior to the start of school to handle last minute fills.</p>
<b>Improper Fit with Delta-T Professional</b>	In the unfortunate and unavoidable circumstance we need to address a not proper fit situation due to any reason we are prepared to implement an appropriate plan for any psychologists not meeting District or family expectations, including but not limited to replacement of psychologists in as little as 24 hours. This streamlined and quick action approach ensures that a child's care is not jeopardized with policy and process.

Questions or Concerns	Aside from the On-Call team, managers are also available around the clock to handle escalated issues or more complex questions. Upon start of services, all contact information for your District's team will be provided.
Responses to Critical Incidents	Delta-T monitors the quality of the services that we provide, from the handling of the initial request to the completion of the project. The Project Manager will review with Quality Assurance the outcomes of the project, any incidents, and any necessary follow-up.

### *Quality Improvement & Data Collection*

Delta-T strives for excellence by continuous monitoring of protocols and strategies, looking for ways in which we can improve to streamline effectiveness for client satisfaction. This improvement cannot be properly assessed and increased without the proper parameters. Our QI work plan consists of key program indicators that need to be evaluated during the life of the project, the benchmarks, data collection goals, reports and methodology. Elements to be included in the plan are key program indicators in the following areas:

- **Client satisfaction**—Delta-T measures client satisfaction by providing each client with a satisfaction survey instrument. This may be submitted via email or the mail. The survey assesses the client's satisfaction with Delta-T's service delivery including availability of staffing coordinators, managers, the On-Call team, the quality of professionals provided and the quality of services rendered.
- **Compliments and complaints**—Delta-T provides a mechanism for customers to express comments related to care, service, or confidentiality, to have concerns thoroughly investigated, to receive a timely, comprehensive, and professional response to concerns, and to receive an appeal when there is an adverse decision. The Delta-T staff member who receives the complaint completes a Customer Comment Form. Customer comments are tracked and trended to facilitate the improvement of operations and staff performance in an effort to achieve the highest level of customer satisfaction and care.

### **Psychological Services**

- Psychologist will hold all current certifications and licensures and will have a current fingerprint clearance card for the state of CT is required.
- Psychologist will conduct psychological evaluations, record all results, and make referrals for any additional testing and will comply with all district standards.
- Psychologist will be familiar with current assessment tools and techniques that are used to determine eligibility for support services.
- Psychologist will provide individual and/or group counseling services to students as indicated in the student's IEP.
- Psychologist will serve as a member of the multi-disciplinary team. Psychologist will be able to interpret assessment results and will provide information to the multi-disciplinary team for determining eligibility for education support services in accordance with Waterbury requirements. Psychologist will facilitate multi-disciplinary team meetings, take meeting notes and complete the multi-disciplinary team report.
- Psychologist will consult with teachers regarding student behavior and academic achievement.

### **Additional Requirements**

- All candidates will have National Provider Identification Number (NPI) and will submit data for Medicaid (MIPS) reporting requirements as applicable.
- Provided staff will follow the districts hours and calendars.
- Provided staff will follow all district policies and procedures as required.
- Provided staff will have test kits/therapy materials as required.
- A purchase order will be required prior to any delivery of services.
- Waterbury Contractor New Hire packet will be completed prior to any services being performed as required.

## Services Expected of the City

- The City shall provide a designee or designees for all contract negotiations, renewals, meetings, billing, and project oversight.
- The City shall review and approve suitable psychologist candidates as supplied by Delta-T for positions within the Waterbury School District.
- The City's designees shall provide specifics on the types of positions that need to be filled, that is, hours (full-time or part-time), location of school to be served, orientations, school entry requirements (ID, etc.), and other information related to starting the assignment.
- The City shall ensure that the staffed psychologists have sufficient space, equipment and materials with which to perform their duties.
- The City designee/s should allot reasonable time to liaise with Delta-T designees in order to give and receive feedback on the progress of the contract, any problems, questions or concerns.
- The City shall make Delta-T aware of any school closings, emergencies, threats, hazards or warnings (impending or immediate) that will affect school hours, the safety of our staffed professionals, the stability of buildings in which our professionals will work or will affect their ability to properly perform their job functions.

## Section 4 – Cost Schedule

Please see the Cost Schedule, provided in a separate envelope.

## Section 5 – Information Regarding: Failure to Complete Work, Default, and Litigation

**A. Have you ever failed to complete any work awarded to you? If so, where and why?**

Delta-T Group Hartford, Inc., has not failed to complete any work awarded.

**B. Have you ever defaulted on a contract? If so, where and why?**

Delta-T has never defaulted on a contract.

**C. Is there pending litigation which could affect your organization's ability to perform this agreement? If so, please describe.**

There is no pending litigation that could affect Delta-T's ability to perform this agreement.

**D. Has your firm ever had a contract terminated for cause within the past five years? If yes, provide details.**

Delta-T has not had a contract terminated for cause within the past five years.

**E. Has your firm been named in a lawsuit related to errors and omissions within the past five years? If yes, provide details.**

Delta-T has not been named in any lawsuit related to errors and omissions within the past five years.

**F. During the past seven years, has your firm ever filed for protection under the Federal bankruptcy laws? If yes, provide details.**

Delta-T has not filed for protection under Federal bankruptcy laws.

**G. Have you ever exceeded the amount of the contract you were awarded? If so, provide the details of what happened.**

Because our services are purchase order based, Delta-T has not ever exceeded the amount of a contract we were awarded.

**H. Are there any there any other factors or information that could affect your firm's ability to provide the services being sought about which the City should be aware?**

There are no other factors that could affect Delta-T's ability to provide services on this contract.

## Section 6 – Exceptions and Alternatives

Delta-T Group Hartford, Inc., has no exceptions or proposed alternatives.

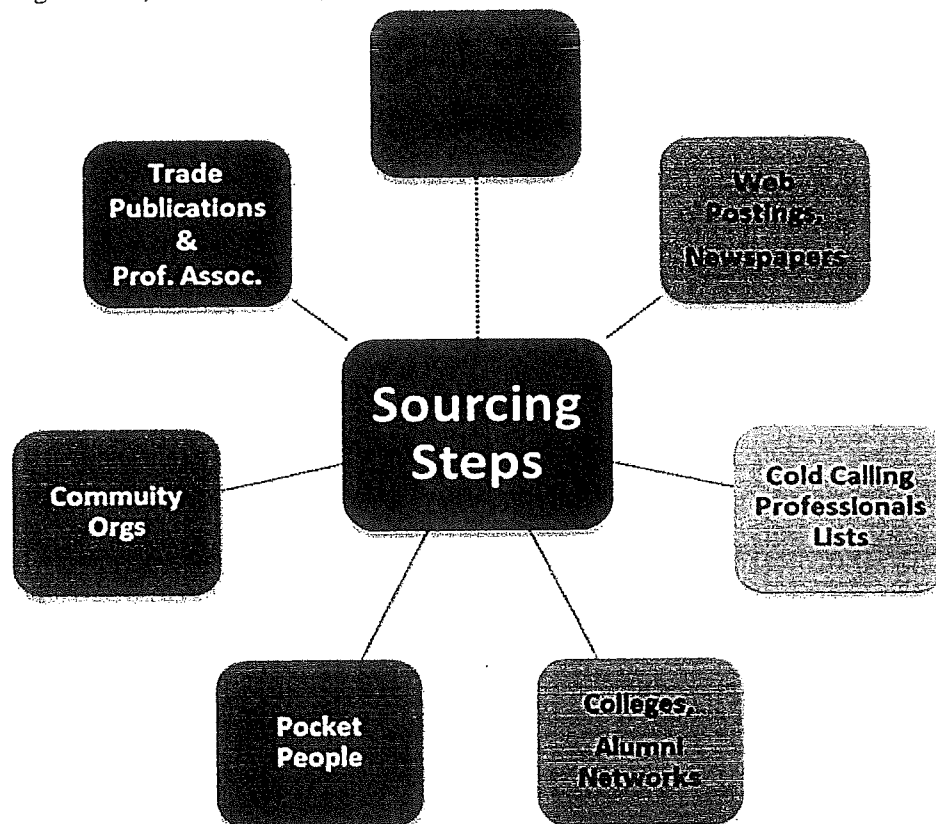
## Section 7 – Additional Data

Waterbury's staffing needs and desires include the retention of its best staff (i.e., proven incumbent hires with excellent or above average evaluations) and recruitment of new staff to ensure full coverage at all times.

In addition to the candidates presented in this proposal, Delta-T can quickly build and maintain a back-up pool by:

- ▲ Assigning a dedicated recruiter for the district
- ▲ Assigning a Rapid Response Recruiting teams to respond more aggressively to meet timeframes and fill rates or specialized recruitment needs.
- ▲ Floater Stand-by pool reflecting 30% overage of District's stated needs as risk management, further ensuring fill rates as required by the District.

Delta-T anticipates that we will fill the majority of your needs among those we know and trust: Proven incumbent hires, our existing database, retired teachers, and recruitment from in and around the community.

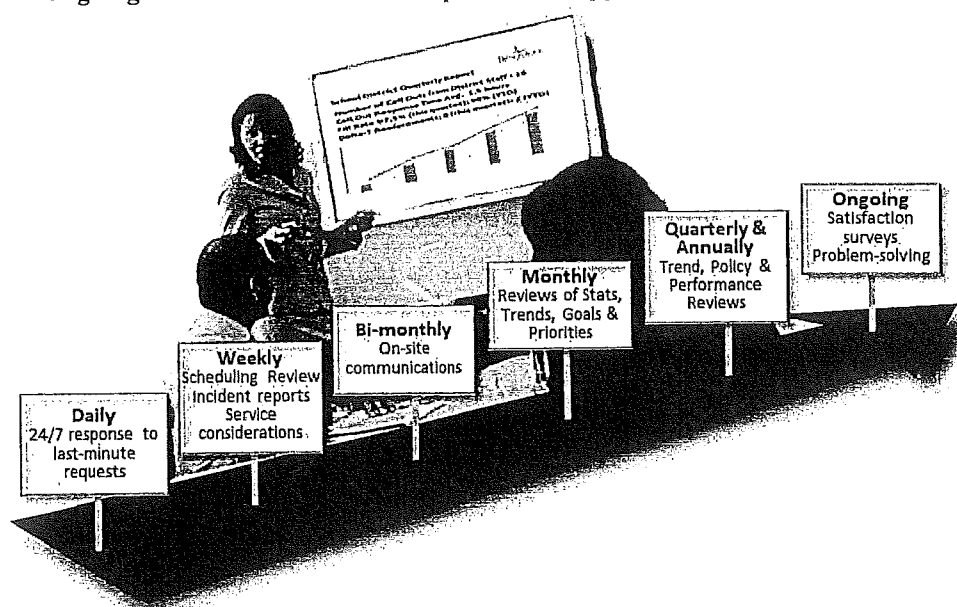


As indicated throughout this proposal, we provide ongoing, rapid communication with Waterbury to fill needs and dynamically adjust to changing requirements to provide the highest quality service with the lowest risk (e.g., from 24/7 on call through weekly meetings and ongoing analysis and reporting).

The management philosophy supporting that is our application of Agile Management. This philosophy promotes close collaboration for incremental, ongoing adjustments to services and processes (versus delivery of product or service after months of work, *then* receiving client input). Specifically, our philosophy has the following attributes:

- **Incremental Growth.** Our incremental style of service development and management correlates to the incremental addition of requests as needs change, min/max changes; and as our contract progresses and relationships mature
- **Partnership.** Emphasis on people, not processes -- and more so, partnerships -- supports the intense collaboration school districts require particularly during contract startup and for ongoing communications with principals, department leads, and teachers. That partnership provides the inputs we need to translate into tactical processes for prompt, right-fit-the-first time responses
- **"Show As You Go."** Ongoing communications internally among the district team and externally with District personnel at varying levels creates a partnership that's dedicated to customer satisfaction at all levels.
- **Low Risk:** Management adjustments incrementally as we respond to requests and as our relationship with you matures lowers risks in responsive, best-fit delivery of substitute services, yielding the most effective, efficient support in terms of positive learning outcomes and cost savings.

#### Ongoing Communications on Multiple Levels Supports Ability to Adjust Quickly



Ongoing communication and reporting provides meaningful data that can support personnel and budget forecasting; and might support policy changes that result in a more efficient and effective contract management system. For example, data we customize for monthly reports can support:

- Better collection and monitoring of teacher absenteeism data that leads to reduced absenteeism.
- Better monitoring of the frequency of Monday and Friday absences, reasons for absences, etc. help to identify causes of absenteeism.
- Better understanding of the reasons for absences can lead to possible changes in sick and personal leave policies, which may reduce absenteeism.

Internally, Delta-T team members communicate just as frequently via routine daily communications; formal weekly project meetings to review operations, case reviews, discuss concerns; monthly client satisfaction reviews; and



quarterly and annual data and policy reviews to support quality improvement of our services; and forecasting and other program-level activities for your district.

Because of such frequent and close collaboration with Waterbury and amongst ourselves, problems that arise can be identified and resolved quickly, before they escalate. Our ability to address issues also is grounded in:

- Nimble size and structure to draw on our entire organization's expertise: It's likely that we've addressed a similar issue over 25 years and 600 districts nationwide so that we can quickly draw on that and apply it to your District's issue.
- Best practices and lessons learned are institutionalized through monthly meetings of our Project Team
- Educational and child development experts at the ready for subject matter advice, including additional training expertise needed
- Intense customer service commitment. Every member of our team is focused on the quality of our services and the populations served.

## Appendix

- Candidate Resumes
- Delta-T Hartford School Client List
- Attachment A, Annual Statement of Financial Interest
- Attachment A, Certification Regarding Debarment, Suspension, Ineligibility, and Exclusion
- Attachment A, Disclosure and Certification Affidavit Regarding Outstanding Obligations to the City of Waterbury
- Attachment C, Addenda Acknowledgment
- Certificate of Insurance

*School Psychologist Vernessa*

Delta-T Group Hartford, Inc.  
101 Centerpoint Drive, Suite 100  
Middletown, CT 06457

**\*\*Profile\*\***

School psychologist skilled in the cognitive, achievement, and social/emotional assessment of preschool through high school students. Expertise in the areas of classroom management, crisis intervention, individual/group counseling, teacher/parent presentations, and pre-referral interventions. Additionally, accomplished in demonstrating an understanding of the teaching/learning processes, particularly in mathematics. Skilled in academic task analysis to assist students in sequential learning strategies.

**\*\*Education/Certification\*\***

Simmons College, Boston, Mass, Education/Special Education, BS, 1977, with Honors

Southern Connecticut State Univ, New Haven, CT, MS, 1990, School Psychology

Southern Connecticut State Univ, New Haven, Ct, Sixth Year Degree, 1993, School Psychology

Professional Educator Certificate, State of Connecticut, 1/2015-1/2020:

PreK-Grade 8, Regular and Special Education Teacher

PreK-Grade 12, School Psychologist

Youth Mental Health First Aid, National Coun. for Community Behavioral Health, October 2013

**\*\*Professional Experience\*\***

School Psychologist - Bristol Central High School, Bristol, CT, August 2001 to June 2016

Best Buddies Faculty Advisor

Adjunct Instructor-Tunxis Community College, Farmington, CT,

September 2005 to December 2014

Instructor in the Academic Strategies Department

School Psychologist-New Haven Public Schools, New Haven, Ct, September 1991-June 2001

Teacher-New Haven Public Schools, New Haven, Ct, September 1979-June 1991

**\*\*Affiliations/Recognition\*\***

Connecticut Association of School Psychologists

Selected as the 2009 School Psychologist of the Year for Connecticut

National Association of School Psychologists

National Educators Association  
Alpha Kappa Alpha Sorority Incorporated  
American Federation of Teachers

**\*\*References\*\***

Excellent professional references available upon request

January 2017



Governor Dannel P. Malloy

Go



# CONNECTICUT STATE DEPARTMENT OF EDUCATION

## Educator Search Information

\*Last Name: Elder

\*First Name: Vernessa

OPTIONAL(Search Within A District)

District: ALL

AND

\*Requestors Email: srutkowski@deltatg.com

Clear

Search

\* Indicates Required Field

## Educators Found

#	LastName	FirstName	District	
1	ELDER	VERNESSA	--	Select

## Summary of Selected Educator Active And Expired Certificate Info:

Name	District	Endorsements Held	Certificate Type	Status	Valid From	Valid To
ELDER, VERNESSA	--	003-PRE-K THROUGH GRADE 3 006-GRADES 4 THROUGH 8 065-COMPREHENSIVE SPECIAL EDUCATION, PRE-K THROUGH GRADE 12 070-SCHOOL PSYCHOLOGIST	PROFESSIONAL EDUCATOR	ACTIVE	1/17/2015	1/16/2020

## Disclaimer

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## School Psychologist Doreen

### EDUCATION

University of Hartford, West Hartford, Connecticut  
*School Psychology Specialist Degree* (May 2001)  
*M.S. in School Psychology*, Magna cum laude (May 2000)

College of the Holy Cross, Worcester, Massachusetts  
*B.A. in Psychology* (May 1996)

### PROFESSIONAL TRAINING

Simsbury High School, Simsbury, Connecticut  
Squadron Line Elementary School, Simsbury, Connecticut  
*School Psychology Internship*, 1200 Hours (2000-2001)  
Conducted psychological evaluations (cognitive/personality/behavioral);  
Provided individual and group counseling; Co-facilitated groups with  
school psychologist for high school students with emotional/behavioral  
difficulties; Co-facilitated peer group with social worker; Co-facilitated  
pragmatic/functional language group with speech and language  
pathologist; Co-facilitated and conducted social skills groups for  
elementary school students with Asperger's Syndrome; Presented results  
from evaluations at PPT meetings; Consulted with teachers, parents, and  
administrators to develop appropriate educational and behavioral  
interventions

Pine Grove Elementary School, Avon, Connecticut  
Roaring Brook Elementary School, Avon, Connecticut  
*School Psychology Practicum*, 600 Hours (1999-2000)  
Conducted psychological evaluations (cognitive/personality/behavioral);  
Co-facilitated and conducted social skills groups with school counselor;  
Presented results from evaluations at PPT meetings; Conducted  
functional behavioral assessments and consulted with teachers,  
administrators, and parents to develop appropriate behavior plans for  
students

### EMPLOYMENT

Vogel-Wetmore Elementary School, Torrington, Connecticut  
*School Psychologist* (2002-2013)  
*Special Education/Pupil Personnel Coordinator* (2005-2013)  
Conducted psychological evaluations (cognitive, personality,  
behavioral); Counseled both regular education and special education  
students; Consulted with teachers, parents, and administrators to develop  
behavior plans; Conducted social skills groups in the regular classroom;  
Co-facilitated boys' group with Family Resource Coordinator;  
Co-Advisor for Student Council (2 years); Conducted social skills groups  
for students in district-wide behavior program; Collaborated with  
administrators, teachers, and support staff to develop pre-referral  
strategies and monitor students through Child Intervention Team;

Assisted in developing "Student Emergency Intervention Plan"; Maintained and updated master list of special education students and corresponding case managers, including disability categories, special education and related service hours, triennial dates, and CMT accommodations, as well as history of early intervention; Trained special education and pupil personnel staff in PPT process and paperwork to increase flexibility and independence of team members; Presented workshops to parents on Conscious Discipline and Positive Parenting Skills; Assisted with Crisis Intervention

**Southeast Alternative High School**  
***School Psychologist (2001-2002)***

Evaluated and counseled socially, emotionally, and behaviorally challenged students; Developed and assisted teachers with implementation of behavior plans; Evaluated Torrington Middle School students; Presented results and determined eligibility at meetings with Torrington Middle School Planning and Placement Team (assisted with TMS psychologist's caseload); Conducted detailed clinical interview/behavioral evaluation of Torrington Middle School student and presented results at PPT meeting (as part of a special case/in-district independent evaluation per parent request)

**ADDITIONAL  
EMPLOYMENT/  
EXPERIENCE WITH  
CHILDREN**

**Avon High School, Avon, Connecticut**  
***Summer School Teacher (1999-2000)***

Taught Algebra I Review and Geometry Review classes to 9<sup>th</sup> and 10<sup>th</sup> grade students

**King Philip Middle School, West Hartford, Connecticut**  
***Special Education Teaching Assistant (1998)***

Worked with 6<sup>th</sup> grade special education students; Assisted teachers with classroom instruction; Tutored students individually in Math and Language Arts; Substituted for teachers when necessary

**Roger Wolcott School, Windsor, Connecticut**  
***Special Education Paraprofessional (1998)***

Worked with 5-year-old special education/special needs children during summer school program; Assisted teachers with classroom instruction and activities

**Elmcrest Psychiatric Institute, Portland, Connecticut**  
***Mental Health Worker (1996-1998)***

Worked with children, adolescents, and adults; Observed, reported, and recorded patient behaviors under supervision of Staff Nurse/Evening Coordinator; Assisted in solution-focused therapy groups; Provided emotional support for patients

**WORKSHOP/**

**Teachers' Guide to Functional Behavioral Assessment (2005)**

**POWERPOINT  
PRESENTATIONS**

Presented to teachers and staff during professional development sessions

**Promoting Social & Emotional Competence (2003)**  
Presented to small group of teachers and support staff

**CERTIFICATION**

**Connecticut Professional Educator Certificate (2005-Present)**  
**Connecticut Provisional Educator Certificate (2002-2005)**  
**Connecticut Initial Educator Certificate (2001-2002)**  
**Massachusetts Initial Educator's License (2001)**

**PROFESSIONAL  
AFFILIATIONS**

**National Association of School Psychologists (1998-2013)**  
**Connecticut Association of School Psychologists (1999-2013)**

**HONORS**

**University of Hartford, West Hartford, Connecticut**  
*Academic High Honors*

**College of the Holy Cross, Worcester, Massachusetts**  
*Academic Dean's List*

**LEADERSHIP  
EXPERIENCE  
& AWARDS**

**State Student Advisory Council on Education**  
*Student Representative (1990-1991)*

Collaborated with other student representatives from Connecticut and provided input to Commissioner of Education, State Board of Education, and Governor on educational issues affecting students in the state of Connecticut

**Connecticut Association of Student Councils**  
*Assistant Secretary (1989-1991)*

*Regional Representative (1988-1989)*

Assisted in organizing, participated in, and presented leadership workshops at Connecticut Association of Student Councils state conferences; Participated in National Association of Student Councils national conferences in Chicago and Oregon

**Scholar Leader Award**  
*Recipient (1987)*





Governor Daniel P. Malley

Gc



# CONNECTICUT STATE DEPARTMENT OF EDUCATION

## Educator Search Information

\*Last Name: ruggiero

\*First Name: doreen

OPTIONAL (Search Within A District)

District: ALL

AND

\*Requestors Email: srutkowski@deltatg.com

Clear

Search

\* Indicates Required Field

## Educators Found

#	LastName	FirstName	District	Select
1	RUGGIERO	DOREEN	--	

## Summary of Selected Educator Active And Expired Certificate Info:

Name	District	Endorsements Held	Certificate Type	Status	Valid From	Valid To
RUGGIERO, DOREEN	--	070-SCHOOL PSYCHOLOGIST	PROFESSIONAL EDUCATOR	ACTIVE	8/1/2015	7/31/2020

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Delta-T Group Hartford, Inc.  
101 Centerpoint Drive, Suite 100  
Middletown, CT 06457

Psychologist Rena  
Curriculum Vitae

Education: Advance Studies in Psychology (CAS) Fairfield University, 1987  
M. Ed., Psychology, Fairfield University, 1984  
BA., Fairfield University., Psychology Major, 1981

Certification: Connecticut State Certification in School Psychology (070)  
National Certification in School Psychology

Employment: Bridgeport Public Schools, 2013-2015  
Adjunct Professor at Housatonic Community College 2013-2014  
Adjunct Professor at Norwalk Community College 1999-2000  
Norwalk CT. Public Schools, 1984 to 2013

Professional responsibilities include all duties relevant to psychological services and teaching:  
**Neuropsychological evaluations:** learning disabilities, developmental delays, personality,  
cognitive and academic skills assessment.

**Vocational** advisement and assessment

**counseling:** Individual, group and family counseling

**Presenter,** leader and speaker: In-service training and workshops for teachers and staff

**Presenter:** Lay and professional groups on the topics of student motivation, parenting, conflict  
resolution, multicultural issues, interpersonal relationships

**consultant** for teachers, parents and administration

Related Experience: Guest lecturer –Froebel College, Dublin, Ireland  
Child Guidance Clinic – Mental Health Specialist  
CES -Long term substitute teaching  
Hall-brook Hospital- Mental Health clinician

Related Activities: Instructor of bi-lingual education to adult ESL students;  
GED Instructor, Academic Advisor to Student Clubs – Norwalk  
Public Schools. Private Practice – Fairfield, CT.

Professional Memberships: Connecticut Association of School Psychology  
National Association of School Psychology  
Member of the Juvenile review Board- Town of Fairfield  
Emergency Response Team Member- Town of Fairfield

Awards and Honors: Paul Harris Award: Fairfield Rotary Club  
Who's Who in American Social Science  
Who's Who in American Junior College  
Dean's List, Fairfield University

Red Cross of Greece: Volunteer Recognition Award

Other Languages: Greek, French and some Spanish



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Gc



# CONNECTICUT STATE DEPARTMENT OF EDUCATION

## Educator Search Information

\*Last Name: Fortuna

\*First Name: Rena

OPTIONAL(Search Within A District)

District: ALL

AND

\*Requestors Email: srutkowski@deltatg.com

Clear

Search

\* Indicates Required Field

## Educators Found

#	LastName	FirstName	District	
1	FORTUNA	RENA	--	Select

## Summary of Selected Educator Active And Expired Certificate Info:

Name	District	Endorsements Held	Certificate Type	Status	Valid From	Valid To
FORTUNA, RENA	--	070-SCHOOL PSYCHOLOGIST	PROFESSIONAL EDUCATOR	ACTIVE	7/1/2014	6/30/2019

## Disclaimer

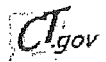
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101 Centerpoint Drive, Suite 100  
Middletown, CT 06457

**Delta-T Group – Behavioral Health Temporary Referral Service**

Main #: 860-529-2554

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**Joy – School Psychologist**

Education:

<b>Southern Connecticut State University</b> Specialist level program in School Psychology <i>Sixth Year Professional Diploma</i> Nationally Accredited Program	New Haven, CT  May, 1999
--	--------------------------------

<b>Southern Connecticut State University</b> <i>Master of Science – School Psychology</i>	New Haven, CT December, 1997
--	---------------------------------

<b>Southern Connecticut State University</b> <i>Bachelor of Arts – Psychology</i>	New Haven, CT August, 1995
--	-------------------------------

Professional Experience

<b>Bethany Public Schools</b> <b>Bethany Community School</b> <i>School Psychologist</i>	Bethany, CT 3/14 – 6/14
--	----------------------------

School serving Pre-Kindergarten through 7<sup>th</sup> grade students. Significant involvement and experience in:

- Complex assessment and diagnosis of children with co-occurring disorders, Autism Spectrum Disorder, complex learning disabilities, neurological disorders, intellectual disabilities, various emotional and behavioral disorders, and Attention Deficit Disorder.
- Chaired all Planning and Placement Team meetings.
- Responsible for creating and coordinating Individual Education Plans.
- Coordinated all early intervention team meetings.
- Created several individual and class-wide behavioral plans.
- Conducted Functional Behavioral Assessments.
- Consultation with teachers, administrators, parents, and outside service providers in order to best serve student's needs.
- Integral member of Crisis Intervention Team.
- Provided individual and group counseling to students with varying degrees of needs.

- Worked directly with students in the classroom setting in order to help them better socialize, follow rules and routines, and help them to remain goal-directed during instruction.

**Hamden Public Schools**  
**Alice Peck Early Learning Center**  
*School Psychologist*

Hamden, CT  
 10/10 – 6/13

Alternative preschool and kindergarten/first grade setting serving children ages 3-7.  
 Gained significant experience gaining experience in the following areas:

- Comprehensive play-based assessment involving several integral team members and environments such as speech-language pathologists, special education teachers, behavioral specialists, occupational/physical therapists, and parents. Behavioral assessment in several environments such as the classroom, motor room, and current preschool if applicable.
- Traditional assessment with both verbal and non-verbal instruments.
- Working with children with varying degrees of Autism. Examples include Applied Behavioral Analysis, Discrete Trials, and visual aides.
- Teaching social skills to students with autism, emotional disturbance, medical complexities, Down 's Syndrome alongside typically developing peers.
- Use of video modeling to teach emotional regulation, social skills, and reading social cues.
- Home visits and parent groups to help and support parents with positive behavioral strategies.
- Collaboration and consultation with teachers, parents, and outside service providers such as Birth-to-Three, Department of Children and Families, therapists, and physicians.
- Conducting Functional Based Assessments and developing comprehensive behavior plans.
- Involved with Child Find and typical screening measures.
- Significant involvement in Planning and Placement Team meetings.

**Hamden Public Schools**  
**Central Office**  
*Counselor for Middle/High School*

Hamden Public Schools  
 10/10 – 6/13

Provided therapeutic services for students on suspension who were receiving educational services outside of the traditional setting. Responsibilities included weekly counseling, teaching positive coping skills, assistance with family members, tracking progress, and collaborating with support services from their sending school. Trained in specific evidence - based curriculum (Regulating, Understanding, Learning, Emotional Response – RULER) and implemented strategies with at-risk students.

**Trumbull Public Schools**  
**Madison Middle School**

Trumbull, CT  
 8/07 – 10/10

*Crisis Intervention Specialist*

Middle school setting serving children grades 6 through 8. Innovative and preventative position including experience in:

- Developing and delivering evidence-based counseling curriculum lessons in a classroom setting.
- Assisting students in the area of social/emotional development.
- Identifying students "at-risk" for social, emotional, and/or behavioral concerns and provide immediate and direct follow-up services.
- Providing structured, goal-oriented individual and small group counseling in a variety of settings.
- Consulting and collaborating with teachers, staff, and parents in understanding and meeting the unique needs of the students.
- Making appropriate referrals of students and parents to outside agencies and specialists.
- Providing clinical consultative services and participating in multidisciplinary early intervention teams.
- Participating in school/community underage drinking prevention initiative.

**Trumbull Public Schools**  
**Trumbull Early Childhood Education Center**  
*School Psychologist*

Trumbull, CT  
9/06 – 6/07

Pre-school integrated special education program serving children ages 3-5. Significant involvement and experience in:

- Trans-disciplinary assessment including both play-based and traditional approaches. Assessment of complex developmental disabilities including autism spectrum disorders, neurological impairments, physical impairments, Down's Syndrome, and social-emotional/behavioral disorders.
- Trans-disciplinary based consultation services with parents, teaching staff, and community based service providers.
- Direct intervention with students in order to improve social interaction, adaptive, and coping skills.
- Designing, implementing, and evaluating individualized behavior plans targeting issues including non-compliance, aggressive behavior, and transitional difficulties.
- Collaboration with Birth to Three service providers.
- Participation in all screening and evaluation processes for Child Find purposes.
- Participation and decision making in Planning and Placement Team meetings.
- Significant involvement in all kindergarten transition planning.

**Area Cooperative Educational Services**  
**Wintergreen Interdistrict Magnet School**  
*School Psychologist*

Hamden, CT  
8/99 – 9/06

Diverse position serving grades K through 8 with students from four sending districts. Significant involvement and experience in:

- Assessment of varied and challenging populations. These include children with autism spectrum disorders, complex learning disabilities, attention deficit disorder, intellectual disabilities, neurological impairments, bipolar disorder, depression, anxiety, and oppositional defiant disorder.
- Group counseling focusing on topics such as relaxation training, social skills, conflict resolution, divorce, and friendship building.
- Individual counseling focusing on issues surrounding depression, anxiety, anger management, and self-esteem.
- Consultation and collaboration with staff, parents, teachers, and community service providers regarding behavioral/social issues, learning needs/styles, and classroom management.
- Leader in a school-wide early intervention team that tackles social, behavioral, and academic issues.
- Participation and decision making in Planning and Placement Team meetings.
- Working directly with special education populations in the classroom to build social and organizational skills.
- Designing and implementing behavioral management systems for both individuals and groups to address problems such as noncompliance, task avoidance, and school phobia.
- Designing and leading peer mediation program.
- Active member of the Crisis Intervention Team.
- Supervision of school psychology intern students.

**Yale Child Study Center, Yale University**

*School Psychology Internship*

New Haven, CT

9/98 – 6/99

Unique placement including a Child Psychiatric Inpatient School as well as elementary and middle public school settings. Gained significant experience in a full range of psychological services including psycho-educational assessment, group and individual counseling, consultation and collaboration with teachers, parents, and clinical/medical staff, early intervention planning and crisis management. Worked with children with severe psychological disorders such as bi-polar disorder, schizophrenia, obsessive compulsive disorder, autism spectrum disorders, and post traumatic stress disorder.

**Helen Street School**

*School Psychology Practicum*

Hamden, CT

1/98 – 6/98

Worked at an elementary school placement serving children grades K-6. Experience included assessment, counseling, behavioral consultation, collaboration, and participation in Planning and Placement Team meetings.

**Southern Connecticut State University – Counseling and School Psychology Department**

12/97 – 5/99



*Graduate Assistant*

Responsibilities included assisting professors with research, literature reviews and initial correction of all reports, teaching labs, maintaining and organizing all psychological testing equipment, acting as a liaison between faculty and students, and active participation in the Graduate Counseling and School Psychology Association.

**Ridge Hill School**

*Volunteer Teacher*

Provided educational guidance to at-risk learners.

Hamden, CT

9/97 – 12/97

**The Children's Center**

*Volunteer Counselor*

Provided counseling services to pre-adolescents and adolescents experiencing a range of psychological difficulties from depression to criminal rehabilitation.

Hamden, CT

2/96 – 7/96

Specialized Training and Experience:

- Experienced in school-based crisis prevention and response.
- Experienced with behavioral management techniques.
- Development of and direct involvement in programs such as Peer Mediation, Bully Prevention, and Student Assistance Teams.
- Tran-disciplinary play based assessment.
- Coordinating the piloting of CASEL (Collaborative for Academic, Social, and Emotional Learning) curriculum which is an evidence-based, universal, classroom prevention curriculum.
- Trained in RULER (Regulating, Understanding, Learning, Emotional Response), an evidence – based curriculum to help aid students understand feelings/emotions, and learn techniques to regulate their response to external cues/situations.
- Specialized training in Dialectical Behavioral Therapy. This specific comprehensive treatment is targeted towards those with severely unstable mood states and self-destructive behaviors.

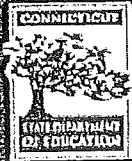
Memberships:

National Association of School Psychologists and Connecticut Association of School Psychologists



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# CONNECTICUT STATE DEPARTMENT OF EDUCATION

## Educator Search Information

\*Last Name: Scocoza

\*First Name: Joy

OPTIONAL(Search Within A District)

District: ALL

AND

\*Requestors Email: srutkowski@deltatg.com

Clear

Search

\* Indicates Required Field

## Educators Found

#	LastName	FirstName	District	Select
1	SCOCOZZA-JOHNSON	JOY	--	Select

## Summary of Selected Educator Active And Expired Certificate Info:

Name	District	Endorsements Held	Certificate Type	Status	Valid From	Valid To
SCOCOZZA-JOHNSON, JOY	--	070-SCHOOL PSYCHOLOGIST	PROFESSIONAL EDUCATOR	ACTIVE	3/23/2015	3/22/2020

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Delta-T Group Hartford, Inc.  
161 Centerpoint Drive, Suite 100  
Middletown, CT 06457

## School Psychologist Naeema

### EXECUTIVE SUMMARY:

Personable, enthusiastic, hardworking, passionate, eager to learn, committed, experienced with multicultural populations/ the mentally retarded population/ people with multiple disabilities/children on the autism spectrum, well-versed in SESIS, RTI and ABA, skilled in behavior modification, exceptional data analysis and honest

### SUMMARY OF QUALIFICATIONS

Professional, eager to collaborate with other professionals to provide comprehensive and holistic treatment to clients struggling with pervasive disorders, leading professionals and educating learners seeking higher education.

- Extensive knowledge and experience working with children with autism and their families with regards to coping and parenting
- Extensive knowledge and experience working with severely and chronically mentally ill adults and children
- Demonstrates skills in creating and implementing effective and individualized treatment plans
- Experience with Department of Mental Health standards and paperwork
- Foundational coursework and training in Cognitive-Behavioral and Family Systems Therapy
- Extensive knowledge, training and experience in Applied Behavioral Analysis, psychological evaluations, functional behavioral assessments and behavior intervention plans
- Experience with family therapy, supervising therapists and managing psychological services

### CERTIFICATIONS:

New York State School Psychologist (permanent)  
New York State Psychologist License-Application Being Processed  
North Carolina School Psychologist License  
Connecticut School Psychologist Certification  
Thanatology/Grief Counselor  
ADOS-I  
ADOS-II  
Child Abuse and Neglect- Mandated Reporter  
CPI certified

### EDUCATION:

**Clinical Psychology PsyD**  
Capella University, Minneapolis, Minnesota  
Overall GPA: 3.6  
*Graduation-PsyD August 2014*

**Thanatology Certification**  
The College of New Rochelle, New Rochelle, New York  
Overall GPA: 4.0  
*Certified- June 2007*

**MS, Community/School Psychologist Program (66 credits)**  
The College of New Rochelle, New Rochelle, New York  
Overall GPA: 3.7  
Psi Chi Honor Society  
*Graduation- May 2007*

**BA, Psychology**  
The College of New Rochelle, New Rochelle, New York

Vice President of Black Student Union  
Graduation- May 2005

**TRAININGS:**

ABA  
Manding  
Discrete Trial  
ABLLS  
DAYC  
Data Collection  
SESL- NYC DOE  
Embedded Coaching- NYS Department of Health  
Assessing and Diagnosing Autism- Westchester Institute for Human  
Development

**PRESENTATIONS:**

Response to Intervention  
Behavior Manifestation  
Behavior Management  
Functional Behavioral Assessment  
Applied Behavior Analysis  
Developmental Delays  
Coping with Autism  
Understanding Autism  
Autism in the Classroom  
Healthy Road to Happiness (Holistic Health and Wellness)

**CLINICAL EXPERIENCE:**

6/2016-Present

Adjunct Professor, The College of New Rochelle, Graduate School  
New Rochelle, NY

Develop teaching strategies on term basis  
Organize, prepare and revise (as needed) course materials  
Ensure content level of course materials in exams has been covered in class  
Design, administer and grade examination papers  
Schedule and provide post academic care to students  
Facilitate online discussions with students  
Assess student learning through various methods  
Incorporate a variety of teaching methodologies within a class

8/2015-Present

Consultant/Coach, Giving Hope LLC  
New York, NY & Browns Summit, NC

- Nutrition coaching  
- Health and Wellness Coaching  
- Spiritual Coaching based on the Holy Bible; spiritual growth  
and development  
- Social-emotional coaching  
- Relationship coaching  
- Weight loss/Weight management coaching  
- Pro bono parent advocacy and support regarding behaviors and  
challenges with the education of their children.  
• Life skills coaching; etiquette, goal setting, life planning and  
career  
• Emotional expression coaching

	<ul style="list-style-type: none"> <li>Relationship, marriage and co-parenting coaching</li> <li>Blended family coaching</li> <li>Consultation regarding children suspected of autism</li> <li>Assessments for children considered to have autism,</li> </ul>
cognitive delays,	behavioral challenges and specific learning disabilities; psycho-educational evaluations
and Behavior	Behavior observations, Functional Behavioral Assessment
	Intervention Plan
	<ul style="list-style-type: none"> <li>Autism treatment plans</li> <li>Staff training for Autism curriculum development</li> <li>Classroom organization for children with autism</li> <li>Developing appropriate and effective goals for children with special needs</li> <li>Discussing results in IEP meetings</li> <li>Consulting with classroom teachers and administrators regarding student needs</li> <li>Supporting teachers and administrators in implementing research-based interventions, how to collect data, how to progress monitor and how to analyze data as it pertains to the RTI process.</li> <li>Transdisciplinary Play-Based Assessments for preschool-aged children</li> <li>Pre-Referral consultation regarding needs of children and RTI</li> </ul>
8/2014-6/2015	Consultant/School Psychologist, Thomasville City Schools Thomasville, NC
	Behavioral observations, Functional Behavioral Assessments
and BIPs	ADOS-II assessments to rule out autism and to develop
autism specific	Education plans
	High volume initial/re-evaluation psychoeducational
assessments	Staff training and classroom management support
	Discussing results at IEP meetings
	Crisis Intervention for highly behavioral/emotional
students	
3/2013-7/2015	Clinical Psychologist-In-Training, ANYA, LLC New York, NY
	<ul style="list-style-type: none"> <li>Co-facilitate domestic violence and anger management groups to provide psycho-education and to increase insight into maladaptive coping mechanisms</li> <li>Maintain progress notes for all clients to ensure proper documentation of session content and interventions</li> <li>Counseled adolescents ages 13-19 by providing support and assistance with life transitions, academic planning and interpersonal difficulties</li> <li>Implemented individualized educational goals and objectives to enhance student responsibility, accountability and independence</li> <li>Collaborated with teachers, occupational therapists and student advisors to form engaging multidisciplinary team</li> </ul>
01/11-3/2013	ABA Supervisor, Hand-In-Hand Development Inc. New York, NY

- Providing ABA supervision to master's level therapists in the homes of children from ages 0-3
- Providing supervision regarding conducting family therapy sessions
- Administering, scoring, and analyzing developmental and cognitive limitations for children diagnosed with PDD.
- Developing lesson plans that are child specific in order to improve upon various delayed areas
- Developing and overseeing implementation of BIPs for various learned behaviors
  - Collaborate with parents regarding their children
- Collaborate with teachers, professionals from related disciplines, and administrators
- Providing support to therapists when challenges arise.
- Working hand-in-hand with therapists to enhance their confidence and skills

12/09-1/10/12

School Psychologist, NYC DOE  
New York, NY

- Provide individual, as well as group intervention services to students with various communication, social, developmental and cognitive limitations, including autism
- Work as a team member to ensure the quality educational experience for all students
- Administer, score, and analyze tests used to formulate psychological reports for grades K-5
- Co-conduct group therapy for individuals who are socially immature to expand on their awareness of socially appropriate behaviors
- Conduct individual therapy to individuals under emotional distress
- Conduct at-risk play therapy to those who are unable to verbalize their feelings and emotions
- Collaborate with parents regarding their children
- Present to families and team members test findings and their implications
- Conduct observations of students in order to gather information about their learning experience and their behavior
- Develop Behavior Intervention Plans as necessary
- Collaborate with teachers, professionals from related disciplines, and Administrators
  - Ensure fidelity of BIPs presented
  - Implement, teach, assess, and analyze RTIs

8/2008-Present

School Psychologist (Per Diem), The Paul Institute  
New York, NY

- Consult with parents regarding child development
- Parent training on behaviors and autism
- Professional consultation
- Child psychological evaluations
- IEP development
- Behavior Intervention Plans
- Play therapy

09/08-present

**ABA Therapist (Per Diem), All About Kids**  
3140B East Tremont Avenue, Bronx, NY

- Providing ABA therapy in the homes of children from ages 0-3
- Conducting family therapy sessions
- Administering, scoring, and analyzing developmental and cognitive limitations for children diagnosed with PDD.
- Developing lesson plans that are child specific in order to improve upon

various

delayed areas

- Developing and implementing BIPs for various learned behaviors

Collaborate with parents regarding their children

- Collaborate with teachers, professionals from related disciplines, and administrators

12/07-03/09

**School Psychologist, Bilinguals Inc.**  
60 Madison Avenue, New York, NY

- Providing ABA therapy in the homes of children from ages 0-3
- Conducting family therapy sessions
- Administering, scoring, and analyzing developmental and cognitive limitations for children diagnosed with PDD.
- Developing lesson plans that are child specific in order to improve upon

various

delayed areas

- Developing and implementing BIPs for various learned behaviors

Collaborate with parents regarding their children

- Collaborate with teachers, professionals from related disciplines, and administrators

07/07-11/07

**School Psychologist, Desert Winds Elementary and Desert Mountain School**  
Deer Valley Unified School District #97, Phoenix, Arizona

- Provide individual, as well as group intervention services to students with various communications, social, developmental and cognitive limitations, including autism
- Manage two schools: K- 6 (600) and K-8 (1,000) with a total of approximately 1,600 students
- Work as a team member to ensure the quality educational experience for all students
- Administer, score, and analyze tests used to evaluate and formulate psychological reports for grades K-8
- Conduct group therapy for individuals who are socially immature
- Conduct play therapy to those who are unable to verbalize their feelings and emotions
- Collaborate with parents regarding their children
- Collaborate with teachers, professionals from related disciplines, and administrators
- Attend and present at Annual review and eligibility meetings
- Conduct mentoring sessions for new school psychologists
- Create and monitor BIPs through FBAs

09/06- 06/07

**School Psychologist-In-Training, Ward Elementary School**  
New Rochelle School District, New Rochelle, New York

- Provide individual, as well as group intervention services to students with various communication, social, developmental and cognitive limitations, including autism
- Co-manage a caseload of K- 3 with a total of approximately 700 students
- Work as a team member to ensure the quality educational experience for all students
- Administer, score, and analyze tests used to formulate psychological reports for grades K-5
- Co-conduct group therapy for individuals who are socially immature to expand on their awareness of socially appropriate behaviors
- Conduct individual therapy to individuals under emotional distress
- Conduct play therapy to those who are unable to verbalize their feelings and emotions
- Collaborate with parents regarding their children
- Present to families and team members test findings and their implications
- Conduct observations of students in order to gather information about their learning experience and their behavior
- Develop Behavior Intervention Plans as necessary
- Collaborate with teachers, professionals from related disciplines, and Administrators

02/05 -06/06

**Medicaid Service Coordinator, YAI/NIPD**  
National Institute for People with Disabilities  
460 West 34<sup>th</sup> Street, New York, NY 10001

- Oversaw a caseload of 27 individuals in 5 different residences, in 5 different cities
- Oversaw direct care staff in residential facilities to ensure the proper implementations of follow-up services for individuals of the MR/DD population
- Explored and selected new services as well as new providers according to the person-centered-planning approach for consumers
- Coordinated and facilitated annual and semi-annual meetings for consumers with their service providers and families in order to update progress and suggest areas of growth
- Produced annual and monthly reports for a caseload of 27 individuals
- Interacted with the day programs and service providers to obtain updates on individuals on a monthly basis
- Maintained knowledge of up-to-date Federal and State regulations for compliance of standards
- Processed individual documentation for Medicaid, Social Security, and other services requiring personal documentation
- Conducted individual counseling sessions at least once monthly for all individuals

on caseload

- Managed high volume of consumer and telephone inquiries

12/03 - 03/05

**Direct Care Professional, YAI/NIPD**  
National Institute for People with Disabilities  
460 West 34<sup>th</sup> Street, New York, New York 10001

- Supervised 6 individuals of the MR/DD population with a range of disorders including dementia, Alzheimer's, and epilepsy
- Administered medication to 6 individuals 2 -3 times daily



- Provide individual therapy to clients diagnosed with variety of presenting problems including Schizophrenia, Bipolar Disorder, Generalized Anxiety Disorder and Post-traumatic Stress Disorder
  - Implemented person specific goals for each individual consumer
  - Expanded need specific activities in the group home setting
  - Managed high volume consumer inquiries
- 2004 - 2005      **One-to-One Direct Care Professional, YAI/NIPD**  
National Institute for People with Disabilities  
460 West 34<sup>th</sup> Street, New York, NY 10001
- Daily supervision of an individual with multiple diagnosis including, MR/DD, dementia, downs syndrome, and Alzheimer's as well as severe behavioral impulses
  - Conducted play therapy and art therapy
  - Taught individual to use words instead of behaviors
  - Helped individual maintain awareness of daily life skills
- Summer 2003      **Teacher/Counselor, Child Time Daycare**  
Greensboro, North Carolina
- Daily supervision and counseling of children of ages 3-12
  - Conducted age specific art therapy with students of the whole summer camp at a ratio of 15:1 throughout the day
  - Facilitated reading lessons
- Summer 2002      **Cedar Grove Academy for Learning, Cedar Grove Church**  
Greensboro, North Carolina
- Daily supervision and counseling of children of ages 5-12 in a Christian facility
  - Facilitated math and reading lessons for all ages at a ration of 20:1
- RESEARCH EXPERIENCE:**  
6/12-3/2014      **Dissertation Process, Capella University**  
**African American Mothers of Children with Autism and Where They Receive Their Support**
- Developed a qualitative research study to assess African American mothers of
    - Children with autism.
    - Research design
    - Parent interviews
    - Data analysis with SPSS/PAWS
    - Published findings
- 08/04 - 05/05      **Honors Thesis, The College of New Rochelle, Psychology Department**  
**Woman Raised without Fathers and the Negative Implications on Trust and Promiscuity**
- Designed a study independently while under supervision
  - Designed a reliable testing scale for the study
  - Collected data from over 50 participants
  - Arranged and analyzed the data using SPSS

- Formalized a presentation based on the overall process and findings
- Supervised by Dr. Rose Marie Hurrell

#### **VOLUNTEER EXPERIENCE:**

2002 - 2003

**Recreation Specialist, United Hebrew Geriatrics Home**  
391 Pelham Road, New Rochelle, NY 10805

- Counseled elderly individuals through emotional dilemmas
- Facilitated recreational activities and functions

2008-Present

**Female Support Group**  
Bronx, NY/Browns Summit, NC

- Mentor young girls from the ages of 3 to 21 in life skills, etiquette, goal setting, life planning, and spiritual growth.
- Discussing feelings and how to appropriate express and cope
- Mentoring young and middle-aged adults on spiritual growth and development, career coaching, relationship and marriage coaching and co-parenting coaching

2011-2013

**Girl Scouts USA**  
Grace Baptist Church, Mt. Vernon, NY

- Co-Lead groups for girls between the ages of 5-10
- Worked on community outreach, enhancing social skills, enhancing self-esteem, and enhancing ability to be well rounded and respectful
- Teaching team building and trust in others
- Co-facilitating trips, charities and overnight camping



Governor Daniel P. LaFoy

Go



# CONNECTICUT STATE DEPARTMENT OF EDUCATION

## Educator Search Information

\*Last Name: Burgess

\*First Name: Naeema

OPTIONAL (Search Within A District)

District: ALL

AND

\*Requestors Email: snutkowski@deltatg.com

Clear

Search

\* Indicates Required Field

## Educators Found

#	LastName	FirstName	District	
1	BURGESS	NAEEMA	WATERBURY SCHOOL DISTRICT	Select

## Summary of Selected Educator Active And Expired Certificate Info:

Name	District	Endorsements Held	Certificate Type	Status	Valid From	Valid To
BURGESS, NAEEMA	WATERBURY SCHOOL DISTRICT	070-SCHOOL PSYCHOLOGIST	INITIAL EDUCATOR	EXPIRED	12/7/2010	12/6/2013
BURGESS, NAEEMA	WATERBURY SCHOOL DISTRICT	070-SCHOOL PSYCHOLOGIST	PROVISIONAL EDUCATOR	ACTIVE	1/8/2016	1/7/2024

## Disclaimer

**Certification Verification Information:** Information concerning an educator's certification is available to the public pursuant to the Freedom of Information Act, Conn. Gen. Stat. § 1-200 et seq. (FOIA). The Bureau of Educator Standards and Certification has made the information on this web page available to provide immediate access to individual educators' certification information. The certification information provided serves as the official record of certification; however, this information is subject to change due to pending applications or other educator actions.

Requests for individual names may produce more than one person. Additional information that should be entered to narrow the search, if known, is the school district within which the individual is employed. Please submit all other FOIA requests in writing to: Bureau of Educator Standards and Certification, P.O. Box 150471, Hartford, CT 06115-0471.

165 Capitol Avenue, Room-243, Hartford, CT 06106 / Phone: 860-713-6969

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Delta-T Group Hartford, Inc.  
101 Centerpoint Drive, Suite 100  
Middletown, CT 06457

## Curriculum Vitae

### Psychologist Kevin

#### Employment History

*Consulting School Psychologist (Grades Pre K-12)*  
Johnston Public Schools (September 1996 to Present)  
10 Memorial Avenue  
Johnston, RI 02919  
(401)233-1900

Responsibilities include psychoeducational evaluation with report writing, functional behavioral problem solving, school safety risk assessment and appraisal of the needs and educational programs of school age students. Regularly planning and assisting in implementation of programs to enable students to attain appropriate achievement and adjustment with ongoing consults with teachers and parents regarding such needs and/or issues. Supervision of practica and internship students from area wide school psychology graduate training programs.

*Psychological Associate/ Psychometrist /School Psychologist*  
Psychological Counseling and Testing (May 1995 to present)  
414 Broadway  
Providence, RI 02909  
(401)272-5665

Responsibilities as a provisionally licensed psychologist include completion of independent psychological evaluations with report writing for private parties, the State of Rhode Island Office of Rehabilitative Services, and the Federal Government Department of Disability Determination Services – Social Security Disability. Independent consultation with RI, MA, & CT school districts to assist in the design and implementation of interventions for students with severe behavior problems including emotional and conduct disorders, and learning disabilities.

*Adjunct Professor of Applied Psychology*  
Bryant University (September 2009 to December 2009)  
College of Arts and Sciences  
Department of Applied Psychology  
1150 Douglas Pike  
Smithfield, RI 02917-1284  
(401) 232-6729  
Responsibilities include undergraduate instruction in General Psychology.

*Adjunct Professor of Graduate Education*  
Providence College (May 2002 to Present)  
Graduate Studies Program – Master of Education in Counseling Program  
549 River Avenue  
Providence, RI 02918  
(401)865-1000  
Responsibilities include graduate instruction in Tests and Measurement, Statistics and Research Design and Career Information.

*Adjunct Professor of Graduate Education*  
Rhode Island College (January 2009 to May 2009)

Feinstein School of Education and Human Development  
Department of Counseling, Educational Leadership, and School Psychology  
600 Mount Pleasant Avenue  
Providence, RI 02918 -1991  
(401)456-8023  
Responsibilities include graduate instruction in Psychology of Students with Exceptionalities.

*Adjunct Professor of Undergraduate Education*  
Community College of Rhode Island (May 1992 to Present)  
Psychology Department  
400 East Avenue  
Warwick, Rhode Island 02886  
(401)885-2222  
Responsibilities include undergraduate instruction in Abnormal Psychology, General Psychology, Educational Psychology, and Developmental Psychology.

*Supervising School Psychologist (UConn Graduate Assistantship)*  
Sterling Public Schools (September 2003 – June 2004)  
Sterling Memorial School (Grades 1 – 8)  
251 Sterling Road  
Sterling, CT 06377  
(860)564-2728  
Responsibilities included psychoeducational assessment of students and co-supervision with district's special education director of practica and internship students from area wide school psychology graduate training programs.

### **Educational History**

Ph.D. May 2009  
University of Connecticut  
NEAG School of Education  
Department of School / Educational Psychology  
Major Professor : Thomas J. Kehle, Ph.D.  
Doctoral Dissertation: *Prenatal Exposure to Cocaine and Middle Childhood Outcomes*

C.A.G.S. May 1994  
School Psychology  
Rhode Island College

M.A. May 1992  
Counseling and Educational Psychology  
Rhode Island College

B.A. May 1989  
Psychology  
University of Rhode Island

### **Professional Licensure and Certification**

RI PST00125 – Rhode Island Department of Health Licensure as a Psychologist (Trainee)

Certified School Psychologist – RI Department of Education – Life Certification  
Certified School Psychologist – MA Department of Education – Life Certification  
Certified School Psychologist – CT Department of Education – Professional Status

### **Professional Memberships**

National Association of School Psychologists  
American Psychological Association  
Rhode Island Psychological Association  
Rhode Island School Psychologists Association



Connecticut State Department of Education  
Bureau of Educator Standards and Certification  
P.O. Box 150471 - Room 243, Hartford, CT 06115-0471

CT Educator Certification System



Educator ID Card

EIN: 1770757589

KEVIN D. FONTAINE

USER NAME: FontaineKI

You may access your certification records on-line at:

[www.ct.gov/sde/cert](http://www.ct.gov/sde/cert)


EIN wallet card for your convenience

KEVIN D. FONTAINE  
60 WHITEWOOD DRIVE  
WAKEFIELD, RI 02879

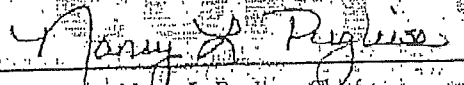
THE FACE OF THIS CERTIFICATE HAS A TEXTURED BLUE (NOT WHITE) BACKGROUND

STATE OF CONNECTICUT

State Board of Education

  
Stefan Pryor  
Commissioner of Education



  
Nancy L. Pugliese, Chief  
Bureau of Educator Standards and Certification

KEVIN D. FONTAINE

Educator ID Number: 1770757589

PROVISIONAL EDUCATOR

Certificate Number: C122012000494

November 8, 2012 TO November 7, 2020

Endorsement Code	Endorsement Description
070	School Psychologist
(End of List)	

Endorsement Date  
11/8/2012

(See Important Information On Back)

Kevin D Fontaine  
42 Gardania Lane  
Narragansett, RI 02882-

State of Rhode Island and Providence Plantations  
Department of Education  
School Certificate

THIS CERTIFIES THAT  
KEVIN D FONTAINE

Having satisfactorily met the certification requirements of the board of regents for elementary and secondary education has been granted a  
certificate and is authorized to serve in the public schools of Rhode Island as a

LIFE PROFESSIONAL SCHOOL PSYCHOLOGIST (GRADES PK-12) ISSUED 07-MAR-2005 AND VALID FOR LIFE

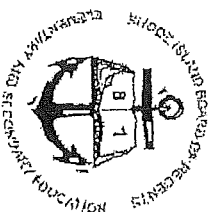
038428838

CERTIFICATE NUMBER

Given Under the Authority of the Board of Regents for Elementary and Secondary Education

*David M. Capodanno*  
Certification Officer

*David M. Capodanno*  
Commissioner





## DELTA-T GROUP HARTFORD, INC. CLIENT LISTING

School	Staff	Completed	Total
Ansonia Public Schools	Aide	Ongoing	\$3.1 Million
	Teacher,		
	Nursing		
Bethany Public Schools	Aide,	Ongoing	\$11,000
	Teacher		
Bloomfield Public Schools	Aide, RN	Ongoing	\$88,000
Bridgeport Public Schools	Aide,	Ongoing	\$1.2 Million
	Teacher,		
	Nursing,		
	OT, Psych		
Bristol Public Schools	Aides,	Ongoing	\$260,000
	Teachers		
Capitol Region Educational Council	Aides,	Ongoing	\$2.9 Million
	Teachers,		
	Nursing,		
	Psych, PT		
Coventry Public Schools	Social	Ongoing	\$40,000
	Work		
Devereux Glenhome School	Nursing	Ongoing	\$48,000
Farmington Public Schools	Nursing,	Ongoing	\$185,000
	Aides		
Groton Public Schools	Aides,	2016	\$20,000
	Teachers		
Hampton Wilbriham Regional School District	Nursing	Ongoing	\$4,000
Hartford Public Schools	Nursing	Ongoing	\$12,000
Lisbon Central School	Nursing	Ongoing	\$1,000
Manchester Public Schools	Aides,	Ongoing	\$560,000
	Teachers		
Meliora Academy	Aides,	Ongoing	\$250,000
	Nursing		
Newtown School Board of Education	Nursing	Ongoing	\$1,000
Norfolk Public Schools - Botelle Academy	Aides	Ongoing	\$15,000
Norwalk Public Schools	Aides	Ongoing	\$110,000
Plainville Community Schools	Aides,	Ongoing	\$210,000
	Nursing,		
	SLP		
Plymouth Public Schools	Aides,	Ongoing	\$157,000
	Teacher,		
	SLP		
Regional School District 1	Teachers	Ongoing	\$8,000
Regional School District 10	Aides,	Ongoing	\$45,000
	Nursing		
Regional School District 11	Aides	Ongoing	\$4,500
Regional School District 12	Aides,	Ongoing	\$8,000
	Social		
	Work		
Regional School District 6	Aides	Ongoing	\$40,000
Regional School District 8	Nursing	Ongoing	\$12,000

## DELTA-T GROUP HARTFORD, INC. CLIENT LISTING

Regional School District 9	Nursing	Ongoing	\$2,800
Rocky Hill Public Schools	Nursing, SLP	Ongoing	\$7,900
Simsbury Public Schools	Aides, Nursing	Ongoing	\$58,000
Stamford Public School System	Aides	Ongoing	\$35,000
The Speech Academy	OT, SLP	Ongoing	\$100,000
Stratford Public Schools	Teacher	Ongoing	\$30,000
Suffield Public Schools	Teacher, Nursing	Ongoing	\$4,000
Waterford Country School	PT, Nursing	Ongoing	\$6,000
Watertown Public Schools	Aides, Social Workers	Ongoing	\$132,000
Winchester Public Schools	Aides, Nursing	Ongoing	\$145,000
Woonsocket Public Schools	Aides	Ongoing	\$5,000

CITY OF WATERBURY  
ANNUAL STATEMENT OF FINANCIAL INTERESTS (Calendar Year 2017)  
Persons or Entities Conducting Business with the City

I. Outstanding Purchase Orders of Contracts with the City

A. Contracts

No Contracts with the City

☒ X

(Service or Commodity Covered by Contract)

(Term of Contract)

(Service or Commodity Covered by Contract)

(Term of Contract)

(Service or Commodity Covered by Contract)

(Term of Contract)

CITY OF WATERBURY  
ANNUAL STATEMENT OF FINANCIAL INTERESTS (Calendar Year 2017)  
Persons or Entities Conducting Business with the City

B. Purchase Order(s).

No Purchase Order(s) with the City

☒

(Service or Commodity Covered by Purchase Order)

(Date of Purchase Order)

(Service or Commodity Covered by Purchase Order)

(Date of Purchase Order)

(Service or Commodity Covered by Purchase Order)

(Date of Purchase Order)

CITY OF WATERBURY  
ANNUAL STATEMENT OF FINANCIAL INTERESTS (Calendar Year 2017)  
Persons or Entities Conducting Business with the City

II. Financial Interest Disclosure

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

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

☒

(Name of Official)

(Position with City)

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

Interest Held By:

Self

☐

Spouse

☐

Joint

☐

Child

☐

(Name of Official)

(Position with City)

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

Interest Held By:

Self

☐

Spouse

☐

Joint

☐

Child

☐

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

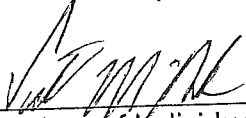
2. I understand that if I fail to file an Annual Statement (or amendment thereto) or an inaccurate Statement I will be in violation with Chapter 39 of the Code of Ordinance and, thereby, subject to the remedies set forth in §§38.71 and 39.101 of said Code.

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

I have read and agree to the above certification.

Delta-T Group Hartford, Inc.

(Name of Company, if applicable)

  
Signature of Individual (or Authorized Signatory)

March 6, 2017

Date

Scott McAndrews

Print or Type Name and Title (if applicable)

DELIVERED

| By Mail



Hand-Delivered



**City of Waterbury Certification  
Regarding  
Debarment, Suspension, Ineligibility and Exclusion**

*If the transaction is Federally funded, in whole or in part (including pass through grants to state and/or municipal government), this certification is required by the regulations implementing one or more Presidential Executive Orders. If this transaction is funded by the State of Connecticut, in whole or in part, this certification is required in accordance with one or more State of Connecticut general statutes.*

1. By signing and submitting the attached proposal and/or this document, the prospective lower tier participant, vendor, or contractor is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant, vendor, or contractor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal, State, or City government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant, vendor or contractor shall provide immediate written notice to the person to which the attached proposal and/or this document is submitted if at any time the prospective lower tier participant, vendor or contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used herein, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 and/or State of Connecticut statutes and regulations. You may contact the person to which this proposal and/or this document is submitted for assistance in obtaining a copy of the foregoing.
5. The prospective lower tier participant, vendor or contractor agrees by submitting the attached proposal and/or this document that, should the proposed covered transaction be entered into, it shall not knowingly enter into any covered transaction with a person who is debarred, suspended,

declared ineligible, or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant, vendor or contractor further agrees by submitting the attached proposal and/or this document that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions", without modification, in all covered transaction and in all solicitations for covered transactions.

7. A participant in a covered transaction may rely upon the certification of a prospective participant in a covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 herein, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal, State or Municipal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification**

- (1) The prospective recipient of monies hereby certifies, by submission of its attached proposal and/or by execution of this document, that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from bidding or participation in the proposed transaction by any Federal, State, or Municipal department or agency or by the statutes, regulations or ordinances of the foregoing departments and agencies.
- (2) Where the prospective recipient of monies is unable to certify to any of the statements in this certification, such prospective participant shall attach a written explanation hereto.


Full Legal Name and address of Recipient, Vendor, or Contractor:

Delta-T Group Hartford, Inc.  
101 Centerpoint Drive, Suite 100  
Middletown, CT 06457

Print Name and Title of Authorized Representative:

Scott McAndrews, President

Signature of Authorized Representative:



Date: March 6, 2017

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

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

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

State of Pennsylvania

SS.: \_\_\_\_\_

County of Delaware

Scott McAndrews, being first duly  
sworn, deposes and says that:

1. I am the **owner, partner, officer, representative, agent or**  
President of Delta-T Group Hartford, Inc. (Contractor's Name), the  
Contractor that has submitted the attached agreement.

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

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

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

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

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



# CITY OF WATERBURY

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

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

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

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

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

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

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

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

	Organization Name	Address	Type of Ownership
1	None		
2			
3			
4			

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

# CITY OF WATERBURY

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

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

Name	Title	DOB	Stock %
1 Scott McAndrews	President	12/20/1969	50
2 Christopher McAndrews	Executive Vice President	9/7/1972	50
3			
4			

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

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

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

TRADE NAME	PLACE OF INCORPORATION/REGISTRY	PRINCIPAL PLACE OF BUSINESS
1 None		
2		
3		
4		

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

For Partnership/Sole Proprietor

In presence of:

Witness

Name of Partnership/Business

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

By: \_\_\_\_\_  
Name of General Partner/ Sole Proprietor

\_\_\_\_\_  
Address of Business

State of \_\_\_\_\_ )  
\_\_\_\_\_) SS  
County of \_\_\_\_\_ )

\_\_\_\_\_ being duly sworn,

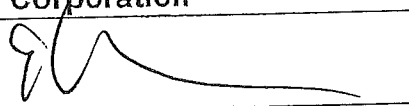
Deposes and says that he/she is \_\_\_\_\_ of \_\_\_\_\_ and that  
he/she answers to the foregoing questions and all statements therein are true and  
correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_.

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_

**For Corporation**

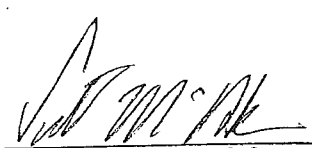
  
\_\_\_\_\_  
Witness

Scott McAndrews

\_\_\_\_\_  
Name of Corporate Signatory  
101 Centerpoint Drive, Suite 100  
Middletown, CT 06457

\_\_\_\_\_  
Address of Business

Affix  
Corporate  
Seal

By:   
\_\_\_\_\_  
Name of Authorized Corporate Officer

Its: President  
\_\_\_\_\_  
Title

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

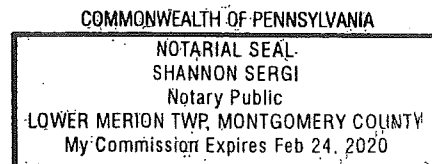
State of PA )  
 ) SS

County of Delaware )

Scott McAndrews being duly sworn,  
President Delta-T Group  
deposes and says that he/she is of Hartford, Inc and  
that he/she answers to the foregoing questions and all statements therein are true and  
correct.

Subscribed and sworn to before me this 6th day of March 2017.

My Commission Expires: Feb 24, 2020 Shannon Sergi  
(Notary Public)



## ATTACHMENT C

**ROCCO ORSO**  
**DIRECTOR OF PURCHASING**  
**236 GRAND STREET**  
**WATERBURY, CT 06702**

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

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

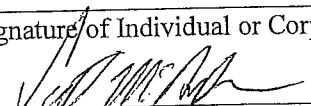
The undersigned acknowledges receipt of addenda numbered: (insert date)

1 1 4 2/28/2017  
2 \_\_\_\_\_ 5 \_\_\_\_\_  
3 \_\_\_\_\_ 6 \_\_\_\_\_

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

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

23-3003090  
Social Security Number  
or Federal Identification Number

Delta-T Group Hartford, Inc.  
Signature of Individual or Corporate Name  
  
Corporate Officer  
(if applicable)

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

Name Rachana Patel  
By: Vice President  
(Title)  
Business Address: Delta-T Group Hartford, Inc.  
(City, State, Zip Code)  
101 Centerpoint Drive, Suite 100  
Middletown, CT 06457  
Phone: \_\_\_\_\_

Date: March 6, 2017

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/26/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ACBI (Associated Community Brokers, Inc.) 2150 Post Road Fairfield CT 06824		<b>CONTACT</b> NAME: Sue Mason PHONE (A/C, No, Ext): 203-254-4518 FAX (A/C, No): 203-418-4205 E-MAIL: smason@acbi-ins.com ADDRESS: smason@acbi-ins.com	
<b>INSURED</b> Delta-T Group, Inc. 950 Haverford Rd Bryn Mawr PA 19010		<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>DELTA-1</b>		<b>NAIC #</b>	
		INSURER A :Capitol Specialty 10328	
		INSURER B :Valley Forge Insurance Co. 20508	
		INSURER C :National Fire Ins. Co. of Hart 20478	
		INSURER D :CNA 20443	
		INSURER E :Travelers Casualty & Surety 19038	
		INSURER F :	

**COVERAGES**

CERTIFICATE NUMBER: 1417830143

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY			6018562825	6/29/2016	6/29/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$excluded GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						
	<input checked="" type="checkbox"/> Contractual incl						
	<input checked="" type="checkbox"/> Pers Inj on Prof						
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
C	AUTOMOBILE LIABILITY			6018562842	6/29/2016	6/29/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> ANY AUTO						
	<input type="checkbox"/> ALL OWNED AUTOS						
	<input checked="" type="checkbox"/> HIRED AUTOS						
	<input type="checkbox"/> SCHEDULED AUTOS						
	<input checked="" type="checkbox"/> NON-OWNED AUTOS						
D	UMBRELLA LIAB	<input checked="" type="checkbox"/>	OCCUR	6018562839	6/29/2016	6/29/2017	EACH OCCURRENCE \$9,000,000 AGGREGATE \$9,000,000 \$
	EXCESS LIAB		CLAIMS-MADE				
	DED <input checked="" type="checkbox"/>		RETENTION \$10,000				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						
	Y/N <input type="checkbox"/> N/A						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A E	Prof Liability incl Sexual Abuse Crime incl Third Party			HS2014212303 105556836	12/21/2016 1/30/2017	12/21/2017 1/30/2018	Per Claim/ Aggregate \$5MM / \$5MM Employee Dishonesty \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Evidence of Coverage.

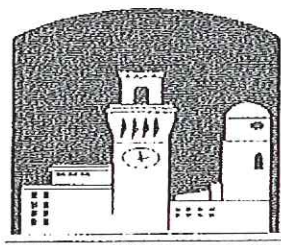
**CERTIFICATE HOLDER**Evidence of Coverage  
Delta- T Group, Inc.  
950 Haverford Rd.  
Bryn Mawr PA 19010**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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#6



# WATERBURY Public Schools

*Today's Students, Tomorrow's Leaders*

Melissa Baldwin

Special Education Department

236 Grand St. 2<sup>nd</sup> floor

Waterbury, CT 06702

203-574-8017

mbaldwin@waterbury.k12.ct.us

July 25, 2017

Honorable Commissioners  
Waterbury Board of Education  
236 Grand St.  
Waterbury, CT 06702

And

The Honorable Board of Aldermen  
City of Waterbury  
City Hall  
Waterbury, CT 06702

Re: Approval of a contract between the City of Waterbury and the  
Hispanic Coalition of Greater Waterbury, Inc.

Dear Honorable Commissioners and Aldermen:

I respectfully request that you approve a contract between the City of Waterbury and the Hispanic Coalition of Greater Waterbury, Inc. to provide a transition program for Waterbury students with disabilities. This contract did not go out to bid. Under Section 38.029 of the Waterbury procurement rules, procurement related to special education under the Individuals with Disabilities Education Act is exempt from bidding.

No cost is associated with the contract which covers a three year term, from September 1, 2017 through June 30, 2020. The transition program includes office and food preparation job training and work with the residents of the senior center.

Transition services are required to be given to older students with disabilities under the Individuals with Disabilities Education Act (IDEA). This agreement with the Hispanic Coalition helps the Waterbury School District provide its students with valuable transition opportunities. The District is very satisfied with the collaboration provided by the Hispanic Coalition and looks forward to providing the program in the future. A tax clearance is being obtained.

In conclusion, I respectfully request that the contract with Hispanic Coalition of Greater Waterbury, Inc. be approved.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Baldwin". The signature is fluid and cursive, with the first name "Melissa" and the last name "Baldwin" clearly distinguishable.

Melissa Baldwin

Enc. Contract



**AGREEMENT  
BETWEEN  
CITY OF WATERBURY, BOARD OF EDUCATION  
AND  
THE HISPANIC COALITION OF GREATER WATERBURY, INC.  
FOR  
TRANSITION SERVICES - SPECIAL EDUCATION**

**THIS AGREEMENT**, effective on the date signed by the Mayor (the "effective date") is by and between the City of Waterbury, Board of Education, acting herein by Neil M. O'Leary, Mayor , Chase Building, 236 Grand Street, Waterbury, Connecticut, 06702, duly authorized, hereinafter referred to as the "City" or the "Board" and The Hispanic Coalition of Greater Waterbury, Inc., a duly registered domestic non-stock corporation, located at 135 East Liberty Street, Waterbury, Connecticut 06706 ("Facility"), hereinafter referred to as the "Contractor".

**WHEREAS**, the City desires to provide a transition program for students with disabilities which includes training in problem solving skills, independent living skills, job skills and social skills in a work environment;

**WHEREAS**, the Contractor has agreed to partner with the City to provide transition services to include a prevocational and employment training program at and through the Contractor's Facility; and

**WHEREAS**, the City and the Contractor have established guidelines for the operation of the program at the Contractor's Facility.

**NOW THEREFORE**, it is mutually agreed as follows:

**1. Scope of Services**

The Contractor shall provide transition services, as listed in Schedule A attached hereto and made a part hereof, at or from its Facility, to a selected number of students with disabilities as selected by the City. The Contractor will provide such transition services including instruction, prevocational and employment training, community experiences and, if appropriate, acquisition of daily living skills and functional vocational training as set forth in the attached Schedule A, and as more specifically set forth in the student's Individualized Education Program ("I.E.P.") individual I.E.P. The City will be responsible for the planning, implementation, evaluation and review of the transition services of each student. The Contractor and the City shall be responsible for the development and implementation of the employment training program.

The Contractor will provide the students and City staff with an orientation of its Facility, employees, and an explanation of its procedures and policies. In addition, the Contractor will review the program responsibilities with City staff and students and be available throughout the day to supervise the implementation of the program. The student participants and the transition training program are further described as follow

- A. Community Based Training (CBT). Students shall receive transition services up to two (2) days per week, for no more than one and one-half (1.5) hours per day, and no more than a total of three (3) hours per week. In addition to the Contractor's staff, the City will provide supervising school staff members (teachers and/or paraprofessionals), on site, as needed and determined by the City and the student's I.E.P. The City will be responsible for the planning, implementation, evaluation and the transition services of each student selected by the City. The City will provide transportation for each student attending said program.
- B. Individual Work Experience (IWE). Students shall receive transition services for up to (3) days per week, for no more than three quarters (.75) of an hour to one (1) hour per day, for a total of two and one half (2.5) to three (3) hours per week. IWE students will be supervised by Contractor's staff or by a paraprofessional, if required by the student's I.E.P. The Contractor staff will evaluate the student's employment training. The IWE teacher will check in weekly with the Contractor's staff at the Facility. The Contractor and the City shall be responsible for the development and implementation of the transition services. The City will provide transportation for each student attending said program.
- C. Single Student Interns. Students shall receive transition training services for up to two (2) to eight (8) hours per week. Single Student Interns will be supervised by Contractor's staff or by a paraprofessional only as determined by the student's I.E.P.. The Contractor and City staff will evaluate the student's employment training. The transition coordinator or her representative will check in weekly with the Contractor's staff at the Facility. The Contractor and the City be responsible for the development and implementation of the transition services. The City will provide transportation for each student attending said program.

2. Payment

There shall be no compensation paid by the City to the Contractor, or to the City by the Contractor. The parties agree that the student's transition services are part of their educational program and as such the Students shall not be paid by either the City or the Contractor.

3. Term

The term of this Agreement shall be for the school years September 1, 2017 to June 30, 2020 or any part thereof.

4. Representation Regarding Qualification

The Contractor represents that its employees are licensed, if applicable, to perform the scope of work set forth in this Agreement. The Contractor further represents that its employees have the requisite skill, expertise and knowledge necessary to perform the scope of work required under the terms of this Agreement. If the Contractor is a corporation, it shall provide a corporate resolution authorizing this Agreement and the signatory thereof.

- A. **Representations regarding Criminal Violations.** The Contractor represents and warrants that it and its employees who are involved with City students in the transition program have no history of violations of the laws or regulations of the State of Connecticut pertaining to public health, have not been convicted of a crime, are not listed on the DCF Registry and have no criminal investigation pending. The Contractor further warrants and represents that it has conducted a records check of each individual and has found no such violation.

5. **Confidentiality**

The Contractor shall strictly adhere to all State and Federal Statutes, rules, policies, regulations, codes of participant protection and confidentiality, administrative directives of the State of Connecticut Board of Education and State Department of Education, as well as any policies, ordinances, rules and regulations established by the City of Waterbury regarding confidentiality of student records. If applicable, all information furnished by the City or gathered by the Contractor shall be used solely for the purposes of providing services under this agreement.

- A. Contractor acknowledges that in the course of providing services under this Agreement, it may come into the possession of education records or information of City of Waterbury students as defined in and governed by Family Educational Rights and Privacy Act ("FERPA", 20 U.S.C. §1232g) and related regulations (34 C.F.R. § 99) and shall comply with the requirements of said statutes and regulations and shall hold said information in the strictest of confidence, and agrees to use information obtained from the City only for the purposes provided in this Agreement. Without the prior written consent of the student's parent or guardian, as required by FERPA, the Contractor has no authority to make disclosures of any information obtained in the course of performing this agreement.

6. **Indemnification**

- A. The Contractor shall indemnify, defend and hold harmless the City, the City's Board of Education and their agents, officials and employees from and against all claims, suits, damages, losses, judgments, damages, costs and expenses including attorney's fees arising out of or resulting from the Contractor's negligence or intentional act. The Contractor shall not be responsible if said claims result solely from the actions or negligence of the City and the Board and their officers, agents or employees.

- B. Any insurance protection required by this Agreement, or otherwise provided by the Contractor, shall not in any way limit the responsibility to indemnify, keep and save harmless and defend the City as provided here.

D. **Failure to Maintain Insurance**

In the event the Contractor fails to maintain the minimum required coverage as set forth herein, the City may terminate this Agreement immediately upon information of no insurance coverage.

8. **Discriminatory Practices**

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

The Contractor shall admit any eligible student and shall not discriminate against any student regardless of race, religion, color, ancestry, natural origin, sex, handicap or disability.

A. **Equal Opportunity.**

In its execution of the performance of this Agreement, the Contractor shall not discriminate and shall comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, national origin or citizenship status, age or handicap. The Contractor agrees to comply with all local, state and federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements and will require the same of all subcontractors.

9. **Assignability.**

The Contractor shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the City.

10. **Interest of City Official**

No member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the carrying out of this Agreement, shall have any personal interest, direct or indirect, in this Agreement.

11. **Prohibition Against Gratuities and Kickbacks**

No person shall offer, give, or agree to give any current or former public official, employee or member of a board or commission, or for such current or former public official, employee or member of a board or commission to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any: decision; approval; disapproval; recommendation; preparation of any part of a

program requirement or a requisition; influencing the content of any specification or procurement standard; or rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or purchase order, or to any solicitation or proposal therefore.

No person shall make any payment, gratuity, or offer of employment as an inducement for the award of a subcontract or order, by or on behalf of a subcontractor, the prime contractor or higher tier subcontractor or any person associated therewith, under contract or purchase order to the City.

The value of anything transferred or received in violation of the provisions of this Chapter or regulations promulgated hereunder by any person subject to this Chapter may be recovered by the City.

12. **Prohibition Against Contingency Fees**

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

13. **City of Waterbury's Ethics Code Ordinance**

The Contractor hereby acknowledges receipt of the City of Waterbury's Ordinance regarding Ethics and Conflicts of Interest and has familiarized itself with said Code.

14. **Entire Agreement.**

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

15. **Independent Contractor Relationship.**

The relationship between the City and the Contractor is that of independent contractor. No agent, employee, or servant of the Contractor shall be deemed to be an employee, agent or servant of the City. The Contractor shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Agreement.

Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the City, the Contractor or any employee, or agent of the Contractor. Both parties acknowledge that the Contractor and its employees are not employees of the City for federal or state tax purposes.

As the Contractor and its employees are not employees of the City, the Contractor is responsible for paying all required state and federal taxes for its employees. In particular:

- A. The City will not withhold FICA (Social Security) for the Contractor.
  - B. The City will not make state or federal unemployment insurance contributions on behalf of the Contractor or its employees or agents.
  - C. The City will not withhold state or federal income tax from payment to the Contractor or its employees or agents.
  - D. The City will not make disability insurance contributions on behalf of the Contractor or its employees or agents.
  - E. The City will not obtain workers' compensation insurance on behalf of the Contractor or its employees or agents.
16. **Severability.**  
Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. If any provision of this Agreement, however, is held to be prohibited or invalid under applicable law, such provision shall be deemed restated to reflect the original intentions of the parties, as nearly as possible in accordance with applicable law.
17. **Termination**  
Either Party may terminate this agreement at any time upon a 30 day written notice to the other Party.
18. **Governing Laws.**  
This Agreement, its terms and conditions and any claims arising therefrom shall be governed by the laws of the State of Connecticut.

(The next page is the signature page.)

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first written below.

WITNESS:

CITY OF WATERBURY

\_\_\_\_\_

By: \_\_\_\_\_  
Neil M. O'Leary  
Mayor, City of Waterbury

\_\_\_\_\_  
Print name

Date: \_\_\_\_\_

WITNESS:

CONTRACTOR:  
THE HISPANIC COALITION OF  
GREATER WATERBURY, INC.

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print Name and Title

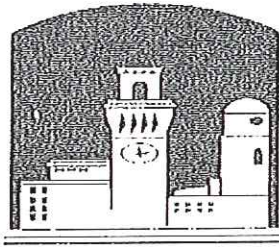
Date: \_\_\_\_\_

**SCHEDULE A**  
**SCOPE OF SERVICES AND TASK LIST**

The Contractor shall provide the following transition services to students designated by the City. Each student may receive all or some instruction with regard to the transition services listed below.

1. Food preparation and proper cleaning techniques in the La Casa Bienvenida Senior Center.
2. Assist residents and staff with games, crafts, and reading.
3. Office tasks including copying, stuffing envelopes and other clerical duties.
4. Any other appropriate service as designated by the City and the Contractor.





# WATERBURY Public Schools

*Today's Students. Tomorrow's Leaders*

Melissa Baldwin

Special Education Department

236 Grand St. 2<sup>nd</sup> floor

Waterbury, CT 06702

203-574-8017

mbaldwin@waterbury.k12.ct.us

July 25, 2017

Honorable Commissioners  
Waterbury Board of Education  
236 Grand St.  
Waterbury, CT 06702

And

The Honorable Board of Aldermen  
City of Waterbury  
City Hall  
Waterbury, CT 06702

Re: Approval of a contract between the City of Waterbury and the  
Children's Community School, Inc.

Dear Honorable Commissioners and Aldermen:

I respectfully request that you approve a contract between the City of Waterbury and Children's Community School, Inc. to provide a transition program for Waterbury students with disabilities. This contract did not go out to bid. Under Section 38.029 of the Waterbury procurement rules, procurement related to special education under the Individuals with Disabilities Education Act is exempt from bidding.

No cost is associated with the contract which covers a three year term, from September 1, 2017 through June 30, 2020. The transition program includes kitchen and related job tasks.

#7

Transition services are required to be given to older students with disabilities under the Individuals with Disabilities Education Act (IDEA). This agreement with Children's Community School helps the Waterbury School District provide its students with valuable transition opportunities. The District is very satisfied with the collaboration provided by Children's Community School and looks forward to providing the program in the future. A tax clearance is being obtained.

In conclusion, I respectfully request that the contract with Children's Community School, Inc. LLC be approved.

Sincerely,

A handwritten signature in black ink that reads "Melissa Baldwin". The script is cursive and fluid, with the first name "Melissa" and last name "Baldwin" clearly distinguishable.

Melissa Baldwin

Enc. Contract

**AGREEMENT  
BETWEEN  
CITY OF WATERBURY, BOARD OF EDUCATION  
AND  
CHILDREN'S COMMUNITY SCHOOL, INC.  
FOR  
TRANSITION SERVICES - SPECIAL EDUCATION**

**THIS AGREEMENT**, effective on the date signed by the Mayor (the "effective date") is by and between the City of Waterbury, Board of Education, acting herein by Neil M. O'Leary, Mayor, Chase Building, 236 Grand Street, Waterbury, Connecticut, 06702, duly authorized, hereinafter referred to as the "City" or the "Board" and Children's Community School, Inc., a , duly registered domestic non-stock corporation, located at 31 Wolcott Street, Waterbury, Connecticut 06702 ("Facility"), hereinafter referred to as the "Contractor".

**WHEREAS**, the City desires to provide a transition program for students with disabilities which includes training in problem solving skills, independent living skills, job skills and social skills in a work environment;

**WHEREAS**, the Contractor has agreed to partner with the City to provide transition services to include a prevocational and employment training program at and through the Contractor's Facility; and

**WHEREAS**, the City and the Contractor have established guidelines for the operation of the program at the Contractor's Facility.

**NOW THEREFORE**, it is mutually agreed as follows:

**1. Scope of Services**

The Contractor shall provide transition services, as listed in Schedule A attached hereto and made a part hereof, at or from its Facility, to a selected number of students with disabilities as selected by the City. The Contractor will provide such transition services including instruction, prevocational and employment training, community experiences and, if appropriate, acquisition of daily living skills and functional vocational training as set forth in the attached Schedule A, and as more specifically set forth in the student's Individualized Education Program ("I.E.P.") individual I.E.P. The City will be responsible for the planning, implementation, evaluation and review of the transition services of each student. The Contractor and the City shall be responsible for the development and implementation of the employment training program.

The Contractor will provide the students and City staff with an orientation of its Facility, employees, and an explanation of its procedures and policies. In addition, the Contractor will review the program responsibilities with City staff and students and be available throughout the day to supervise the implementation of the program. The student participants and the transition training program are further described as follow

- A. Community Based Training (CBT).. Students shall receive transition services up to two (2) days per week, for no more than one and one-half (1.5) hours per day, and no more than a total of three (3) hours per week. In addition to the Contractor's staff, the City will provide supervising school staff members (teachers and/or paraprofessionals), on site, as needed and determined by the City and the student's I.E.P. The City will be responsible for the planning, implementation, evaluation and the transition services of each student selected by the City. The City will provide transportation for each student attending said program.
- B. Individual Work Experience (IWE). Students shall receive transition services for up to (3) days per week, for no more than three quarters (.75) of an hour to one (1) hour per day, for a total of two and one half (2.5) to three (3) hours per week. IWE students will be supervised by Contractor's staff or by a paraprofessional, if required by the student's I.E.P. The Contractor staff will evaluate the student's employment training. The IWE teacher will check in weekly with the Contractor's staff at the Facility. The Contractor and the City shall be responsible for the development and implementation of the transition services. The City will provide transportation for each student attending said program.
- C. Single Student Interns. Students shall receive transition training services for up to two (2) to eight (8) hours per week. Single Student Interns will be supervised by Contractor's staff or by a paraprofessional only as determined by the student's I.E.P.. The Contractor and City staff will evaluate the student's employment training. The transition coordinator or her representative will check in weekly with the Contractor's staff at the Facility. The Contractor and the City be responsible for the development and implementation of the transition services. The City will provide transportation for each student attending said program.

2. Payment

There shall be no compensation paid by the City to the Contractor, or to the City by the Contractor. The parties agree that the student's transition services are part of their educational program and as such the Students shall not be paid by either the City or the Contractor.

3. Term

The term of this Agreement shall be for the school years September 1, 2017 to June 30, 2020 or any part thereof.

4. Representation Regarding Qualification

The Contractor represents that its employees are licensed, if applicable, to perform the scope of work set forth in this Agreement. The Contractor further represents that its employees have the requisite skill, expertise and knowledge necessary to perform the scope of work required under the terms of this Agreement. If the Contractor is a corporation, it shall provide a corporate resolution authorizing this Agreement and the signatory thereof.

- A. **Representations regarding Criminal Violations.** The Contractor represents and warrants that it and its employees who are involved with City students in the transition program have no history of violations of the laws or regulations of the State of Connecticut pertaining to public health, have not been convicted of a crime, are not listed on the DCF Registry and have no criminal investigation pending. The Contractor further warrants and represents that it has conducted a records check of each individual and has found no such violation.

5. **Confidentiality**

The Contractor shall strictly adhere to all State and Federal Statutes, rules, policies, regulations, codes of participant protection and confidentiality, administrative directives of the State of Connecticut Board of Education and State Department of Education, as well as any policies, ordinances, rules and regulations established by the City of Waterbury regarding confidentiality of student records. If applicable, all information furnished by the City or gathered by the Contractor shall be used solely for the purposes of providing services under this agreement.

- A. Contractor acknowledges that in the course of providing services under this Agreement, it may come into the possession of education records or information of City of Waterbury students as defined in and governed by Family Educational Rights and Privacy Act ("FERPA", 20 U.S.C. §1232g) and related regulations (34 C.F.R. § 99) and shall comply with the requirements of said statutes and regulations and shall hold said information in the strictest of confidence, and agrees to use information obtained from the City only for the purposes provided in this Agreement. Without the prior written consent of the student's parent or guardian, as required by FERPA, the Contractor has no authority to make disclosures of any information obtained in the course of performing this agreement.

6. **Indemnification**

- A. The Contractor shall indemnify, defend and hold harmless the City, the City's Board of Education and their agents, officials and employees from and against all claims, suits, damages, losses, judgments, damages, costs and expenses including attorney's fees arising out of or resulting from the Contractor's negligence or intentional act. The Contractor shall not be responsible if said claims result solely from the actions or negligence of the City and the Board and their officers, agents or employees.

- B. Any insurance protection required by this Agreement, or otherwise provided by the Contractor, shall not in any way limit the responsibility to indemnify, keep and save harmless and defend the City as provided here.

D. **Failure to Maintain Insurance**

In the event the Contractor fails to maintain the minimum required coverage as set forth herein, the City may terminate this Agreement immediately upon information of no insurance coverage.

8. **Discriminatory Practices**

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

The Contractor shall admit any eligible student and shall not discriminate against any student regardless of race, religion, color, ancestry, natural origin, sex, handicap or disability.

A. **Equal Opportunity.**

In its execution of the performance of this Agreement, the Contractor shall not discriminate and shall comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, national origin or citizenship status, age or handicap. The Contractor agrees to comply with all local, state and federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements and will require the same of all subcontractors.

9. **Assignability.**

The Contractor shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the City.

10. **Interest of City Official**

No member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the carrying out of this Agreement, shall have any personal interest, direct or indirect, in this Agreement.

11. **Prohibition Against Gratuities and Kickbacks**

No person shall offer, give, or agree to give any current or former public official, employee or member of a board or commission, or for such current or former public official, employee or member of a board or commission to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any: decision; approval; disapproval; recommendation; preparation of any part of a

program requirement or a requisition; influencing the content of any specification or procurement standard; or rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or purchase order, or to any solicitation or proposal therefore.

No person shall make any payment, gratuity, or offer of employment as an inducement for the award of a subcontract or order, by or on behalf of a subcontractor, the prime contractor or higher tier subcontractor or any person associated therewith, under contract or purchase order to the City.

The value of anything transferred or received in violation of the provisions of this Chapter or regulations promulgated hereunder by any person subject to this Chapter may be recovered by the City.

12. **Prohibition Against Contingency Fees**

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

13. **City of Waterbury's Ethics Code Ordinance**

The Contractor hereby acknowledges receipt of the City of Waterbury's Ordinance regarding Ethics and Conflicts of Interest and has familiarized itself with said Code.

14. **Entire Agreement.**

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

15. **Independent Contractor Relationship.**

The relationship between the City and the Contractor is that of independent contractor. No agent, employee, or servant of the Contractor shall be deemed to be an employee, agent or servant of the City. The Contractor shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Agreement.

Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the City, the Contractor or any employee, or agent of the Contractor. Both parties acknowledge that the Contractor and its employees are not employees of the City for federal or state tax purposes.

As the Contractor and its employees are not employees of the City, the Contractor is responsible for paying all required state and federal taxes for its employees. In particular:

- A. The City will not withhold FICA (Social Security) for the Contractor.
  - B. The City will not make state or federal unemployment insurance contributions on behalf of the Contractor or its employees or agents.
  - C. The City will not withhold state or federal income tax from payment to the Contractor or its employees or agents.
  - D. The City will not make disability insurance contributions on behalf of the Contractor or its employees or agents.
  - E. The City will not obtain workers' compensation insurance on behalf of the Contractor or its employees or agents.
16. Severability.  
Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. If any provision of this Agreement, however, is held to be prohibited or invalid under applicable law, such provision shall be deemed restated to reflect the original intentions of the parties, as nearly as possible in accordance with applicable law.
17. Termination  
Either Party may terminate this agreement at any time upon a 30 day written notice to the other Party.
18. Governing Laws.  
This Agreement, its terms and conditions and any claims arising therefrom shall be governed by the laws of the State of Connecticut.

(The next page is the signature page.)



IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first written below.

WITNESS:

CITY OF WATERBURY

\_\_\_\_\_

By: \_\_\_\_\_

Neil M. O'Leary  
Mayor, City of Waterbury

\_\_\_\_\_  
Print name

Date: \_\_\_\_\_

WITNESS:

CONTRACTOR:  
CHILDREN'S COMMUNITY SCHOOL,  
INC.

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print Name and Title

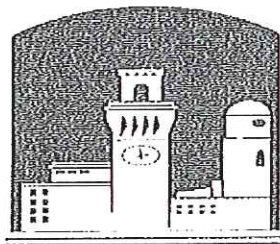
Date: \_\_\_\_\_

## SCHEDULE A SCOPE OF SERVICES AND TASK LIST

The Contractor shall provide the following transition services to children designated by the City.

**Kitchen Job Tasks- Contractor shall instruct the student assigned to kitchen job tasks in the following tasks:**

1. Using soap, wash hands in the hand washing sink, dry hands with paper towels and put on gloves.
3. Ask staff for classroom index cards which will contain the (classroom number and how many students are in the class. Students arrange index cards on tables according to classrooms
4. Gathering and placing milk crates/trays from back tables with corresponding index cards.
5. Obtaining supplies from back shelves (plates, napkins, etc.)
6. Counting out correct number of items into each crate/tray.
7. Going to the cooler and counting out correct number of milk and juices into each crate/tray.
8. Counting out correct number of hot or cold breakfast items into each crate/tray.
9. Counting items with staff to insure correct number of items are in crates.
10. Students pick up crates (groups of 2 with staff as needed) walk out of the kitchen and deliver crate to the appropriate class
11. Proper etiquette upon arrival at classrooms (i.e. knocking on doors and entering rooms, greeting, teacher and waiting for a response to enter.
12. Entering the classroom, students greet teacher and students appropriately (Hello or Good Morning)
13. Placing trays on desk or table as requested by the teacher, unpacking items from crate and arranging them on table upon request.
14. Leaving the room and return to the kitchen for more deliveries.
15. Upon completion of deliveries, students return to kitchen to clean up
16. Wiping down tables, sweeping floor, and wiping down counter tops, refrigerators, cabinets, and shelves.
17. Wash, dry, and put away, dishes, pots, pans, etc.
18. Returning to classrooms (if needed) to get crates/trays.
19. Cleaning crates/trays and replacing them on tables
20. Setting up chairs and tables, restocking supplies (straws, napkins, spoons, forks, etc...)
21. Breaking down boxes and walk outside to place in dumpster upon completion of work, students sit at tables and review performance with staff and plan for next visit.



# WATERBURY Public Schools

*Today's Students. Tomorrow's Leaders*

Melissa Baldwin

Special Education Department

236 Grand St. 2<sup>nd</sup> floor

Waterbury, CT 06702

203-574-8017

mbaldwin@waterbury.k12.ct.us

July 25, 2017

Honorable Commissioners  
Waterbury Board of Education  
236 Grand St.  
Waterbury, CT 06702

And

The Honorable Board of Aldermen  
City of Waterbury  
City Hall  
Waterbury, CT 06702

Re: Approval of a contract between the City of Waterbury and Brass  
City Charter School, Inc.

Dear Honorable Commissioners and Aldermen:

I respectfully request that you approve a contract between the City of Waterbury and Brass City Charter School, Inc. to provide a transition program for Waterbury students with disabilities. This contract did not go out to bid. Under Section 38.029 of the Waterbury procurement rules, procurement related to special education under the Individuals with Disabilities Education Act is exempt from bidding.

No cost is associated with the contract which covers a three year term, from September 1, 2017 through June 30, 2020. The transition program includes food preparation and custodial and maintenance tasks.

Transition services are required to be given to older students with disabilities under the Individuals with Disabilities Education Act (IDEA). This agreement with Brass City Charter helps the Waterbury School District provide its students with valuable transition opportunities. The District is very satisfied with the collaboration provided by Brass City Charter and looks forward to providing the program in the future. A tax clearance is being obtained.

In conclusion, I respectfully request that the contract with Brass City Charter School, Inc. be approved.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Baldwin". The signature is fluid and cursive, with the first name "Melissa" and last name "Baldwin" clearly distinguishable.

Melissa Baldwin

Enc. Contract

**AGREEMENT  
BETWEEN  
CITY OF WATERBURY, BOARD OF EDUCATION  
AND  
BRASS CITY CHARTER SCHOOL, INC.  
FOR  
TRANSITION SERVICES - SPECIAL EDUCATION**

**THIS AGREEMENT**, effective on the date signed by the Mayor (the "effective date") is by and between the City of Waterbury, Board of Education, acting herein by Neil M. O'Leary, Mayor, Chase Building, 236 Grand Street, Waterbury, Connecticut, 06702, duly authorized, hereinafter referred to as the "City" or the "Board" and Brass City Charter School, Inc., a , duly registered domestic non-stock corporation, located at 212 Chestnut Avenue, Waterbury, Connecticut 06710 ("Facility"), hereinafter referred to as the "Contractor".

**WHEREAS**, the City desires to provide a transition program for students with disabilities which includes training in problem solving skills, independent living skills, job skills and social skills in a work environment;

**WHEREAS**, the Contractor has agreed to partner with the City to provide transition services to include a prevocational and employment training program at and through the Contractor's Facility; and

**WHEREAS**, the City and the Contractor have established guidelines for the operation of the program at the Contractor's Facility.

**NOW THEREFORE**, it is mutually agreed as follows:

**1. Scope of Services**

The Contractor shall provide transition services, as listed in Schedule A attached hereto and made a part hereof, at or from its Facility, to a selected number of students with disabilities as selected by the City. The Contractor will provide such transition services including instruction, prevocational and employment training, community experiences and, if appropriate, acquisition of daily living skills and functional vocational training as set forth in the attached Schedule A, and as more specifically set forth in the student's Individualized Education Program ("I.E.P.") individual I.E.P. The City will be responsible for the planning, implementation, evaluation and review of the transition services of each student. The Contractor and the City shall be responsible for the development and implementation of the employment training program.

The Contractor will provide the students and City staff with an orientation of its Facility, employees, and an explanation of its procedures and policies. In addition, the Contractor will review the program responsibilities with City staff and students and be available throughout the day to supervise the implementation of the program. The student participants and the transition training program are further described as follow

- A. Community Based Training (CBT). Students shall receive transition services up to two (2) days per week, for no more than one and one-half (1.5) hours per day, and no more than a total of three (3) hours per week. In addition to the Contractor's staff, the City will provide supervising school staff members (teachers and/or paraprofessionals), on site, as needed and determined by the City and the student's I.E.P. The City will be responsible for the planning, implementation, evaluation and the transition services of each student selected by the City. The City will provide transportation for each student attending said program.
- B. Individual Work Experience (IWE). Students shall receive transition services for up to (3) days per week, for no more than three quarters (.75) of an hour to one (1) hour per day, for a total of two and one half (2.5) to three (3) hours per week. IWE students will be supervised by Contractor's staff or by a paraprofessional, if required by the student's I.E.P. The Contractor staff will evaluate the student's employment training. The IWE teacher will check in weekly with the Contractor's staff at the Facility. The Contractor and the City shall be responsible for the development and implementation of the transition services. The City will provide transportation for each student attending said program.
- C. Single Student Interns. Students shall receive transition training services for up to two (2) to eight (8) hours per week. Single Student Interns will be supervised by Contractor's staff or by a paraprofessional only as determined by the student's I.E.P.. The Contractor and City staff will evaluate the student's employment training. The transition coordinator or her representative will check in weekly with the Contractor's staff at the Facility. The Contractor and the City be responsible for the development and implementation of the transition services. The City will provide transportation for each student attending said program.

2. Payment

There shall be no compensation paid by the City to the Contractor, or to the City by the Contractor. The parties agree that the student's transition services are part of their educational program and as such the Students shall not be paid by either the City or the Contractor.

3. Term

The term of this Agreement shall be for the school years September 1, 2017 to June 30, 2020 or any part thereof.

4. Representation Regarding Qualification

The Contractor represents that its employees are licensed, if applicable, to perform the scope of work set forth in this Agreement. The Contractor further represents that its employees have the requisite skill, expertise and knowledge necessary to perform the scope of work required under the terms of this Agreement. If the Contractor is a corporation, it shall provide a corporate resolution authorizing this Agreement and the signatory thereof.

- A. **Representations regarding Criminal Violations.** The Contractor represents and warrants that it and its employees who are involved with City students in the transition program have no history of violations of the laws or regulations of the State of Connecticut pertaining to public health, have not been convicted of a crime, are not listed on the DCF Registry and have no criminal investigation pending. The Contractor further warrants and represents that it has conducted a records check of each individual and has found no such violation.

5. **Confidentiality**

The Contractor shall strictly adhere to all State and Federal Statutes, rules, policies, regulations, codes of participant protection and confidentiality, administrative directives of the State of Connecticut Board of Education and State Department of Education, as well as any policies, ordinances, rules and regulations established by the City of Waterbury regarding confidentiality of student records. If applicable, all information furnished by the City or gathered by the Contractor shall be used solely for the purposes of providing services under this agreement.

- A. Contractor acknowledges that in the course of providing services under this Agreement, it may come into the possession of education records or information of City of Waterbury students as defined in and governed by Family Educational Rights and Privacy Act ("FERPA", 20 U.S.C. §1232g) and related regulations (34 C.F.R. § 99) and shall comply with the requirements of said statutes and regulations and shall hold said information in the strictest of confidence, and agrees to use information obtained from the City only for the purposes provided in this Agreement. Without the prior written consent of the student's parent or guardian, as required by FERPA, the Contractor has no authority to make disclosures of any information obtained in the course of performing this agreement.

6. **Indemnification**

- A. The Contractor shall indemnify, defend and hold harmless the City, the City's Board of Education and their agents, officials and employees from and against all claims, suits, damages, losses, judgments, damages, costs and expenses including attorney's fees arising out of or resulting from the Contractor's negligence or intentional act. The Contractor shall not be responsible if said claims result solely from the actions or negligence of the City and the Board and their officers, agents or employees.

- B. Any insurance protection required by this Agreement, or otherwise provided by the Contractor, shall not in any way limit the responsibility to indemnify, keep and save harmless and defend the City as provided here.

D. **Failure to Maintain Insurance**

In the event the Contractor fails to maintain the minimum required coverage as set forth herein, the City may terminate this Agreement immediately upon information of no insurance coverage.

8. **Discriminatory Practices**

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

The Contractor shall admit any eligible student and shall not discriminate against any student regardless of race, religion, color, ancestry, natural origin, sex, handicap or disability.

A. **Equal Opportunity.**

In its execution of the performance of this Agreement, the Contractor shall not discriminate and shall comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, national origin or citizenship status, age or handicap. The Contractor agrees to comply with all local, state and federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements and will require the same of all subcontractors.

9. **Assignability.**

The Contractor shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the City.

10. **Interest of City Official**

No member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the carrying out of this Agreement, shall have any personal interest, direct or indirect, in this Agreement.

11. **Prohibition Against Gratuities and Kickbacks**

No person shall offer, give, or agree to give any current or former public official, employee or member of a board or commission, or for such current or former public official, employee or member of a board or commission to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any: decision; approval; disapproval; recommendation; preparation of any part of a



program requirement or a requisition; influencing the content of any specification or procurement standard; or rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or purchase order, or to any solicitation or proposal therefore.

No person shall make any payment, gratuity, or offer of employment as an inducement for the award of a subcontract or order, by or on behalf of a subcontractor, the prime contractor or higher tier subcontractor or any person associated therewith, under contract or purchase order to the City.

The value of anything transferred or received in violation of the provisions of this Chapter or regulations promulgated hereunder by any person subject to this Chapter may be recovered by the City.

12. **Prohibition Against Contingency Fees**

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

13. **City of Waterbury's Ethics Code Ordinance**

The Contractor hereby acknowledges receipt of the City of Waterbury's Ordinance regarding Ethics and Conflicts of Interest and has familiarized itself with said Code.

14. **Entire Agreement.**

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

15. **Independent Contractor Relationship.**

The relationship between the City and the Contractor is that of independent contractor. No agent, employee, or servant of the Contractor shall be deemed to be an employee, agent or servant of the City. The Contractor shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Agreement.

Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the City, the Contractor or any employee, or agent of the Contractor. Both parties acknowledge that the Contractor and its employees are not employees of the City for federal or state tax purposes.

As the Contractor and its employees are not employees of the City, the Contractor is responsible for paying all required state and federal taxes for its employees. In particular:

- A. The City will not withhold FICA (Social Security) for the Contractor.
- B. The City will not make state or federal unemployment insurance contributions on behalf of the Contractor or its employees or agents.
- C. The City will not withhold state or federal income tax from payment to the Contractor or its employees or agents.
- D. The City will not make disability insurance contributions on behalf of the Contractor or its employees or agents.
- E. The City will not obtain workers' compensation insurance on behalf of the Contractor or its employees or agents.

16. Severability.

Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. If any provision of this Agreement, however, is held to be prohibited or invalid under applicable law, such provision shall be deemed restated to reflect the original intentions of the parties, as nearly as possible in accordance with applicable law.

17. Termination

Either Party may terminate this agreement at any time upon a 30 day written notice to the other Party.

18. Governing Laws.

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

(The next page is the signature page.)

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first written below.

WITNESS:

CITY OF WATERBURY

\_\_\_\_\_

By: \_\_\_\_\_

Neil M. O'Leary  
Mayor, City of Waterbury

\_\_\_\_\_  
Print name

Date: \_\_\_\_\_

WITNESS:

CONTRACTOR:  
BRASS CITY CHARTER SCHOOL,  
INC.

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print Name and Title

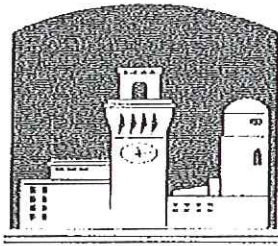
Date: \_\_\_\_\_

**SCHEDULE A**  
**SCOPE OF SERVICES AND TASK LIST**

**The Contractor shall provide the following transition services to students designated by the City. Each student may receive all or some instruction with regard to the transition services listed below.**

1. Food preparation and custodial tasks in the Kitchen.
2. Maintenance and custodial work in the BCC School Building.
3. Any other appropriate service as designated by the City and the Contractor.

#9



# WATERBURY Public Schools

*Today's Students, Tomorrow's Leaders*

Melissa Baldwin

Special Education Department  
236 Grand St. 2<sup>nd</sup> floor  
Waterbury, CT 06702  
203-574-8017  
mbaldwin@waterbury.k12.ct.us

July 25, 2017

Honorable Commissioners  
Waterbury Board of Education  
236 Grand St.  
Waterbury, CT 06702

And

The Honorable Board of Aldermen  
City of Waterbury  
City Hall  
Waterbury, CT 06702

Re: Approval of a contract between the City of Waterbury and the  
Belle Academy of Cosmetology, LLC

Dear Honorable Commissioners and Aldermen:

I respectfully request that you approve a contract between the City of Waterbury and Belle Academy of Cosmetology, LLC to provide a transition program for Waterbury students with disabilities. This contract did not go out to bid. Under Section 38.029 of the Waterbury procurement rules, procurement related to special education under the Individuals with Disabilities Education Act is exempt from bidding.

No cost is associated with the contract which covers a three year term, from September 1, 2017 through June 30, 2020. The transition program includes job shadowing, career planning and job tasks.

Transition services are required to be given to older students with disabilities under the Individuals with Disabilities Education Act (IDEA). This agreement with Belle Academy helps the Waterbury School District provide its students with valuable transition opportunities. The District is very satisfied with the collaboration provided by Belle Academy and looks forward to providing the program in the future. A tax clearance is being obtained.

In conclusion, I respectfully request that the contract with Belle Academy of Cosmetology, LLC be approved.

Sincerely,

A handwritten signature in black ink that reads "Melissa Baldwin". The script is cursive and fluid, with the first name "Melissa" and last name "Baldwin" clearly distinguishable.

Melissa Baldwin

Enc. Contract

**AGREEMENT  
BETWEEN  
CITY OF WATERBURY, BOARD OF EDUCATION  
AND  
BELLE ACADEMY OF COSMETOLOGY, LLC  
FOR  
TRANSITION SERVICES - SPECIAL EDUCATION**

**THIS AGREEMENT**, effective on the date signed by the Mayor (the "effective date") is by and between the City of Waterbury, Board of Education, acting herein by Neil M. O'Leary, Mayor , Chase Building, 236 Grand Street, Waterbury, Connecticut, 06702, duly authorized, hereinafter referred to as the "City" or the "Board" and Belle Academy of Cosmetology, LLC,, a , duly registered domestic non-stock corporation, located at 27A South Commons Road, Waterbury, Connecticut 06704 ("Facility"), hereinafter referred to as the "Contractor".

**WHEREAS**, the City desires to provide a transition program for students with disabilities which includes training in problem solving skills, independent living skills, job skills and social skills in a work environment;

**WHEREAS**, the Contractor has agreed to partner with the City to provide transition services to include a prevocational and employment training program at and through the Contractor's Facility; and

**WHEREAS**, the City and the Contractor have established guidelines for the operation of the program at the Contractor's Facility.

**NOW THEREFORE**, it is mutually agreed as follows:

**1. Scope of Services**

The Contractor shall provide transition services, as listed in Schedule A attached hereto and made a part hereof, at or from its Facility, to a selected number of students with disabilities as selected by the City. The Contractor will provide such transition services including instruction, prevocational and employment training, community experiences and, if appropriate, acquisition of daily living skills and functional vocational training as set forth in the attached Schedule A, and as more specifically set forth in the student's Individualized Education Program ("I.E.P.") individual I.E.P. The City will be responsible for the planning, implementation, evaluation and review of the transition services of each student. The Contractor and the City shall be responsible for the development and implementation of the employment training program.

The Contractor will provide the students and City staff with an orientation of its Facility, employees, and an explanation of its procedures and policies. In addition, the Contractor will review the program responsibilities with City staff and students and be available throughout the day to supervise the implementation of the program. The student participants and the transition training program are further described as follow

- A. Community Based Training (CBT). Students shall receive transition services up to two (2) days per week, for no more than one and one-half (1.5) hours per day, and no more than a total of three (3) hours per week. In addition to the Contractor's staff, the City will provide supervising school staff members (teachers and/or paraprofessionals), on site, as needed and determined by the City and the student's I.E.P. The City will be responsible for the planning, implementation, evaluation and the transition services of each student selected by the City. The City will provide transportation for each student attending said program.
  - B. Individual Work Experience (IWE). Students shall receive transition services for up to (3) days per week, for no more than three quarters (.75) of an hour to one (1) hour per day, for a total of two and one half (2.5) to three (3) hours per week. IWE students will be supervised by Contractor's staff or by a paraprofessional, if required by the student's I.E.P. The Contractor staff will evaluate the student's employment training. The IWE teacher will check in weekly with the Contractor's staff at the Facility. The Contractor and the City shall be responsible for the development and implementation of the transition services. The City will provide transportation for each student attending said program.
  - C. Single Student Interns. Students shall receive transition training services for up to two (2) to eight (8) hours per week. Single Student Interns will be supervised by Contractor's staff or by a paraprofessional only as determined by the student's I.E.P.. The Contractor and City staff will evaluate the student's employment training. The transition coordinator or her representative will check in weekly with the Contractor's staff at the Facility. The Contractor and the City be responsible for the development and implementation of the transition services. The City will provide transportation for each student attending said program.
2. Payment  
There shall be no compensation paid by the City to the Contractor, or to the City by the Contractor. The parties agree that the student's transition services are part of their educational program and as such the Students shall not be paid by either the City or the Contractor.
3. Term  
The term of this Agreement shall be for the school years September 1, 2017 to June 30, 2020 or any part thereof.
4. Representation Regarding Qualification  
The Contractor represents that its employees are licensed, if applicable, to perform the scope of work set forth in this Agreement. The Contractor further represents that its employees have the requisite skill, expertise and knowledge necessary to perform the scope of work required under the terms of this Agreement. If the Contractor is a corporation, it shall provide a corporate resolution authorizing this Agreement and the signatory thereof.



- A. **Representations regarding Criminal Violations.** The Contractor represents and warrants that it and its employees who are involved with City students in the transition program have no history of violations of the laws or regulations of the State of Connecticut pertaining to public health, have not been convicted of a crime, are not listed on the DCF Registry and have no criminal investigation pending. The Contractor further warrants and represents that it has conducted a records check of each individual and has found no such violation.

5. **Confidentiality**

The Contractor shall strictly adhere to all State and Federal Statutes, rules, policies, regulations, codes of participant protection and confidentiality, administrative directives of the State of Connecticut Board of Education and State Department of Education, as well as any policies, ordinances, rules and regulations established by the City of Waterbury regarding confidentiality of student records. If applicable, all information furnished by the City or gathered by the Contractor shall be used solely for the purposes of providing services under this agreement.

- A. Contractor acknowledges that in the course of providing services under this Agreement, it may come into the possession of education records or information of City of Waterbury students as defined in and governed by Family Educational Rights and Privacy Act ("FERPA", 20 U.S.C. §1232g) and related regulations (34 C.F.R. § 99) and shall comply with the requirements of said statutes and regulations and shall hold said information in the strictest of confidence, and agrees to use information obtained from the City only for the purposes provided in this Agreement. Without the prior written consent of the student's parent or guardian, as required by FERPA, the Contractor has no authority to make disclosures of any information obtained in the course of performing this agreement.

6. **Indemnification**

- A. The Contractor shall indemnify, defend and hold harmless the City, the City's Board of Education and their agents, officials and employees from and against all claims, suits, damages, losses, judgments, damages, costs and expenses including attorney's fees arising out of or resulting from the Contractor's negligence or intentional act. The Contractor shall not be responsible if said claims result solely from the actions or negligence of the City and the Board and their officers, agents or employees.

- B. Any insurance protection required by this Agreement, or otherwise provided by the Contractor, shall not in any way limit the responsibility to indemnify, keep and save harmless and defend the City as provided here.

D. **Failure to Maintain Insurance**

In the event the Contractor fails to maintain the minimum required coverage as set forth herein, the City may terminate this Agreement immediately upon information of no insurance coverage.

8. **Discriminatory Practices**

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

The Contractor shall admit any eligible student and shall not discriminate against any student regardless of race, religion, color, ancestry, natural origin, sex, handicap or disability.

A. **Equal Opportunity.**

In its execution of the performance of this Agreement, the Contractor shall not discriminate and shall comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, national origin or citizenship status, age or handicap. The Contractor agrees to comply with all local, state and federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements and will require the same of all subcontractors.

9. **Assignability.**

The Contractor shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the City.

10. **Interest of City Official**

No member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the carrying out of this Agreement, shall have any personal interest, direct or indirect, in this Agreement.

11. **Prohibition Against Gratuities and Kickbacks**

No person shall offer, give, or agree to give any current or former public official, employee or member of a board or commission, or for such current or former public official, employee or member of a board or commission to solicit, demand, accept or

agree to accept from another person a gratuity or an offer of employment in connection with any: decision; approval; disapproval; recommendation; preparation of any part of a program requirement or a requisition; influencing the content of any specification or procurement standard; or rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or purchase order, or to any solicitation or proposal therefore.

No person shall make any payment, gratuity, or offer of employment as an inducement for the award of a subcontract or order, by or on behalf of a subcontractor, the prime contractor or higher tier subcontractor or any person associated therewith, under contract or purchase order to the City.

The value of anything transferred or received in violation of the provisions of this Chapter or regulations promulgated hereunder by any person subject to this Chapter may be recovered by the City.

12. **Prohibition Against Contingency Fees**

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

13. **City of Waterbury's Ethics Code Ordinance**

The Contractor hereby acknowledges receipt of the City of Waterbury's Ordinance regarding Ethics and Conflicts of Interest and has familiarized itself with said Code.

14. **Entire Agreement.**

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

15. **Independent Contractor Relationship.**

The relationship between the City and the Contractor is that of independent contractor. No agent, employee, or servant of the Contractor shall be deemed to be an employee, agent or servant of the City. The Contractor shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Agreement.

Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the City, the Contractor or any employee, or agent of the Contractor. Both parties acknowledge that the Contractor and its employees are not employees of the City for federal or state tax purposes.

As the Contractor and its employees are not employees of the City, the Contractor is responsible for paying all required state and federal taxes for its employees. In particular:

- A. The City will not withhold FICA (Social Security) for the Contractor.
- B. The City will not make state or federal unemployment insurance contributions on behalf of the Contractor or its employees or agents.
- C. The City will not withhold state or federal income tax from payment to the Contractor or its employees or agents.
- D. The City will not make disability insurance contributions on behalf of the Contractor or its employees or agents.
- E. The City will not obtain workers' compensation insurance on behalf of the Contractor or its employees or agents.

16. **Severability.**

Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. If any provision of this Agreement, however, is held to be prohibited or invalid under applicable law, such provision shall be deemed restated to reflect the original intentions of the parties, as nearly as possible in accordance with applicable law.

17. **Termination**

Either Party may terminate this agreement at any time upon a 30 day written notice to the other Party.

18. **Governing Laws.**

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

(The next page is the signature page.)

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first written below.

**WITNESS:**

**CITY OF WATERBURY**

\_\_\_\_\_

By: \_\_\_\_\_

Neil M. O'Leary  
Mayor, City of Waterbury

\_\_\_\_\_  
Print name

Date: \_\_\_\_\_

**WITNESS:**

**CONTRACTOR:  
BELLE ACADEMY OF  
COSMETOLOGY, LLC**

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print Name and Title

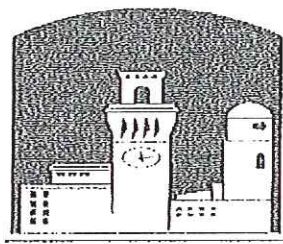
Date: \_\_\_\_\_

**SCHEDULE A**  
**SCOPE OF SERVICES AND TASK LIST**

The Contractor shall provide the following transition services to students designated by the City. Each student may receive all or some instruction with regard to the transition services listed below.

1. Learn mechanics of different jobs involving nails and hairdressing.
2. Receive training on job tasks from Contractor's staff.
3. Practice and perform appropriate job tasks.
4. Staff to explain coursework and job requirements for possible employment available at the Contractor's facility.
5. Any other appropriate transition service/activity as designated by the City and the contractor.

#10



# WATERBURY Public Schools

*Today's Students. Tomorrow's Leaders*

Melissa Baldwin

Special Education Department

236 Grand St. 2<sup>nd</sup> floor

Waterbury, CT 06702

203-574-8017

mbaldwin@waterbury.k12.ct.us

July 25, 2017

Honorable Commissioners  
Waterbury Board of Education  
236 Grand St.  
Waterbury, CT 06702

And

The Honorable Board of Aldermen  
City of Waterbury  
City Hall  
Waterbury, CT 06702

Re: Approval of a contract between the City of Waterbury and Abbott  
Terrace Health Center, Inc.

Dear Honorable Commissioners and Aldermen:

I respectfully request that you approve a contract between the City of Waterbury and Abbott Terrace Health Center, Inc. to provide a transition program for Waterbury students with disabilities. This contract did not go out to bid. Under Section 38.029 of the Waterbury procurement rules, procurement related to special education under the Individuals with Disabilities Education Act is exempt from bidding.

No cost is associated with the contract which covers a three year term, from September 1, 2017 through June 30, 2020. The transition program includes custodial and maintenance tasks and laundry tasks.

Transition services are required to be given to older students with disabilities under the Individuals with Disabilities Education Act (IDEA). This agreement with Abbott Terrace helps the Waterbury School District provide its students with valuable transition opportunities. The District is very satisfied with the collaboration provided by Abbott Terrace and looks forward to providing the program in the future. A tax clearance is being obtained.

In conclusion, I respectfully request that the contract with Abbott Terrace Health Center, Inc. be approved.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Baldwin". The signature is fluid and cursive, with the first name "Melissa" written in a larger, more prominent script than the last name "Baldwin".

Melissa Baldwin

Enc. Contract



**AGREEMENT  
BETWEEN  
CITY OF WATERBURY, BOARD OF EDUCATION  
AND  
ABBOTT TERRACE HEALTH CENTER, INC.  
FOR  
TRANSITION SERVICES - SPECIAL EDUCATION**

**THIS AGREEMENT**, effective on the date signed by the Mayor (the "effective date") is by and between the City of Waterbury, Board of Education, acting herein by Neil M. O'Leary, Mayor , Chase Building, 236 Grand Street, Waterbury, Connecticut, 06702, duly authorized, hereinafter referred to as the "City" or the "Board" and Abbott Terrace Health Center, Inc., a , duly registered domestic non-stock corporation, located at 44 Abbott Terrace, Waterbury, Connecticut 06702 ("Facility"), hereinafter referred to as the "Contractor".

**WHEREAS**, the City desires to provide a transition program for students with disabilities which includes training in problem solving skills, independent living skills, job skills and social skills in a work environment;

**WHEREAS**, the Contractor has agreed to partner with the City to provide transition services to include a prevocational and employment training program at and through the Contractor's Facility; and

**WHEREAS**, the City and the Contractor have established guidelines for the operation of the program at the Contractor's Facility.

**NOW THEREFORE**, it is mutually agreed as follows:

**1.     Scope of Services**

The Contractor shall provide transition services, as listed in Schedule A attached hereto and made a part hereof, at or from its Facility, to a selected number of students with disabilities as selected by the City. The Contractor will provide such transition services including instruction, prevocational and employment training, community experiences and, if appropriate, acquisition of daily living skills and functional vocational training as set forth in the attached Schedule A, and as more specifically set forth in the student's Individualized Education Program ("I.E.P.") individual I.E.P. The City will be responsible for the planning, implementation, evaluation and review of the transition services of each student. The Contractor and the City shall be responsible for the development and implementation of the employment training program.

The Contractor will provide the students and City staff with an orientation of its Facility, employees, and an explanation of its procedures and policies. In addition, the Contractor will review the program responsibilities with City staff and students and be available throughout the day to supervise the implementation of the program. The student participants and the transition training program are further described as follow

- A. Community Based Training (CBT).. Students shall receive transition services up to two (2) days per week, for no more than one and one-half (1.5) hours per day, and no more than a total of three (3) hours per week. In addition to the Contractor's staff, the City will provide supervising school staff members (teachers and/or paraprofessionals), on site, as needed and determined by the City and the student's I.E.P. The City will be responsible for the planning, implementation, evaluation and the transition services of each student selected by the City. The City will provide transportation for each student attending said program.
- B. Individual Work Experience (IWE). Students shall receive transition services for up to (3) days per week, for no more than three quarters (.75) of an hour to one (1) hour per day, for a total of two and one half (2.5) to three (3) hours per week. IWE students will be supervised by Contractor's staff or by a paraprofessional, if required by the student's I.E.P. The Contractor staff will evaluate the student's employment training. The IWE teacher will check in weekly with the Contractor's staff at the Facility. The Contractor and the City shall be responsible for the development and implementation of the transition services. The City will provide transportation for each student attending said program.
- C. Single Student Interns. Students shall receive transition training services for up to two (2) to eight (8) hours per week. Single Student Interns will be supervised by Contractor's staff or by a paraprofessional only as determined by the student's I.E.P.. The Contractor and City staff will evaluate the student's employment training. The transition coordinator or her representative will check in weekly with the Contractor's staff at the Facility. The Contractor and the City be responsible for the development and implementation of the transition services. The City will provide transportation for each student attending said program.

2. Payment

There shall be no compensation paid by the City to the Contractor, or to the City by the Contractor. The parties agree that the student's transition services are part of their educational program and as such the Students shall not be paid by either the City or the Contractor.

3. Term

The term of this Agreement shall be for the school years September 1, 2017 to June 30, 2020 or any part thereof.

4. Representation Regarding Qualification

The Contractor represents that its employees are licensed, if applicable, to perform the scope of work set forth in this Agreement. The Contractor further represents that its employees have the requisite skill, expertise and knowledge necessary to perform the scope of work required under the terms of this Agreement. If the Contractor is a corporation, it shall provide a corporate resolution authorizing this Agreement and the signatory thereof.

- A. **Representations regarding Criminal Violations.** The Contractor represents and warrants that it and its employees who are involved with City students in the transition program have no history of violations of the laws or regulations of the State of Connecticut pertaining to public health, have not been convicted of a crime, are not listed on the DCF Registry and have no criminal investigation pending. The Contractor further warrants and represents that it has conducted a records check of each individual and has found no such violation.

5. **Confidentiality**

The Contractor shall strictly adhere to all State and Federal Statutes, rules, policies, regulations, codes of participant protection and confidentiality, administrative directives of the State of Connecticut Board of Education and State Department of Education, as well as any policies, ordinances, rules and regulations established by the City of Waterbury regarding confidentiality of student records. If applicable, all information furnished by the City or gathered by the Contractor shall be used solely for the purposes of providing services under this agreement.

- A. Contractor acknowledges that in the course of providing services under this Agreement, it may come into the possession of education records or information of City of Waterbury students as defined in and governed by Family Educational Rights and Privacy Act ("FERPA", 20 U.S.C. §1232g) and related regulations (34 C.F.R. § 99) and shall comply with the requirements of said statutes and regulations and shall hold said information in the strictest of confidence, and agrees to use information obtained from the City only for the purposes provided in this Agreement. Without the prior written consent of the student's parent or guardian, as required by FERPA, the Contractor has no authority to make disclosures of any information obtained in the course of performing this agreement.

6. **Indemnification**

- A. The Contractor shall indemnify, defend and hold harmless the City, the City's Board of Education and their agents, officials and employees from and against all claims, suits, damages, losses, judgments, damages, costs and expenses including attorney's fees arising out of or resulting from the Contractor's negligence or intentional act. The Contractor shall not be responsible if said claims result solely from the actions or negligence of the City and the Board and their officers, agents or employees.

- B. Any insurance protection required by this Agreement, or otherwise provided by the Contractor, shall not in any way limit the responsibility to indemnify, keep and save harmless and defend the City as provided here.

D. **Failure to Maintain Insurance**

In the event the Contractor fails to maintain the minimum required coverage as set forth herein, the City may terminate this Agreement immediately upon information of no insurance coverage.

8. **Discriminatory Practices**

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

The Contractor shall admit any eligible student and shall not discriminate against any student regardless of race, religion, color, ancestry, natural origin, sex, handicap or disability.

A. **Equal Opportunity.**

In its execution of the performance of this Agreement, the Contractor shall not discriminate and shall comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, national origin, or citizenship status, age or handicap.

The Contractor agrees to comply with all local, state and federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements and will require the same of all subcontractors.

9. **Assignability.**

The Contractor shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the City.

10. **Interest of City Official**

No member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the carrying out of this Agreement, shall have any personal interest, direct or indirect, in this Agreement.

11. **Prohibition Against Gratuities and Kickbacks**

No person shall offer, give, or agree to give any current or former public official, employee or member of a board or commission, or for such current or former public

official, employee or member of a board or commission to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any: decision; approval; disapproval; recommendation; preparation of any part of a program requirement or a requisition; influencing the content of any specification or procurement standard; or rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or purchase order, or to any solicitation or proposal therefore.

No person shall make any payment, gratuity, or offer of employment as an inducement for the award of a subcontract or order, by or on behalf of a subcontractor, the prime contractor or higher tier subcontractor or any person associated therewith, under contract or purchase order to the City.

The value of anything transferred or received in violation of the provisions of this Chapter or regulations promulgated hereunder by any person subject to this Chapter may be recovered by the City.

12. **Prohibition Against Contingency Fees**

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

13. **City of Waterbury's Ethics Code Ordinance**

The Contractor hereby acknowledges receipt of the City of Waterbury's Ordinance regarding Ethics and Conflicts of Interest and has familiarized itself with said Code.

14. **Entire Agreement.**

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

15. **Independent Contractor Relationship.**

The relationship between the City and the Contractor is that of independent contractor. No agent, employee, or servant of the Contractor shall be deemed to be an employee, agent or servant of the City. The Contractor shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Agreement.

Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the City, the Contractor or any employee, or agent of the Contractor. Both parties acknowledge that the Contractor and its employees are not employees of the City for federal or state tax purposes.

As the Contractor and its employees are not employees of the City, the Contractor is responsible for paying all required state and federal taxes for its employees. In particular:

- A. The City will not withhold FICA (Social Security) for the Contractor.
- B. The City will not make state or federal unemployment insurance contributions on behalf of the Contractor or its employees or agents.
- C. The City will not withhold state or federal income tax from payment to the Contractor or its employees or agents.
- D. The City will not make disability insurance contributions on behalf of the Contractor or its employees or agents.
- E. The City will not obtain workers' compensation insurance on behalf of the Contractor or its employees or agents.

16. **Severability.**

Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. If any provision of this Agreement, however, is held to be prohibited or invalid under applicable law, such provision shall be deemed restated to reflect the original intentions of the parties, as nearly as possible in accordance with applicable law.

17. **Termination**

Either Party may terminate this agreement at any time upon a 30 day written notice to the other Party.

18. **Governing Laws.**

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

(The next page is the signature page.)

IN-WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first written below.

WITNESS:

CITY OF WATERBURY

\_\_\_\_\_

By: \_\_\_\_\_  
Neil M. O'Leary  
Mayor, City of Waterbury

\_\_\_\_\_  
Print name

Date: \_\_\_\_\_

WITNESS:

CONTRACTOR:  
ABBOTT TERRACE HEALTH  
CENTER

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print Name and Title

Date: \_\_\_\_\_

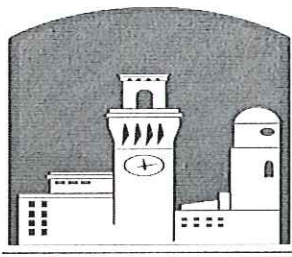
**SCHEDULE A**  
**SCOPE OF SERVICES AND TASK LIST**

The Contractor shall provide the following transition services to students designated by the City. Each student may receive all or some instruction with regard to the transition services listed below.

1. Custodial and Maintenance tasks in the Dining Rooms
2. Laundry Room and clothing tasks
3. Proper newspaper delivery from the Recreation Office to other offices in the contractor's facility.
4. Any other appropriate transition service/activity as designated by the City and the Contractor.



#11



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# WATERBURY

## P u b l i c S c h o o l s

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*Today's Students. Tomorrow's Leaders*

**Melissa Baldwin**

Special Education Department  
236 Grand St. 2<sup>nd</sup> floor  
Waterbury, CT 06702  
203-574-8017  
mbaldwin@waterbury.k12.ct.us

July 24, 2017

Honorable Commissioners  
Waterbury Board of Education  
236 Grand St.  
Waterbury, CT 06702

And

The Honorable Board of Aldermen  
City of Waterbury  
City Hall  
Waterbury, CT 06702

Re: Approval of a contract between the City of Waterbury and  
Naugatuck Valley Community College

Dear Honorable Commissioners and Aldermen:

I respectfully request that you approve a contract between the City of Waterbury and Naugatuck Valley Community College (NVCC) for the Waterbury Public School's use of a room on campus to run a Transition Learning Center Program for our students with disabilities. This contract did not go out to bid. Under Section 38.029 of the Waterbury procurement rules, procurement related to special education under the Individuals with Disabilities Education Act is exempt from bidding.

No cost is associated with the contract which covers the 2017-2018 school year. This program within the college campus enables the District to provide a unique transition learning program for its older students with

disabilities. Transition services are required to be given to older students under the Individuals with Disabilities Education Act (IDEA) and this contract with NVCC helps the District provide its students with a valuable transition opportunity. The District is very satisfied with the collaboration provided by NVCC and looks forward to providing the program again this year. A tax clearance is attached.

In conclusion, I respectfully request that the contract with NVCC for the Special Education Department's Transition Learning Center program be approved.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Baldwin". The script is cursive and fluid, with the first name "Melissa" written in a larger, more prominent hand than the last name "Baldwin".

Melissa Baldwin

Enc. Contract  
Tax clearance

THE CITY OF WATERBURY  
MEMORANDUM

From: Delinquent Tax Office

Date: 07/20/2017

To: Elaine Skoronski  
Department of Education

Subject: Tax Clearance

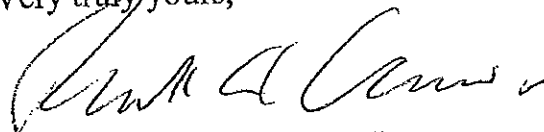
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As of this date, the records in the Tax Collector's Office indicate that the following is not delinquent.

Naugatuck Valley Community College  
750 Chase Parkway  
Waterbury, CT 06708

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

Very truly yours,



Frank A. Caruso Jr. CCMC  
Revenue Collections Manager  
City of Waterbury

FAC/wmf

Please direct all communications to:  
 Naugatuck Valley Community College  
 750 Chase Parkway  
 Waterbury, CT 06708  
 Ed Clancy, Associate Registrar (203) 575-8087  
 eclancy@nv.edu

**CONNECTICUT COMMUNITY COLLEGES  
 COLLEGE FACILITY REQUEST / RESERVATION AGREEMENT**  
 for use of college facilities by external and community organizations

<b>COLLEGE / STATE CONTRACTING AGENCY</b>		AGENCY NAME AND ADDRESS - Board of Trustees of Community-Technical Colleges on behalf of Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708		AGENCY NO. CCC78000 / CCC7708	
<b>SECTION I. TO BE COMPLETED BY REQUESTING / SPONSORING ORGANIZATION:</b> (College relies on this information which therefore becomes part of any approved Agreement.)					
<b>SPONSORING ORGANIZATION</b>	ORGANIZATION NAME:		City of Waterbury Department of Education		CONTACT PERSON: Wendy Owen
	ORGANIZATION ADDRESS:		236 Grand Street Waterbury, CT 06702		BUSINESS PHONE: 203-574-8017
	CO-SPONSOR (if applicable):				EMAIL: wowen@waterbury.k12.ct.us FAX: n/a
<b>EVENT INFORMATION / REQUEST FOR USE OF COLLEGE FACILITIES</b>	TITLE and DESCRIPTION OF EVENT or ACTIVITY: Transition Learning Center Program		NUMBER EXPECTED TO ATTEND: 10 plus 2 staff		
	SPACE(S) REQUESTED: S413 as dedicated classroom		WILL FOOD and BEVERAGE BE SERVED? DESCRIPTION OF FOOD / BEVERAGE: CATERING BY: Company Name		FOOD <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No <input type="checkbox"/> No <input checked="" type="checkbox"/> No
		EVENT DATE(S) and TIME(S): Monday through Friday, 8/22/2017 to 5/28/2018 (Following Waterbury Public Schools Calendar)		*All food service must comply with Appendix A, H, 2 (Page 4)	
		SPECIAL EQUIPMENT and SET UP REQUIREMENTS (to be included as part of base Rental Fee): AV Equipment (specify TV, VCR, DVD, projector (type), microphones (#), other): None Other Equipment (specify chairs (#), rectangular tables (#), round tables (#), podium, coat rack, other): None Special setup / instructions (ADA, floor plan, setup, etc.): None			
		Once reservation is approved, SPONSORING ORGANIZATION must contact COLLEGE at least 10 days prior to Event to confirm equipment and set up needs.			
REQUESTOR NAME: Wendy Owen		REQUESTOR TITLE / CAPACITY IN WHICH REQUEST MADE: Waterbury Director of Special Services		DATE REQUEST SUBMITTED: 5/15/2017	
<b>FOR COLLEGE INTERNAL USE ONLY</b>					

Agreement continues on Page 2

**SECTION II. TO BE COMPLETED BY AUTHORIZED COLLEGE OFFICIAL:**

(Request for meeting space does not guarantee a reservation; no space can be reserved until Section II is completed and both parties have signed in Section III.)

Day(s) of Week:	Date(s):	Client setup time:	Start time:	End time:	Campus / Building / Room:
Monday through Friday	8/22/2017 through 5/28/2018, following Watebury Public Schools calendar	7:00AM	8:00AM	2:30PM	Student Center, room S413

COLLEGE AGREES TO PROVIDE NORMAL BUILDING MAINTENANCE, SECURITY AND UTILITY SERVICES and SPECIAL EQUIPMENT / SET-UP AS SPECIFIED IN SECTION I.

**FACILITY RESERVATION INFORMATION and OTHER SERVICES**

COLLEGE AGREES TO PROVIDE THE FOLLOWING ADDITIONAL SERVICES (check those which apply. An additional fee will be charged unless "Included" is indicated.)

Included	Extra Cost	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	IT / media technical support
<input type="checkbox"/>	<input type="checkbox"/>	Coordination services
<input type="checkbox"/>	<input type="checkbox"/>	Catering (separate order form required)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking
<input type="checkbox"/>	<input type="checkbox"/>	Additional police, fire or event security
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maintenance / custodial service
<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)

Provide or attach any special instructions re checked items:

No support service charges for this event.

SPONSORING ORGANIZATION AGREES to the following Terms and Conditions:

- To obtain college pre-approval for any event promotion using College name or posting of signs or other information at College location.
- To remove all signs and event materials immediately upon event conclusion.
- To provide any ADA accommodations for event not related to College facilities.
- To abide by all applicable College rules and regulations.
- To carry sufficient public liability/property damage insurance so as to "save harmless" the State and College from any insurable cause whatsoever, and (if checked):  
☒ To provide certificates of such insurance in the amount of \$1,000,000 by 3/15/2017.
- To obtain all special permits and licenses required for event.
- To comply with all applicable laws, regulations and Executive Orders.
- This agreement shall be governed by the laws of the State of Connecticut.
- Any claims made against the State shall be in accordance with Chapter 53, C.G.S.

Sponsoring Organization agrees to indemnify, defend and hold harmless the State, its agencies, its officers, and its employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the performance of this agreement in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault, willful misconduct or negligence of Sponsoring Organization or its employees, agents, event attendees or members.

**TERMS AND CONDITIONS**

Terms and conditions of this Agreement are described more fully continuing on Page 3, Section IV.

**COST AND SCHEDULE OF PAYMENTS**

SPONSORING ORGANIZATION AGREES TO PAY THE FOLLOWING (check those which apply):

☐ DAMAGE DEPOSIT OF (amount) \$ \_\_\_\_\_ DUE BY (date) \_\_\_\_\_

☐ BASE RENTAL FEE OF (amount) \$ \_\_\_\_\_

☒ NO RENTAL FEE REQUIRED

☒ FEES FOR OTHER ADDITIONAL SERVICES (specify amount(s) and due date(s)):

Total contract (excluding damage deposit) is not to exceed \$ 0.

SPONSORING ORGANIZATION is responsible for any damage to the COLLEGE facility resulting from the Event. COLLEGE will perform an inspection within 2 business days following Event and inform Sponsoring Organization of any damages; COLLEGE will apply deposit (if any) to cost of repairs and refund balance or invoice difference to Sponsoring Organization.

**CANCELLATION**

Reservation may be cancelled with no penalty by giving the MINIMUM BUSINESS DAYS' WRITTEN NOTICE indicated ==>

10

MINIMUM BUSINESS DAYS'

SPONSORING ORGANIZATION will be charged as follows for reservations cancelled with less notice:

N/A

WRITTEN CANCELLATION NOTICE

WEATHER: In case of inclement weather, COLLEGE class cancellations are broadcast over local radio and television stations. When classes are cancelled, or facility opening is delayed for weather-related or other reasons not under College control, all events scheduled during the same timeframe will likewise be cancelled with full refund.

**SECTION III. ACCEPTANCES AND APPROVALS**

STATUTORY AUTHORITY C.G.S. 4a-52a, 10a-151b

SPONSORING ORGANIZATION AUTHORIZED SIGNATURE	TYPE OR PRINT FULL NAME AND TITLE of person signing	DATE SIGNED
--	---	-------------

By signing, Individual certifies he/she has authority to act on behalf of Sponsoring Organization and agrees, on its behalf, to the terms and conditions specified in this Agreement.

COLLEGE AUTHORIZED SIGNATURE / DATE	TYPE OR PRINT FULL NAME AND TITLE of person signing	PROVOST REVIEWED / DATE
<i>Daisy Cocco De Filippis</i> 5/25/17	Daisy Cocco De Filippis, President, NVCC	<i>[Signature]</i> 5/24/17

Section IV, Other Terms and Conditions, continues on Page 3

#### SECTION IV. - TERMS AND CONDITIONS

##### A. Non-Discrimination

(a)(1) For the purposes of this Paragraph A, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (i) who are active in the daily affairs of the enterprise, (ii) who have the power to direct the management and policies of the enterprise, and (iii) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. Sec. 32-90; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements. (a)(2) For purposes of this Paragraph A, "Commission" means the Commission on Human Rights and Opportunities. (a)(3) For purposes of this Paragraph A, "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, marching expenditures, grants, loans, insurance or guarantees.

(b)(1) The Sponsoring Organization agrees and warrants that in the performance of the contract such Sponsoring Organization will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such Sponsoring Organization that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Sponsoring Organization further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by the Sponsoring Organization that such disability prevents performance of the work involved; (b)(2) The Sponsoring Organization agrees, in all solicitations or advertisements for employees placed by or on behalf of the Sponsoring Organization, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (b)(3) The Sponsoring Organization agrees to provide each labor union or representative of workers with which the Sponsoring Organization has a collective bargaining agreement or other contract or understanding and each vendor with which the Sponsoring Organization has a contract or understanding, a notice to be provided by the Commission, advising the labor union or worker's representative of the Sponsoring Organization's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (b)(4) The Sponsoring Organization agrees to comply with each provision of this Section and Conn. Gen. Stat. Secs. 46a-68c and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. Sec. 46a-56, as amended by Section 5 of Public Act 89-253, Conn. Gen. Stat. Sec. 46a-68e and Conn. Gen. Stat. Sec. 46a-68f. (b)(5) The Sponsoring Organization agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Sponsoring Organization as relate to the provisions of this Section and Conn. Gen. Stat. Sec. 46a-56. If the contract is a public works contract, the Sponsoring Organization agrees and warrants that it will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

(c) Determination of the Sponsoring Organization's good faith efforts shall include, but shall not be limited to, the following factors: The Sponsoring Organization's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d) The Sponsoring Organization shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The Sponsoring Organization shall include the provisions of subsections (b)(1)-(5) of this Paragraph A in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Sponsoring Organization shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Conn. Gen. Stat. Sec. 46a-56, as amended by Section 5 of Public Act 89-253; provided if such Sponsoring Organization becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Sponsoring Organization may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(f) The Sponsoring Organization agrees to comply with the regulations referred to in this Paragraph A as they exist on the date of this agreement and as they may be adopted or amended from time to time during the term of this agreement and any amendments thereto.

(g) The Sponsoring Organization agrees to the following provisions: The Sponsoring Organization agrees and warrants that in the performance of the agreement such Sponsoring Organization will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and the employees are treated when employed without regard to their sexual orientation; the Sponsoring Organization agrees to provide each labor union or representative of workers with which such Sponsoring Organization has a collective bargaining Agreement or other contract or understanding and each vendor with which such Sponsoring Organization has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or worker's representative of the Sponsoring Organization's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; the Sponsoring Organization agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. Sec. 46a-56; the Sponsoring Organization agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Sponsoring Organization which relate to the provisions of this Section and Conn. Gen. Stat. Sec. 46a-56.

(h) The Sponsoring Organization shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Sponsoring Organization shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Conn. Gen. Stat. Sec. 46a-56; provided, if such Sponsoring Organization becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Sponsoring Organization may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and State may so enter.

##### B. Americans with Disabilities Act

This clause applies to those Sponsoring Organizations which are or will become responsible for compliance with the terms of the Americans with Disabilities Act of 1990 during the term of the contract. Sponsoring Organization represents that it is familiar with the terms of this Act and that it is in compliance with the law. Failure of the Sponsoring Organization to satisfy this standard either now or during the term of the contract as it may be amended will render the contract voidable at the option of the State upon notice to the Sponsoring Organization. Sponsoring Organization warrants that it will hold the State harmless from any liability which may be imposed upon the State as a result of any failure of the Sponsoring Organization to be in compliance with this Act.

##### C. Executive Orders

(a) Executive Order No. 3: Nondiscrimination. This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this agreement. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination until the agreement is completed or terminated prior to completion. The Sponsoring Organization agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that it will not discriminate in its employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

(b) Executive Order No. 17: Connecticut State Employment Service Listings. This contract is subject to the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be canceled, terminated or suspended by the Contracting Agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be party to this Agreement. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the Contracting Agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

(c) Executive Order No. 16: Violence in the Workplace Prevention Policy. This contract is subject to the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 and, as such, the contract may be canceled, terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree: (1) The Sponsoring Organization shall prohibit employees from bringing into the state work site, except as may be required as a condition of employment, any weapon or dangerous instrument as defined herein. (2) "Weapon" means any firearm, including a BB gun, whether loaded or unloaded, any knife (including a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon. "Dangerous instrument" means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury. (3) The Sponsoring Organization shall prohibit employees from attempting to use, or threaten to use, any such weapon or dangerous instrument in the state work site and employees shall be prohibited from causing, or threatening to cause, physical injury or death to any individual in the state work site. (4) The Sponsoring Organization shall adopt the above prohibitions as work rules, violations of which shall subject the employee to disciplinary action up to and including discharge. The Sponsoring Organization shall insure and require that all employees are aware of such work rules. (5) The Sponsoring Organization further agrees that any subcontract it enters into in the furtherance of work to be performed under this contract, shall contain provisions (1) through (4) of this section. (6) In addition, the parties to this contract agree that the provisions herein which apply to the state work site under Executive Order No. 16 shall also apply to the Client work site under this contract.

(d) Executive Order No. 78: Integrity in State Contracting. This contract is subject to the provisions of Executive Order No. 78 of Governor M. Jodi Rell, promulgated on November 16, 2005 and, as such, this contract may be canceled, terminated or suspended by the State for violation of or noncompliance with said Executive Order No. 78. The parties to this contract, as part of the consideration hereof, agree: (1) The State Contracting Standards Board ("Board") may review this contract and recommend to the State Contracting Agency, termination of this contract for cause. The State Contracting Agency shall consider the recommendations and act as required or permitted in accordance with the contract and applicable law. The Board shall provide the results of its review, together with its recommendations, to the State Contracting Agency and any other affected party in accordance with the notice provisions in the contract no later than fifteen (15) days after the Board finalizes its recommendation. For the purpose of this sub-section, "for cause" means a violation of the State Ethics Code (Connecticut General Statutes Chapter 10), or wanton or reckless disregard of any state contracting and procurement process by any person substantially involved in this Contract or State Contracting Agency. (2) For purpose of the section, "contract" shall not include real property transactions involving less than a fee simple interest or financial assistance comprised of state or federal funds, the form of which may include but is not limited to grants, loans, loan guarantees, and participation interests in loans, equity investments and tax credit programs. Notwithstanding the foregoing, the Board shall not have any authority to recommend the termination of a contract for the sale or purchase of a fee simple interest in real estate following transfer of title. (3) Effective January 1, 2006, notwithstanding the contract value listed in Connecticut General Statutes (C.G.S.) sections 4-250 and 4-251, all procurements between state agencies and private entities with a value of \$50,000 (fifty thousand dollars) or more in a calendar or fiscal year shall comply with the gift affidavit requirements of said sections. Certification by agency officials or employees required by C.G.S. 4-252 shall not be affected by this section.

#### D. Laws and Regulations

(c) This contract, and any and all disputes arising out of or in connection therewith, shall in all respects be governed by the laws of the State of Connecticut. (b) Sponsoring Organization, its employees and representatives shall at all times comply with all applicable laws, ordinances, statutes, rules, regulations, and orders of governmental authorities, including those having jurisdiction over its registration and licensing to perform services under this contract.

(c) The Sponsoring Organization agrees that the sole and exclusive means for the presentation of any claims against the State, the Board of Trustees of Community-Technical Colleges, or the College, arising from this contract shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Sponsoring Organization further agrees not to initiate legal proceedings in any state or federal court in addition to, or in lieu of, said Chapter 53 proceedings.

#### E. Indemnification

Sponsoring Organization hereby agrees to indemnify, defend and hold harmless the State, its agencies, its officers, and its employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the performance of this contract, in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault, willful misconduct or negligence of Sponsoring Organization or its employees, agents or subSponsoring Organizations.

#### F. Insurance

The Sponsoring Organization agrees that while receiving or performing services specified in this contract that it shall carry sufficient insurance (liability and/or other) as applicable according to the nature of the service(s) to be received or performed so as to "save harmless" the State of Connecticut from any insurable cause whatsoever. If requested, certificates of such insurance shall be provided to the contracting state agency.

#### G. Board of Trustees of Community-Technical Colleges Policy on Use of Community College Facilities

Notwithstanding any other provision of this agreement, Sponsoring Organization agrees to the provisions of the Board of Trustees' policy on use of community college facilities as reproduced in this Section G and any College policies and procedures not inconsistent herewith as outlined in Section H, College Rules and Regulations.

The policies enunciated herein derive from a conviction that the facilities of the community colleges should be generally available to the greater community. This conviction rests on two assumptions. The first holds that an institution of higher education should be an open forum for the exchange of ideas. The second relates to the community service function of the comprehensive community college, a key component of which is the use of college resources by responsible persons and groups within the region served by the college. This implies that the college should reach out into the community to encourage utilization of the resources of the college, including its physical facilities.

However, no organization whose primary purpose is other than academic or student-centered shall be domiciled or have permanent location at a college facility without the approval of the board of trustees. The board reserves the right to grant exceptions to the facilities use policy if it determines that an arrangement is consonant with the mission of the comprehensive community college.

Utilization of college facilities shall be afforded without regard to the race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, including but not limited to blindness, prior conviction of a crime, political beliefs, veteran status, or sexual preference of the applicant unless there is a bona fide qualification excluding persons in one of the above groups.

The following guidelines for the use of campus facilities are provided for the implementation of this policy. The responsibilities assigned to the president by these guidelines may be delegated.

1. Commercial endeavors, including solicitations, are discouraged. If the president determines that a commercial activity is beneficial to the educational function of the college, he or she may authorize such activity, provided that in so doing he or she ensures that the name of the college is not associated with the activity and that the college does not appear to have endorsed the endeavor.

2. The name of the college shall not be associated with any group which is not a bona fide college organization, except that the president may authorize the co-sponsorship of activities which are consonant with the philosophy of the comprehensive community college.

No organization may use the facilities of a college for the purpose of raising funds, except that the president may grant permission for such activities to bona fide charities, college foundations, and public service organizations.

When college facilities are utilized by an outside organization, the following requirements apply. The term outside organization includes any person, group or legal entity authorized to use the facilities of a community college whose authorization does not include sponsorship or cosponsorship by the college. Authority granted by a college to use the facility constitutes a license subject to the conditions stated below:

1. An outside organization is required to obtain public liability and property damage insurance in the amount of \$1,000,000 for combined single limit coverage. A certificate of public liability and property damage insurance on the college facilities which provides coverage and names the college as an additional insured for the total period the organization occupies the facilities must be submitted to the college at least one week prior to the commencement of the leasing period.
2. The outside organization must obtain all necessary state and local permits. Copies must be filed with the college at least one week prior to the event.
3. The outside organization shall be responsible for the collection and payment of required state admission tax.
4. The president shall establish a schedule of fees for the use of college facilities and equipment and the services of college personnel by an outside organization. The schedule of fees should meet only the additional costs incurred by the college and should not be structured to yield the college a profit. Outside organizations utilizing college security and custodial personnel shall be billed directly by the college for said services. Said personnel shall be compensated at their regular rate, including overtime and benefits. Necessary security and maintenance services shall be provided by college personnel, unless supplemental personnel such as state or local police are deemed necessary.
5. The outside organization shall meet all applicable state regulations as to legality and compliance with appropriate civil rights legislation. The civil rights compliance number or, in lieu thereof, assurance of compliance in writing shall be obtained. See Appendix A.
6. The outside organization may be required to make special arrangements with the college if the facility is to be used outside the normal operating hours of the college. An appropriate college employee must be present at all such times.
7. Any outside organization using college facilities shall be responsible for any damage to college property. The organization granted license shall indemnify and hold harmless the college, the board of trustees, and the state of Connecticut against any claim.
8. The use of college facilities by outside organizations must comply with all applicable general statutes, state regulations, and board of trustees and college policies.
9. It shall be the duty of the person or organization granted a permit to ascertain and abide by any and all rules and regulations pertaining to college property.
10. Consumption of alcoholic beverages shall be in compliance and consistent with the board of trustees system policy on drugs and alcohol in the community colleges.
11. No vendors shall be permitted in the building or on the premises, except by special permission of the college.
12. The college reserves the right to revoke or change the date of any permit granted in case of emergency or conflict with college programs.

The guidelines for utilization of facilities by outside organizations shall be reproduced as part of the application for use of the facilities. Said application must contain the schedule of fees established by the president and may contain college-promulgated requirements not inconsistent with these guidelines. The application shall also contain the nondiscrimination clauses contained in Appendix A.

#### APPENDIX A

The applicant agrees and warrants that no person shall be denied the benefits of or otherwise subjected to discrimination under any program or activity for which the applicant uses the facilities of the college because of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, including, but not limited to, blindness, or prior conviction of a crime, political beliefs, veteran status, or sexual preference, unless there is a bona fide qualification excluding persons in one of the above protected groups.

[If the applicant has been assigned a civil rights compliance number, said number should be provided on the application.]

#### H. College Rules and Regulations

1. **EMERGENCIES:** In the event of an emergency, the on-campus Public Safety Department can be reached by picking up any of the emergency phones located at most elevators. You may also dial 8112 from an on-campus phone or (203) 575-8112 from an off-campus or cell phone. For non-emergency related calls, dial 8113 from an on-campus phone, or (203) 575-8113 from an off-campus phone.
2. **FOOD SERVICE:** The following food services are PROHIBITED:
  - a. Hot foods prepared at a residence and transported to the college;
  - b. Cut fruit that is not maintained at a temperature of 45 degrees;
3. **CATERING:** Events requiring catering services can contact Savory Food Concepts, the college's officially approved vendor, at 203-596-8708. For information on other local caterers, contact the Office of Facilities Scheduling & Events Planning (COLLEGE).
4. **ALCOHOLIC BEVERAGES:** Serving or sale of alcoholic beverages is discouraged. Users wishing to serve or sell alcohol on campus must complete an application and submit a minimum of two weeks in advance of the requested date to the Dean of Administration and approved by the President. Request forms are available through the COLLEGE.

5. SIGNS: Posting of directional signs to events is not permitted without permission in advance by the college. If permission is granted, users will only be permitted to post on easels stands, requested in advance, or non-committed bulletin boards. Outdoor sandwich boards are also available through the COLLEGE on a reservation basis. Signs may not be posted directly on any of the permanent college signs. All signs must be removed by the sponsor immediately following the activity.
6. ACCESS TO FACILITIES: Users will have access to the assigned room during the hours indicated on the approved Facility Reservation Request. Set-up and breakdown must be done within the reserved time and must not impede use of the space by another group at a time that has not been reserved. Under no circumstances should a group utilize a facility that has not been assigned or approved in advance.
7. PARKING: Attendees must park in student-designated spaces unless otherwise instructed by NVCC's Public Safety Office. Access to lots designated for faculty and staff parking are prohibited unless special permission has been received by the college in advance. Such approval must be reflected in the Letter of Agreement. If the event requires transportation by busses or vans, a specific drop-off location will be communicated to the customer in advance. The customer will need to provide the college with the following information: 1) number of busses 2) names of schools 3) cities/towns the busses will be arriving from.
8. SUPERVISION: The event's director or designee must be present whenever the reserved space is occupied. The event director is considered to be the contact person on the initial facility reservation request. A minimum supervision ratio of 1 adult to every 10 children must be maintained for all activities involving children under the age of 18.
9. FUNDRAISING: Fundraising and/or the selling of items for profit is prohibited.
10. EQUIPMENT: All user-owned equipment must be removed by designated end time. Permission to bring in equipment prior to scheduled reservation must be obtained in advance through the college. The college is not responsible for property brought to and/or left on campus. College owned equipment must remain in the designated facility.
11. SMOKING: NVCC maintains a smoke-free environment. Smoking is prohibited inside all college facilities, and is only permitted in designated areas outdoors.
12. INTERNET ACCESS: NVCC has wireless networking in all buildings except Founders Hall. Personal laptops, PDA's and cellar devices with wireless capability may access the network by obtaining an NVCC guest account through the office of Information Technology.
13. PROGRAM CONTENT: All programs must be presented as stated and described on the initial facility reservation request. Substantial deviation is not permitted and may lead to the cancellation of an event.
14. CONDITION OF FACILITIES: Customers must ensure facilities are returned to the same condition they were found upon arrival. Seating arrangement must be returned to the original position by the customer unless other arrangements have been made and are included in the Letter of Agreement. All boards must be fully erased.
15. FOOD AND/OR BEVERAGES are prohibited in classrooms unless special arrangements have been made in advance through the college.
16. SUPPLIES: Chalk, erasers, dry erase markers, easel pads, and other general items must be supplied by the customer/sponsor.
17. Use of candles (or other open flamed items) and/or hazardous materials is strictly prohibited.
18. Animals are prohibited on campus, excluding guide dogs and other service animals assisting individuals with disabilities. Contact the Registrar's Office for additional details.
19. OTHER:

The purpose of this agreement is to detail the arrangements that have been made to meet the needs of the students in the Waterbury Transitional Program. Effective January 23, 2013 Naugatuck Valley Community College will provide a classroom in the Student Services Building, room S413 to the Waterbury School System to house their High School Transitional Program. Naugatuck Valley Community College will host students in the Waterbury Transitional Program between the ages of 18-21 year old who have been deemed appropriate to attend college courses and explore college life. Students will be allowed access to the college under the auspices of this program, and special arrangements will be made through the Dean of Student Services.

The following was agreed to by all parties with the recognition that Mari Wilson, Special Education Teacher, and Sarah Gager, Dean of Student Services, will be responsible for implementing this agreement throughout the school year:

1. NVCC will provide classroom S413 effective from August 22, 2017 through May 28, 2018 on Monday-Friday from 7:00AM- 2:30PM.
2. NVCC will offer the Accuplacer test to students so that they can be properly placed into available entry courses.
3. Waterbury Schools will provide internships for students in the Waterbury community.
4. The Dean of Student Services and Dean of Academic Affairs will coordinate classroom placement with the Special Education Teacher. Students may audit these courses at no cost if the faculty member agrees after discussion. If Waterbury Schools wish that a student take a course for credit, prerequisites must be satisfied. Tuition will be charged.
5. Waterbury Schools will provide a laptop for its staff in the Transitional Program.
6. NVCC will provide guest passes for students to use the library and open computer labs.
7. Tutoring will be provided by the Special Education Teacher on campus.



# Waterbury Public Schools Generali School

# #13

"OLD"

Student \_\_\_\_\_  
 Teacher TRACEY GENUA  
 Principal Kathy Stamp

Grade K  
 Year 14/15

Attendance	1	2	3
Absent	2	7	
Tardy	2	1	

### EVALUATION KEY:

- 4 = Meets grade level expectations  
 3 = Working towards grade level expectations  
 2 = Working toward grade level expectations with assistance  
 1 = Unable to perform tasks even with assistance  
 N/A = Skill has not been introduced at this time

Language Arts Skills (GENUA)	1	2	3
CONCEPTS ABOUT BOOKS			
PHONEMIC AWARENESS/PHONICS			
Isolate sounds within a word			
Blends and segments sounds			
Names upper case letters			
Names lower case letters			
Identifies letter sounds			
Sounds out simple words (decodable)			
Reads High Frequency Words			
WRITING			
Uses pictures and words to respond to a prompt/story			
Prints first and last name			
COMPREHENSION			
Answers questions in order to retell a story			
ORAL LANGUAGE			
Speaks clearly and communicates in sentences			
Expands his/her vocabulary			
Follows two step directions			
Contributes to group discussions			

Mathematics Skills (GENUA)	1	2	3
Counting by ones (1-100)			
Counting by tens (1-100)			
Number Recognition (1-20)			
One to One correspondence			
Match a number to a set			
Sorting			
Shapes			
Decomposing numbers			
Writing numbers			
Comparing numbers			
Fluency - adding/subtracting within 5 and 10			

Science (GENUA)	1	2	3
Understands current concepts			
Participates in class discussions			

Social Studies (GENUA)	1	2	3
Understands current concepts			
Participates in class discussions			

Health (GENUA)	1	2	3
Understands current concepts			
Participates in class discussions			

Music (CLARK)	1	2	3
Performs simple songs from memory			
Performs loud, quiet, start, fast and slow through speaking and singing			

Art (ARNSON)	1	2	3
Identifies basic colors			
Creates artwork with a variety of techniques and processes			

Library Media (BOISVERT)	1	2	3
Listens attentively and participates in activities			
Participates in class discussions			

Physical Education (GONILLO)	1	2	3
Gross Motor Skills			
Fine Motor Skills			

**Social/Emotional Skills Evaluation Key:**

3 = Meeting Criteria

2 = Shows Progress

1 = Needs Improvement

Social/Emotional Skills (GENUA)	1	2	3
Works and plays with others			
Displays self-control			
Listens attentively			
Works independently and remains on task to completion			
Follows directions and routines			
Works neatly			
Completes tasks			

**Teacher's Comments**

<b>1<sup>st</sup>:</b>	
<b>2<sup>nd</sup>:</b>	
<b>3<sup>rd</sup>:</b>	

Parent Signature: \_\_\_\_\_

Request for Conference: \_\_\_\_\_ Yes \_\_\_\_\_ No

# Kindergarten Report Card

## Waterbury Public Schools

<b>Student</b>	"NEW"	<b>Grade</b>	
<b>Teacher</b>		<b>Year</b>	
<b>Principal</b>			

Attendance	1	2	3
Absent			
Tardy			

### EVALUATION KEY for Language Arts

- 4 = Exceeds grade level expectation  
 3 = Meets grade level expectation  
 2 = Developing toward grade level expectation  
 1 = Emerging toward grade level expectation  
 N/A = Skill has not been assessed at this time

Child receives modified grades per IEP ☐

Language Arts Skills	1	2	3
<b>CONCEPTS ABOUT BOOKS</b>			
<b>PHONEMIC AWARENESS/PHONICS</b>			
Isolates first sound in a word			N/A
Segments sounds with fluency	N/A		
Names upper and lower case letters with fluency			
Identifies letter sounds with fluency	N/A		
Sounds out simple words (decodable)	N/A		
Reads High Frequency Words	N/A	N/A	
<b>WRITING</b>			
Uses pictures and words to respond to a prompt/story			
Prints first name			
Prints last name			
Uses correct letter formation			
<b>COMPREHENSION</b>			
Answers questions in order to retell a story			
<b>ORAL LANGUAGE</b>			
Speaks audibly and express thoughts, feelings, and ideas clearly.			
Follows agreed upon rules for discussion			

### EVALUATION KEY for Items Below

- 4 = Meets grade level expectations  
 3 = Working toward grade level expectations  
 2 = Working toward grade level expectations with assistance  
 1 = Unable to perform tasks even with assistance  
 N/A = Skill has not been introduced at this time

Mathematics Skills	1	2	3
Counting by ones (1-100)			
Counting by tens (1-100)			
Number Recognition (1-20)			
One to One correspondence			
Match a number to a set			
Sorting			
Shapes			
Decomposing numbers			
Writing numbers			
Comparing numbers			
Fluency - adding/subtracting within 5 and 10			

Science	1	2	3
Understands current concepts			
Participates in class discussions			

Social Studies	1	2	3
Understands current concepts			
Participates in class discussions			

Health	1	2	3
Understands current concepts			
Participates in class discussions			

Music	1	2	3
Performs simple songs from memory			
Performs loud, quiet, start, fast and slow through speaking and singing			

Art	1	2	3
Identifies basic colors			
Creates artwork with a variety of techniques and processes			

Library Media	1	2	3
Listens attentively and participates in activities			
Participates in class discussions			

Physical Education	1	2	3
Gross Motor Skills			
Fine Motor Skills			

**Evaluation Key for Social/Emotional Skills:**  
 3 = Meeting Criteria  
 2 = Shows Progress  
 1 = Needs Improvement

Social/Emotional Skills	1	2	3
Works and plays with others			
Displays self-control			
Listens attentively			
Works independently and remains on task to completion			
Follows directions and routines			
Works neatly			
Completes tasks			

Teacher's Comments

1 <sup>st</sup> :	
2 <sup>nd</sup> :	
3 <sup>rd</sup> :	

Parent Signature: \_\_\_\_\_

Request for Conference:      Yes      No



## Language Arts Scoring Criteria for Teachers

### Names upper and lower case letters with fluency (LNF)

#### LNF BOY ( based on UO)

4= 52+  
3=29-51  
2=22-28  
1=0-21

#### LNF MOY

4=62+  
3=52-61  
2=42-51  
1=0-41

#### LNF EOY

4=72+ (first grade expectation)  
3=62-71  
2=51-61  
1=0-50

### Segments sounds with fluency (PSF)

#### PSF BOY N/A

#### PSF MOY

4=41+  
3=20-40  
2=10-19  
1=0-9

#### PSF EOY

4=57+  
3=40-56  
2=25-39  
1=0-24

- PSF will be noted in the Second Marking Period using MOY PSF benchmark data or PSF progress monitoring where appropriate. PSF will be noted in the Third Marking Period using EOY PSF benchmark data or PSF progress monitoring where appropriate.

### Isolates first sound in a word (FSF)

#### FSF BOY

4=17+  
3=10-16  
2=5-9  
1=0-4

#### FSF MOY

4=44+  
3=30-43  
2=20-29  
1=0-19

#### FSF EOY N/A

### Identifies letter sounds with fluency (CLS)

#### CLS

#### BOY N/A

#### CLS

#### MOY

4=29+  
3=17-28  
2=8-16  
1=0-7

#### CLS

#### EOY

4=41+  
3=28-40  
2=15-27  
1=0-14

### Uses correct letter formation

Correct Letter Formation Criteria: Use Foundations unit 1 test and/or any writing samples from students.

4 = Exceeds  
3 = Meets  
2 = Developing  
1 = Emerging

### Writes First and Last Name

4 = Exceeds  
3 = Meets  
2 = Developing  
1 = Emerging

### Sounds out simple words (decodable)

#### 1st Marking Period N/A

#### 2nd Marking Period

##### Unit 2 Foundations Assessment

4= 10 words  
3= 8-9  
2= 5-7  
1= 0-4

#### 3rd Marking Period

##### Unit 4 Foundations Assessment

4= 5 words  
3= 4

2= 3  
1= 0-2

**Reads Trick Words Foundations K work list. Unit 4 for MP3 only**  
**(note this assesses identification, not ability to read the word,so create word list using Foundations).**

4=N/A  
3=21-27  
2=16-20  
1=0-15

**\*Note:** There is no criteria for exceeds as the expectation is that students can read all 27 words before leaving Kindergarten.

**Answers questions in order to retell a story**

Use Echo stories in Foundations

MP1: Unit 1, page 72

MP2: Unit 1, page 152 "Baby Echo Flies"

MP3: Unit 3, Page 245 "Baby Echo Finds Echo at Last"

Name: \_\_\_\_\_

### Trick Word Assessment

Provide students with stack of trick words or list of trick words to read. Place a check next to every word read correctly or an X if read incorrectly (might be helpful to note the miscue). Criteria: Students should be able to read every trick word by the end of Kindergarten

Trick Word	Date:	Date:	Date:	Date:
a				
and				
are				
as				
be				
by				
do				
for				
from				
has				
have				
he				
his				
I				
is				
me				
my				
of				
one				
or				
she				
the				
they				
to				
was				
we				
you				

New #14

### Job Description

**Title:** Secondary Title I Literacy Interventionist  
**Reports To:** Building Principal and Supervisor of English Language Arts  
**Funding:** Grant Funded (Title I)  
**Salary/Benefits:** WTA

### General Statement of Duties:

The Title I Literacy Interventionist is responsible for providing intervention via Scientific Researched-Based Interventions (SRBI) to students under the direction of the Supervisor of English Language Arts.

### Specific Examples of Duties:

- Provides daily intervention to Tier III students (resources/strategies for instruction should be specific to each child's individual focus area of instruction) in accordance with the child's state-mandated Individual Reading Plan (IRP) where appropriate
- Service Tier II if schedule permits
- Progress monitors students on a weekly/biweekly basis
- Use data to plan ongoing, responsive instruction
- Administers benchmark assessments, universal screeners, and dialogistic reading assessments
- Provides PD to staff regarding early literacy skills where appropriate
- Attends Weekly Instructional Data Team (IDT) meetings
- Maintains daily lesson plans (instructional logs)
- Supports/Informs SRBI instruction and assessment
- Member of EIP team (maintains action plans)
- Member of the school improvement/data team (leadership team)
- Works closely with administrator(s) on all literacy strategies as assigned
- Stays current through professional readings, seminars, workshops and conventions.
- Performs other applicable duties as assigned by ELA Supervisor and/or building principal

### Job Requirements/Minimum Qualifications:

- Required Qualifications – Possession of CT Middle School/High School English Certification as appropriate.
- Preferred Qualifications – Reading Teacher Certification (102); Reading Consultant Certification (097)
- Job related experience providing intervention to struggling adolescent readers is preferred along with experience in an Urban District.
- A Bachelor's (or beyond) degree in education. Graduate work in Reading preferred.

This is a grant funded union position that exists as long as grant funds are available.



Old

## JOB DESCRIPTION

### LITERACY NUMERACY TEACHER

- Duties to Include:
  - a. Provide instruction to academically deficient students in Language Arts and Mathematics.
  - b. Work in tandem through coordination and collaboration with other classroom teachers.
  - c. Serve as a resource for other teachers.
  - d. Use multiple data sources for student assessment in Language Arts and Mathematics.
  - e. Provide building principal, content supervisor and teachers with individual student academic assessment.
  - f. Maintain a working portfolio for each student.
  - g. Maintain effective record keeping on all students served.
  - h. Act as a catalyst for innovative thinking, including application of existing programs and development of new programs.
  - i. Maintain open lines of communication with parents to share program objectives and student achievement.
  - j. Maintain professional competency by attending meetings of professional organizations and conferences, serving on school and district committees, and keeping abreast of educational literature.
  - k. Performs additional duties, where appropriate, which are assigned within the scope of employment and certification, e.g., model lessons, present at workshop, etc.

## Job Description

**Title:** Special Education Team Leader  
**Reports To:** Special Education Supervisor  
**Funding:** IDEA/General Fund  
**Salary/Benefits:** WTA

### General Statement of Duties:

Responsibilities include, but are not limited to: Facilitating/administrative designee for PPT meetings; Assisting teachers in the development of IEPs; Assisting teachers in the delivery of academic and behavioral interventions with the most struggling student; Regularly modeling for, guiding and collaborating with teachers to support best practices in instruction and district instructional model; Conducting building level and district wide professional learning experiences that supports district initiatives and needs of teachers and students and is in compliance with current laws and relevant mandates; Facilitating professional learning experiences at grade level, team or department meetings, faculty meetings; Identifying the professional learning needs of the faculty and recommends resources; Providing expertise in instructional practices, programs and resources that best support the delivery of instruction; Identifying and providing resources to teachers to build their capacity understanding of instruction for students with disabilities and challenges impacting their success; Attending professional learning opportunities that can then be presented to staff and administrators. Exhibits excellent teaming, collaboration and communication skills.

### Specific Examples of Duties:

The Special Education Team Leader is an all-encompassing position leading the delivery of special education instruction and services in the schools. The Special Education Team Leader will provide: Direct Services to students, serve as support and leader to certified and non-certified staff.

- The Special Education Team Leader reports to the Supervisor of Special Education.
- The Special Education Team Leader serves as the chairperson for PPT meetings responsible for planning the provision of specialized services to students under Federal IDEA.
- The Special Education Team Leader understands and implements federal, state, and local laws, policies, regulations, and procedures and protocols including the implications of liability and requirements of due process.
- The Special Education Team Leader assists the Special Education Department and building principals in finding the best combination of educational programs, and other services, for each school-age child with special needs.
- The Special Education Team Leader will assist in the coordination and in some cases, may provide staff development and workshops/trainings regarding special education issues.
- The Special Education Team Leader will facilitate communications and working relationships with parents, outside agencies and community resources
- The Special Education Team Leader understands him/herself as an integral member of the educational leadership team that effectively communicates to staff, parents, students, and community members a systemic approach that models teamwork, encourages collegiality, and supports collaboration.

- The Special Education Team Leader balances the ability to listen and understand the concerns of all school community members in a way that encourages approachability while setting boundaries when dealing with the confrontational parent.
- The Special Education Team Leader communicates and interacts with parents and the community in a way that promotes a high level of open and honest communication.
- The Special Education Team Leader expresses him/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.
- The Special Education Team Leader recognizes that student learning must be the focus of all school programs and activities.
- The Special Education Team Leader develops collaboratively a professional learning organization that supports district and school priorities, engages staff in an ongoing study of current best practices, and ensures that professional development activities focus on improving student learning.
- The Special Education Team Leader believes that all youngsters have the natural ability to succeed at high levels of learning and it is the behaviors and actions of the adults in the school that nurture, develop, and encourage each and every student.
- The Special Education Team Leader constructs a culture that advocates and models responsible student decision-making and promotes positive behavior changes and respect.
- The Special Education Team Leader builds caring and considerate relationships that demonstrate regard and respect for all people.
- The Special Education Team Leader performs other duties as assigned by the Chief Academic Officer and Director of Special Education.

**Job Requirements/Minimum Qualifications:**

- Current certification from the Connecticut Department of Education with endorsement 065 or 165, Certificate in Special Education.
- Minimum of seven years' experience in education, consisting of a minimum of five years' continuous experience as a special education teacher.
- Master's Degree with a major in Special Education is preferred.

This is a grant funded union position that exists as long as grant funds are available.



Memorandum of Understanding  
Between  
Waterbury Board of Education  
and  
Relay Graduate School of Education  
For  
Relay Teaching Residency Alternate Route to Certification

#16

This Memorandum of Understanding is entered into this 1<sup>st</sup> day of July, 2017 by and between the Waterbury Board of Education, 236 Grand Street, Waterbury, Connecticut 06702 and Relay Graduate School of Education, New Haven, Connecticut.

**Whereas**, non-certified education personnel ("Resident Teachers") seek certification to become full time teachers; and

**Whereas**, Relay offers programs in elementary, secondary science, secondary math and ELA certification and seeks to add more certification areas in the future; and

**Whereas**, the District is desirous of sending additional candidates to Relay's programs in future years and both parties look forward to the beginning of a long and mutually beneficial partnership.

**Whereas**, the parties hereto mutually agree that this MOU may be modified and amended in writing as necessary.

**Now therefore**, the parties agree as follows:

**1. Definitions:**

- 1.1 "Resident Teacher" shall refer to an employee who is not a teacher of record in a school based instructional role in the Waterbury school system but has a full- time position within the school community role.
- 1.2 "Resident Advisor" shall refer to home based teachers that oversee the Resident Teachers.
- 1.3 The Resident Teacher shall spend at least 30 minutes 4-5 school days a week in the Resident Advisor's classroom observing the class during the beginning of the school year and student teaching by the end of the school year.

**2. Scope of MOU:**

- 2.1 A district-based cohort program, Relay Teaching Residency Alternate Route to Certification, will be offered to Resident Teachers whereby Relay enrolls, engages and supports Resident Teachers from the District in the Relay Teaching Residency ("Residency"), a one-year Alternate Route to Certification ("ARC") program operated and run by Relay, with key support provided by the District during the operation of the program.

- 2.2 This program will lead to a 90-day Certificate at the conclusion of year one, and then an Initial Educators Certificate after successful completion of 90 days of teaching.

3. **Licensure:**

- 3.1 Relay GSE is a non-profit, nationally accredited graduate school of education offering programs across the country. The Connecticut State Department of Education has approved Relay CT as an approved Alter-native Educator Preparation Program.

4. **District Responsibilities:**

4.1 The District will:

- I. Assign Resident Teachers to a role that allows frequent work with students, and set a predictable, full, and instruction-heavy daily schedule;
- II. Immediately notify Relay if a change in teaching placement/certification area is made;
- III. The District priority should be gradual release of teaching and learning. Schools and Resident Advisors will adhere to the gradual release teaching schedule;
- IV. Ensure that the Resident Teacher remains in a residency role during the school year and does not become the full-time teacher of record.
- V. Ensure that all Resident Advisors notify Relay and the District point- person if their Resident Teachers are not on track to be offered a full-time teaching opportunity for 2017-18 by early 2017 (date to be determined).

5. **Relay Responsibilities:**

5.1 Relay will:

- I. Be responsible for communicating all licensure requirements to Resident Teachers, providing all required coursework and training, maintaining all licensure paperwork, and approving eligible teacher's application for a Connecticut 90-Day Certificate after successful completion of Summer 1, Fall 1, Spring 1, and Summer 2 terms;

II. Provide the District with a copy of license from the State of Connecticut;

III. Relay will support residents in completing the program application by providing clear instructions and deadlines.

III. Relay will provide a stipend of \$300 to be paid directly to the Resident Advisor who oversees a Resident Teacher enrolled in the Relay program.

**6. Term and Termination:**

6.1 This MOU shall become effective upon signature of the parties and shall terminate after the end of the Summer 2 term (June 30, 2018) except as otherwise provided for in this MOU.

**7. Resident Teacher Selection:**

7.1 The District will select Resident Teachers from current City employees by August 1, 2017, who are strong candidates for resident teacher positions, and meet the minimum requirements of Relay admissions, as follows:

- I. Minimum cumulative undergraduate GPA of 3.0 from a *regionally-* accredited university;
  - a. Applicants with a GPA lower than 3.0 but at least 2.5 may be considered for admission by submitting an additional letter of recommendation that explains their qualifications for admission to Relay.

II. Minimum of a bachelor's degree conferred by June 30, 2017

7.2. Relay will then select 3-10 Resident Teachers from the Resident Teachers selected by the District to enroll into the program.

**8. Relay Application:**

8.1 All Resident Teachers shall complete the Relay online admissions application, including the \$50 application fee paid by the Resident Teacher. Resident Teachers will submit application directly to Relay.

9. **Tuition:**

- 9.1 The full cost of tuition and fees for the one-year Connecticut Alternate Route Certification program is \$17,500. Relay offers institutional aid to graduate students teaching in high-needs schools and at select partner schools in the amount of \$8,500-13,500. Relay also expects candidates with access to AmeriCorps awards to apply those awards to keep costs at or below \$4,000.
- 9.2 Tuition for each of the Resident Teacher shall be \$4000. Resident Teachers shall pay an amount of \$3000.00 and the District shall pay an amount of \$1000.00 to cover all tuition and fees related to enrollment in the ARC program.

10. **Certification Areas and Requirements:**

- 10.1 For the 2017-2018 School Year, Relay will offer Residency ARC programs in the following endorsement areas pending enrollment:
- I. Elementary Education
  - II. Secondary English
  - III. Secondary Math
  - IV. Secondary General Science
  - V. Secondary Biology
  - VI. Secondary Chemistry
  - VII. Secondary Physics

11. **Nondiscrimination and Harassment:**

- 11.1 *General Prohibition:* No person with responsibilities in the operation of the project, whether affiliated with District or Relay, shall discriminate against any Resident Teacher, Resident Advisor, or member of the staff of, or beneficiary of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, political affiliation, marital or parental status, or military service.
- 11.2 *Sexual Harassment:* Sexual Harassment is a form of discrimination based on sex, which is prohibited as addressed directly above. The District and Relay must prohibit sexual harassment and take immediate corrective action and/or disciplinary action if violations occur. Such sexual harassment violations include, but are not limited to:

- I. Acts of "quid pro quo" sexual harassment where a supervisor demands sexual favors for service benefits, regardless of whether the District, its agents, or supervisory employees should have known of the acts;
- II. Unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature which have the purpose or effect of creating an intimidating, hostile or offensive service environment
- III. Acts of sexual harassment toward fellow Resident Teachers, Resident Advisors, District employees, or non-employees, where the District, its agent, or its supervisory employees knew or should have known about the conduct, unless it took immediate and appropriate corrective action.

**12. Drug-Free Workplace:**

- 12.1** In accordance with the Federal Drug-Free Workplace Act of 1988, Relay and the District are jointly committed to maintaining a drug- and alcohol-free environment.

The District affirms that:

- I. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and places of services.
- II. Actions, including termination from the Residency, may be taken against any Resident Teacher for violations of such prohibitions. If it is determined that a Resident possessed, or possess, or used illegal drugs during the Residency and/or was under the influence of alcoholic beverages during service, they will be subject to dismissal from the Residency.
- III. It will notify Relay immediately if a Resident Teacher is convicted of a drug offense or of being under the influence of alcohol while performing their duties during the Residency.
- IV. As part of new member orientation, the District will inform Resident Teachers of these provisions and consequences for noncompliance.
- V. The District maintains the right to discipline any Resident Teacher for any violation of a City or Board of Education Policy related to drug and alcohol use in the workplace.

**13. Partnership Communication:**

- 13.1** Rebecca Good, Relay Connecticut Dean, and Jahana Hayes, Talent and Professional Development Supervisor will be the point persons for all communication.
- 13.2** Relay will provide regular updates regarding Resident Teacher progress, upcoming coursework, and other relevant data on at least a quarterly basis to Jahana Hayes.



- 13.3 Talent & Professional Development Supervisor, or designee, will attend, at least quarterly, in-person meetings with Relay faculty to assess the progress of the partnership.

**14. Resident Advisor Selection and Training:**

- 14.1 The District will recruit and select Resident Advisors in collaboration with Relay faculty that have a history of strong student achievement results and a strong emphasis on developing minority teachers and leaders within the district. Resident Advisors will attend scheduled training sessions, during the school year.
- 14.2 Resident Advisors will be matched with a Resident Teacher, ideally in their own certification area.

**15. Resident Advisor Responsibilities:**

- 15.1 The Resident Advisor will:
- I. Model best teaching practices, provide guidance on school culture and systems, and meet with the Resident Teacher on a regular basis to provide support;
  - II. Communicate the Resident Teacher's progress to the Relay Dean and the Resident Teacher a minimum of five times throughout the year, corresponding to the Gateway assessments. (I will need a copy of the paperwork that the Resident Advisor is expected to complete)

**16. Resident Teacher Responsibilities:**

- 16.1 The Resident Teacher:
- I. Will have a practice classroom, where they observe and practice techniques for at least 30 minutes 4-5 times a week in the content where they are assigned, which ideally will be taught by their Resident Advisor. This practice classroom will be the primary class being observed, and the class where they will execute their teacher training.
  - II. Will spend at least 30 minutes 4-5 school days a week in the Resident Advisor's classroom.
  - III. Will not carry a full teaching load during the program, and will be provided opportunities to follow the gradual on-ramp.
  - IV. May remain as a shadow with the Resident Advisor and not individually cover classes.
  - V. Will have a weekly common planning time with their Resident Advisor to learn about unit and lesson planning, design of student remediation, receive coaching feedback etc.
  - VI. Will be required to attend Relay classes and deliberate practice sessions and will not be excused for school field trips, open house, meetings, etc.

VII. Relay recommends that Resident Teachers not be assigned after school coaching or extra-curricular responsibilities (this does not include typical after-school tutorials, parent meetings, etc.).

**17. Resident Management and Support:**

- 17.1 The Resident Teacher's on-campus manager will be the Resident Advisor's manager or director of residency, if applicable.

**18. Summer Intensive:**

- 18.1 Residents will participate in two summer (Summer 1 and Summer 2) intensive as a part of the Relay program. For the 2017-18 school year, all Residents will be required to attend one of the following pre-service summer training sessions:

Option 1: July 10 – 14

Option 2: July 31- August 4

- 18.2 Relay will work with the District onboarding team to align dates with the District and campus-specific training, to the greatest extent possible.

**19. Deliberate Practice Session:**

- 19.1 Attendance at Deliberate Practice sessions is mandatory for all Resident Teachers.

- 19.2 Deliberate Practice sessions are mandatory for all Residents. Deliberate Practice sessions will be held approximately every week during school hours during the Fall and Spring Term on Wednesday's or Friday's from 9:30 A.M. – 12:30 P.M starting September 2017 and ending June, 2018. Sessions will be held at a central and to be determined location. The District will release the resident from any responsibilities during this time. Relay will provide a calendar of Deliberate Practice session no later than August 1, 2017. Class dates and times are subject to change.

**20. Program Coursework:**

- 20.1 Resident Teachers will complete program coursework and will attend in-person class sessions approximately three times per month (two weeknights and one Saturday).
- 20.2 Resident Teachers will make satisfactory progress by maintaining a rubric score average (RSA) of 2.7 or greater across all Relay assessments and observations.
- 20.3 Failing to make satisfactory academic progress for two consecutive terms may trigger a performance review and possible exit from the program.

**21. Gateway Assessments:**

- 21.1 Resident Teacher progress will be evaluated through five "Gateway" assessments.
- 21.2 Dates for the Gateway assessments will be shared with District no later than August 1, 2016.
- 21.3 Relay faculty, the Resident Advisor, and the District point person will determine the Resident Teachers progress on the gateway in one of three categories: proficient, struggling and failing.
- 21.4 Resident Teachers who fail gateways may trigger a performance review and improvement plan.

**22. Data and Reporting:**

- 22.1 The District may allow videotaping of Resident Teachers and students in his/her classroom and facilitate completion of necessary permission forms to enable filming in order to complete Relay assessments. If a parent or legal guardian of a student refuses to sign the media form providing permission to videotape the student, the District will allow videotaping of the Resident Teacher only and not of the students in his/her classroom.
- 22.2 The District will allow the Resident Teachers to submit K-12 student test data to Relay for students taught by Resident Teachers.
- 22.3 All data collection will be stripped of identifying data as consistent with applicable state and federal laws and will not be shared externally except in aggregate.
- 22.4 Relay will be responsible for reporting data to AmeriCorps and other funders as applicable.

**23. Intellectual Property:**

- 23.1 Relay will have sole and exclusive ownership worldwide in the intellectual property rights for any materials and work product that is developed for or as part of this program in whatever format or medium now exists or is created hereafter, as well as any derivate works.
- 23.2 Relay will be the author of all the works created as part of this project and will have control of the sale, licensing and assignment of intellectual proper

**24. Confidentiality/ FERPA:**

24.1 In the event that Relay comes into possession of education records of City of Waterbury students, as defined in and governed by Family Educational Rights and Privacy Act ("FERPA", 20 U.S.C. § 1232g) and related regulations (34 C.F.R. § 99), Relay shall comply with the requirements of said statute and regulations, and agrees to use information obtained regarding student education records only for the purposes provided in this MOU. Without the prior written consent of the student's parent or guardian, as required by FERPA, Relay has no authority to make any other disclosures of any information from education records.

24.2 IN WITNESS WHEREOF, the parties hereto execute this MOU on the dates signed below:

**WITNESS:**

**CITY OF WATERBURY,  
BOARD OF EDUCATION**

\_\_\_\_\_

\_\_\_\_\_  
Dr. Kathleen Ouellette  
Superintendent of School

**WITNESS:**

**RELAY GRADUATE  
SCHOOL OF  
EDUCATION**

\_\_\_\_\_

\_\_\_\_\_  
Pamela Inbasekaran  
Chief Operating Officer

Date: \_\_\_\_\_

**WITNESS:**

**CITY OF WATERBURY**

\_\_\_\_\_

\_\_\_\_\_  
Mayor Neil O'Leary

Date: \_\_\_\_\_



STATE OF CONNECTICUT  
BOARD OF EDUCATION



November 10, 2016

Mr. Norman Atkins, President  
Relay Graduate School of Education  
40 West 20<sup>th</sup> Street, 7<sup>th</sup> Floor  
New York, New York 10011

Dear Mr. Atkins:

The State Board of Education approved the following resolution at its meeting on November 2, 2016:

**RESOLVED**, That the State Board of Education, pursuant to Section 10-145d-9(g)(3)(A) of the Regulations of Connecticut State Agencies, grants full program approval for the period November 2, 2016, through October 31, 2018, with an onsite visit no later than spring 2018, and continuous focused monitoring of the new program by the Connecticut State Department of Education, to the Relay Graduate School of Education, Alternate Route to Certification program, for the purpose of recommending candidates for the Connecticut temporary 90-day teaching certificate in the following endorsement areas:

Program	Grade Level	Program Level	Program Type
Elementary Education	K-6*	Initial	Alternate Route to Certification
Secondary Education:			
English	7-12	Initial	Alternate Route to Certification
Mathematics	7-12	Initial	Alternate Route to Certification
General Science	7-12	Initial	Alternate Route to Certification
Biology	7-12	Initial	Alternate Route to Certification
Chemistry	7-12	Initial	Alternate Route to Certification
Physics	7-12	Initial	Alternate Route to Certification

and directs the Commissioner to take the necessary action.

\*Pursuant to Public Act 12-63, amended by Public Act 13-122 (Section 11), on or after July 1, 2017, an endorsement for elementary education will be issued for Grades 1-6 only to in-state graduates.

Should you have any questions, please contact Dr. Katie Toohey, Educator Preparation Program Approval Coordinator, at 860-713-6733.

Sincerely,

*Dianna R. Wentzell*

Dr. Dianna R. Wentzell  
Commissioner of Education

DRW:ktn

cc: Ms. Rebecca Good, Dean, Relay Connecticut  
Dr. Sarah J. Barzee, Chief Talent Officer  
Ms. Shannon Marimón, Division Director, Bureau of Educator Effectiveness

**WATERBURY SCHOOL DISTRICT**  
**RENTAL FEES 2017 - 2018**

Revised 5/30/17

Facility	For Profit	Non-Waterbury Tax Exempt	Waterbury Non-profit & Tax Exempt	City Department
Auditorium/Gymnasium & Cafeteria with Kitchen <sup>1</sup>	\$1,000 for 4 hours \$200 ea addt hour <b>\$43.00 an hour (maintainer)</b>	\$750 for 4 hours \$150 ea addt hour <b>\$43.00 an hour (maintainer)</b>	\$0 \$0 <b>\$43.00 an hour (maintainer)</b>	\$0 \$0
Sound & Lighting Fees <sup>2</sup>	<b>\$56.00 an hour (electrician)</b>	<b>\$56.00 an hour (electrician)</b>	<b>\$56.00 an hour (electrician)</b>	\$0
Cafeteria/Classroom <sup>3</sup>	<b>\$53.00 an hour</b>	<b>\$53.00 an hour</b>	<b>\$53.00 an hour</b>	\$0
Pool	<b>\$74.00 an hour</b>	<b>\$74.00 an hour</b>	<b>\$74.00 an hour</b>	\$0
Security Deposit <sup>4</sup>	\$500	\$500	\$250	\$0

Maintainer rate includes overhead factor. No shows will pay any cost incurred by district.

<sup>1</sup> Cafeteria worker required for cafeteria with kitchen rental.

<sup>2</sup> Sound & Lighting - City electrician(s) as needed must be on hand, even if performers, musicians, etc. have their own lighting person.

<sup>3</sup> Cafeteria/Classroom - Cafeteria/Classroom rate for profit and non-Waterbury categories is comprised of a \$10.00 fee per classroom plus maintenance rate.

<sup>4</sup> In the event of multiple building or event use, one security deposit per organization is sufficient. Certificate of Insurance is also required.

## Fees and Charges Ordinance

### **Department of Education**

#### **Rental of School Facilities by a For Profit Organization**

Auditorium/Gymnasium & Cafeteria with Kitchen  
(cafeteria worker required for cafeteria with kitchen rental)  
Sound & Lighting Fees (City electrician(s) as needed must be  
on hand, even if performers have their own lighting person)  
Cafeteria/Classroom

Pool

Security Deposit (in the event of multiple building or event  
use, one security deposit per organization is sufficient)

#### **Rental of School Facilities by a Non-Waterbury Tax Exempt Organization**

Auditorium/Gymnasium & Cafeteria with Kitchen (cafeteria  
worker required for cafeteria with kitchen rental)  
Sound & Lighting Fees (City electrician(s) as needed must be  
on hand, even if performers have their own lighting person)  
Cafeteria/Classroom

Pool

Security Deposit (in the event of multiple building or event  
use, one security deposit per organization is sufficient)

#### **Rental of School Facilities by a Waterbury Non-Profit & Tax Exempt Organization**

Auditorium/gymnasium & Cafeteria with Kitchen (cafeteria  
worker required for cafeteria with kitchen rental)  
Sound & Lighting Fees (City electrician(s) as needed must be  
on hand, even if performers have their own lighting person.  
Cafeteria/Classroom

Pool

Security Deposit (in the event of multiple building or event  
use, one security deposit per organization is sufficient)

Fees are subject to waiver by the Board of Education, which  
considers such requests on a case-by-case basis. No fees  
are assessed for facility use by a City Department.

## **FY - 2017-18**

## **FY - 2016-17**

\$1,000 for 4 hours, \$200 for each  
additional hour & \$43 an hour  
per maintainer

\$56.00 per hr.

\$53.00 per hr.

\$74.00 per hr.

\$500.00

\$750 for 4 hours, \$150 for each  
additional hour & \$43 an hour  
per maintainer

\$56.00 per hr.

\$53.00 per hr.

\$74.00 per hr.

\$500.00

\$43.00 per hr.

\$56.00 per hr.

\$53.00 per hr.

\$74.00 per hr.

\$250.00

\$1,000 for 4 hours, \$200 for each  
additional hour & \$42 an hour  
per maintainer

\$55.00 per hr.

\$52.00 per hr.

\$73.00 per hr.

\$500.00

\$750 for 4 hours, \$150 for each  
additional hour & \$42 an hour  
per maintainer

\$55.00 per hr.

\$52.00 per hr.

\$73.00 per hr.

\$500.00

\$42.00 per hr.

\$55.00 per hr.

\$52.00 per hr.

\$73.00 per hr.

\$250.00



# COMMITTEE ON SCHOOL FACILITIES & GROUNDS

#18

**WORKSHOP:** Thursday, July 27, 2017 (WAMS)  
**BOARD MEETING:** Thursday, August 3, 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
M. Rocco	Career Academy cafe: Aug. thru April, one Tuesday each month 5:30-7:00 p.m. (Family Engagement Nights)
M.A. Marold	Wallace lib. & café: Wed., Oct. 25 <sup>th</sup> 5:30-7:30pm (Parents' Workshop) Kennedy lib. & café: Thurs., Oct. 26 <sup>th</sup> 3:30-5:30pm (Parents' Workshop) Reed lib. & café: Wed., Oct. 18 <sup>th</sup> 5:30-7:30pm (Parents' Workshop)
G. Wright	WAMS café, gym: Wed., Oct. 4 <sup>th</sup> 4:00-8:00pm (Title I annual meeting)
N. Smith	WAMS apron stage/studio: 8/29-10/28 2:15-8:00pm (rehearsals) WAMS apron stage: 10/2-1/21 2:15-8:00pm (rehearsals-performances) WAMS apron stage: 12/4-12/8 2:15-8:00pm (rehearsals-performances) WAMS drama studio: 1/2/18-1/5/18 2:15-8:00pm (rehearsals-performance) WAMS drama studio: 5/15-5/24 2:15-8:00pm (rehearsals-performance) WAMS drama studio: 5/28-6/2 2:15-8:00pm (rehearsals-performance) WAMS apron stage: 5/1-5/19 2:15-8:00pm (rehearsals-performances) WAMS apron stage/studio: 1/28-3/31 2:15-8:00pm (rehearsals-performances)
N. Hutchinson	WAMS lib.: Sept.-June one Tuesday each month 6-8pm (PTSO meetings)
D. Lopez	WAMS apron stage: Fri. Oct. 13 <sup>th</sup> 5:00-9:00pm (Mr. WAMS)
K. Effes	WAMS atrium/lib.: Oct.-May 6:00-8:30pm one Tues. each month (Literacy Book Club)
R. Arroyo	Enlightenment café: 2017-18 sch. yr. Mon thru Thurs. 1:30-5:30 pm (after school program)

Approved:

John Theriault

Kathleen M. Ouellette, Ed. D.  
 Superintendent of Schools



2017-2018

JUN - 8 2017

SCHOOL PERSONNEL USE ONLY

TO: SCHOOL BUSINESS OFFICE

DATE: 6/6/17

FROM: Margaret Rocco

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

NAME OF SCHOOL REQUESTED: Waterbury Career Academy

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms/Library

DATES REQUESTED: Tuesday, August 15, 2017 from 3:00 -6:30 PM; Tuesday, October 24, 2017 from 5:00 -7:30; Tuesday, November 14, 2017 from 5:00 -7:30; Tuesday, December 19, 2017 (snow date 12/20) from 5:00 - 7:30 PM; Tuesday February 13, 2018 (snow date 2/12) from 5:00-7:30PM and April 3, 2018 (snow date 4/4) from 5:00 - 7:30PM

FOR THE FOLLOWING PURPOSES:

Family Engagement Nights for the families in our area shelters

Margaret Rocco  
APPLICANT

.....  
Please note the following provisions:

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

*Book*

JUN 26 2017

SCHOOL PERSONNEL USE ONLY

DATE:  
June 26, 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: Wallace Middle School

☒ Library/Media Center      ☐ Gymnasium      ☐ Swimming Pool  
☒ Café/Rooms

DATES REQUESTED: Wednesday October 25, 2017

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

FOR THE FOLLOWING PURPOSES:

District Math, ELA, Science Supervisors and Director of Teaching and Learning will present a workshop for parents, guardians and any interested stakeholder entitled "What are the Learning Expectations for my Child? How do I Know?" This workshop will be repeated in several locations in areas of the City of Waterbury at varied times and dates. Parents, guardians and stakeholders are welcome to attend any session or time.

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

*Mary Ann Marold*

*Book*

JUN 26 2017

SCHOOL PERSONNEL USE ONLY

DATE:  
June 26, 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: Kennedy High School  
\_\_\_\_\_

☒ Library/Media Center      ☐ Gymnasium      ☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED: \_\_\_\_\_  
Thursday October 26, 2017 \_\_\_\_\_

FROM: 3:30 p.m. \_\_\_\_\_ TO: 5:30 p.m. \_\_\_\_\_ am/pm

FOR THE FOLLOWING PURPOSES:

District Math, ELA, Science Supervisors and Director of Teaching and Learning will present a workshop for parents, guardians and any interested stakeholder entitled "What are the Learning Expectations for my Child? How do I Know?" This workshop will be repeated in several locations in areas of the City of Waterbury at varied times and dates. Parents, guardians and stakeholders are welcome to attend any session or time.

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

*Mary Ann Marold*

2017-18

SCHOOL PERSONNEL USE ONLY

JUN 26 2017

DATE:  
June 26, 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: Reed School

☒ Library/Media Center      ☐ Gymnasium      ☐ Swimming Pool  
☒ Café/Rooms

DATES REQUESTED: \_\_\_\_\_  
Wednesday October 18, 2017

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

FOR THE FOLLOWING PURPOSES:

District Math, ELA, Science Supervisors and Director of Teaching and Learning will present a workshop for parents, guardians and any interested stakeholder entitled "What are the Learning Expectations for my Child? How do I Know?" This workshop will be repeated in several locations in areas of the City of Waterbury at varied times and dates. Parents, guardians and stakeholders are welcome to attend any session or time.

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

*Mary Ann Marold*

*[Handwritten signature]*

SCHOOL PERSONNEL USE ONLY

JUN 27 2017

DATE: October 4, 2017

TO: SCHOOL BUSINESS OFFICE

FROM: Gladys Wright

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

NAME OF SCHOOL REQUESTED:

WAMS

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

DATES REQUESTED:       

Wednesday, October 4, 2017       

FROM: 4 pm am/pm TO: 8 pm

FOR THE FOLLOWING PURPOSES:

Title I Annual Meeting: Invite parents, staff and community stakeholders to the District Annual Title I Meeting to participate and be informed about all district and school Title I programs for students and parent involvement

Gladys Wright  
Community Liaison

*Gladys Wright*  
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

SCHOOL PERSONNEL USE ONLY

DATE: 4/24/17

TO: SCHOOL BUSINESS OFFICE

FROM:

WAMS THTR Dept

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

NAME OF SCHOOL REQUESTED: Waterbury Arts Magnet School

☒ Auditorium



Gymnasium



Swimming Pool



Café/Rooms

Large Dance Studio

DATES REQUESTED: Aug. 29, 2017 to Oct. 28, 2017

FROM: 2:15 am/pm

TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

Rehearsal Period: Aug. 29<sup>th</sup> 2017 → October 28, 2017

Show Dates & Times: \* Palace Show 10/30 → 11/6

\* Production: Agatha Christie's - Appt. with Death

Smith, Post, Schulte

APPLICANT

Post

Schulte

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.

\* Note October Appt. Stage Post Rehearsals → Scott Large Dance

Please give form to Nicole Steck

SCHOOL PERSONNEL USE ONLY

DATE: 4/24/17

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS THTR Dept

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

NAME OF SCHOOL REQUESTED: Waterbury Arts Magnet School

☒ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Cafeteria/Rooms

DATES REQUESTED: October 2nd 2017 To January 21, 2018  
FROM: 2:15 am/pm TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

Rehearsal Period: Oct. 2nd - Jan. 21, 2018 Snow Dates  
Show Dates & Times: 1/19 - 1/21 5pm - 9:30pm Jan 26, 27, 28  
\* Production: "Beckett Shorts"

Smith, Post, Schutte  
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.

\* Note: Schutte's show in house rehearsal on April 24

Please give form to Nicole Steck

SCHOOL PERSONNEL USE ONLY

DATE: 4/24/17

TO: SCHOOL BUSINESS OFFICE

FROM:

WAMS THIR Dept

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

NAME OF SCHOOL REQUESTED:

Waterbury Arts Magnet School

☒ Auditorium

☐ Gymnasium

☐ Swimming Pool

☐ Café/Rooms

Apron Stage

DATES REQUESTED:

Dec. 4<sup>th</sup> 2017 - Dec. 8<sup>th</sup> 2017

FROM: 2:15 am/pm

TO: 8:00 am/pm

Show Dates 5:00 pm To 9:30 pm

FOR THE FOLLOWING PURPOSES:

Rehearsal Period: Dec. 4, 5<sup>th</sup> @ 2:15 / Dec. 6<sup>th</sup> @ 12:30 pm

Show Dates & Times: 12/7/17 and 12/8/17

\*Production: Industrial Rev. Monologues

APPLICANT

Post

Schutte

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

SCHOOL PERSONNEL USE ONLY

DATE: 4/24/17

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS THTR Dept

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

NAME OF SCHOOL REQUESTED: Waterbury Arts Magnet School

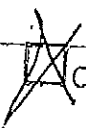
☐ Auditorium



Gymnasium



Swimming Pool



Café/Rooms

Drama Classroom

DATES REQUESTED: Jan. 2, 2018 - Jan. 5, 2018

FROM: 2:15

am/pm

TO: 8:00

am/pm

FOR THE FOLLOWING PURPOSES:

Rehearsal Period: 1/2, 3, 4/18 to

Show Dates & Times: Jan. 5th 2018

\* Production: 8th Grade Smith Mid Year Performance

Smith, R Schulte  
APPLICANT  
Smith Post Schulte

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

SCHOOL PERSONNEL USE ONLY

DATE: 4/24/17

TO: SCHOOL BUSINESS OFFICE

FROM:

WAMS THTR Dept

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

NAME OF SCHOOL REQUESTED:

Waterbury Arts Magnet School

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

Drama Class

DATES REQUESTED:

5/15/18 - 5/25/18

FROM:

2:15

am/pm

TO:

8:00

am/pm

FOR THE FOLLOWING PURPOSES:

Rehearsal Period: 5/15 - 5/24/18

Show Dates & Times: May 25<sup>th</sup> 2018 @ 7pm

\*Production: Director's Showcase

*[Signature]*

APPLICANT

Smith

Post

Schotte

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

SCHOOL PERSONNEL USE ONLY

DATE: 4/24/17

TO: SCHOOL BUSINESS OFFICE

FROM:

WAMS THTR Dept

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

NAME OF SCHOOL REQUESTED:

Waterbury Arts Magnet School

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

Drama Classroom

DATES REQUESTED:

5/28/18 - 6/2/18

FROM: 2:15 am/pm

TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

Rehearsal Period: 5/28/18 - 6/2/18

Show Dates \*Times: June 1 & 2, 2018 @

\*Production: Smith 8<sup>th</sup> Grade Final Products

Smith, R., Scholte

Smith

APPLICANT

Post

Scholte

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

SCHOOL PERSONNEL USE ONLY

DATE: 4/24/17

TO: SCHOOL BUSINESS OFFICE

FROM:

WAMS THIR Dept

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

NAME OF SCHOOL REQUESTED:

Waterbury Arts Magnet School

☒ Auditorium

☐ Gymnasium

☐ Swimming Pool

☐ Café/Rooms

APRIL STAGE  
DATES REQUESTED:

May 1, 2018 - May 19, 2018

FROM: 2:15 am/pm

TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

Rehearsal Period: 5/1/18 - 5/16/18

Show Dates & Times: May 17, 18, 19, 2018

\*Production: Shakespeare Show

APPLICANT

Smith

Post

Schotter

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

SCHOOL PERSONNEL USE ONLY

DATE: 4/24/17

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS THIR Dept

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

NAME OF SCHOOL REQUESTED: Waterbury Arts Magnet School

☒ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Cafeteria/Rooms

APPROX STAGE

DATES REQUESTED: Jan 28<sup>2018</sup> to March 31<sup>st</sup> 2018

FROM: 2:15 am/pm

TO: 8:00 am/pm

Large Dance Studio

FOR THE FOLLOWING PURPOSES:

Rehearsal Period: Jan 29<sup>2018</sup> - March 31<sup>st</sup> 2018

Show Dates & Times: Palace Show 4/2/18 - 4/8/18

\* Production: Memphis - Smith Main Stage

Smith APPLICANT  
Post  
Schotte

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.

2017-2018

Please give form to Nicole Steck

*Book*

SCHOOL PERSONNEL USE ONLY

MAY 15 2017

DATE: 5/11/17

TO: SCHOOL BUSINESS OFFICE

FROM: PTSO WAMS

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

NAME OF SCHOOL REQUESTED: WATERBURY ARTS MAGNET SCHOOL

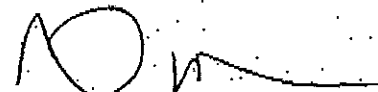
Library Media room

☐ Auditorium ☒ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Sept 6<sup>th</sup>, Oct 11<sup>th</sup>, Nov 8<sup>th</sup>, Dec 13<sup>th</sup>, JAN 10<sup>th</sup>, Feb 7<sup>th</sup>, March 14<sup>th</sup>, APRIL 11<sup>th</sup>, May 9<sup>th</sup>, June 6<sup>th</sup>  
FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm

FOR THE FOLLOWING PURPOSES:

PTSO Meetings



APPLICANT

Nicole Hutchinson

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

SCHOOL PERSONNEL USE ONLY

DATE: 4/24/17

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS Student Council

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

NAME OF SCHOOL REQUESTED: WAMS

Apron Stage

☒ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Cafeteria/Rooms

DATES REQUESTED: Fr Oct 13FROM: 5 am/pmTO: 9 am/pm

FOR THE FOLLOWING PURPOSES:

Mr WAMS

Poreen 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.

2017-18

APR 20 2017

Please give form to Nicole Steck

SCHOOL PERSONNEL USE ONLYDATE: 4/17/17

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS - Parent Liaison

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☐ Cafe/RoomsArtrium LibraryDATES REQUESTED: 10/17, 11/14, 12/12, 1/16/18, 2/13/18  
3/20/18, 4/17/18, 5/15/18FROM: 6 am/pmTO: 8:30 am/pm

FOR THE FOLLOWING PURPOSES:

Literacy Book Club[Signature]  
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.



2017-2018

JUN 19 2017

SCHOOL PERSONNEL USE ONLYDATE: 2017-2018 School Year

TO: SCHOOL BUSINESS OFFICE

FROM: Enlightenment School

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

NAME OF SCHOOL REQUESTED: Enlightenment School☐ Auditorium☐ Gymnasium☐ Swimming Pool☒ Café/RoomsDATES REQUESTED: August through June: Monday through Thursday 2017/2018FROM: 1:30 am/pmTO: 5:30 am/pmFOR THE FOLLOWING PURPOSES:After school partnership with Advanced Career Training and Enlightenment SchoolR. M. Arroyo  
APPLICANT  
R. ArroyoPlease note the following provisions:

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

## COMMITTEE ON SCHOOL FACILITIES & GROUNDS

#19

**WORKSHOP:** Thursday, July 27, 2017 (WAMS)

**BOARD MEETING:** Thursday, August 3, 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.

<u>GROUP</u>	<u>FACILITIES AND DATES/TIMES</u>
--------------	-----------------------------------

Sacred Heart H.S.	Kennedy pool: Mon. thru Fri. 4:30-6:30 pm and
M. Madden	Saturdays 8-10 am (girls and boys swim programs)
Holy Cross H.S.	WSMS pool: Mon. thru Fri. 4:30-6:30 pm and
J. Ciarleglio, A.D.	Saturdays 8-10 am (girls and boys swim programs)

REQUESTING WAIVERS:

Grandville Academy:	Career Academy café, gym, 5 rms., field: Sat., Aug. 12 <sup>th</sup> 9am-4pm
Maurice Mosley	(college day/picnic) (\$1,008.)
Town Plot Sports	Duggan gym: 11/4 to 3/26 Sat. & Sun. 9am-5pm (\$15,120.)
D. Cronin	WSMS gym: 9/9 to 10/28 Saturdays 9am-3pm (\$2,352.)
	(basketball program)

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

YMCA	Chase, Generali, Gilmartin & Tinker café, gym, lib.: 2017-2018 Sch. Yr.
Jim O'Rourke	2:30-6:00 pm (after-school programs)
Rivera Memorial	Duggan gym: July, 2017 – June, 2018 Mon, Wed, Fri. 4:00-9:00 pm
Matthew Ocasio	(basketball sports program)
Wtby. Tax Assessors	Kennedy classrm.: Sept.-Oct. 2 nights per wk. 6:00-9:00 pm
David Dietsch	(Assessor's certification class)
Town Plot Sports	Duggan gym: 11/2/17-3/29/18 Tues. & Thurs. 6-9 pm (basketball program)
D. Cronin	
Hoops 4 Life	WSMS gym: weekdays 9/5-11/15/17 4:30-9:00 pm (basketball program)
D. Fryer	Reed gym: weekdays 9/5-11/15/17 4:30-9:00 pm (basketball program)

MONIES COLLECTED TO DATE:

\$ 132,249.25

Approved:

John Theriault

Kathleen M. Ouellette, Ed. D.  
Superintendent of Schools

These activities are completed and have been billed:

Yeshiva Chaba  
Porter & Chester  
Rakip Etemi  
Woodbury Ballet

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# JUL 13 2017

APPLICANT SACRED HEART HS NAME OF ORGANIZATION SACRED HEART HS  
ADDRESS 142 South Elm St, Wthby, CT 06706 TELEPHONE # (203) 753-1605  
(street) (city) (state) (zip code)

SCHOOL REQUESTED Kennedy DATES 8/24/17-3/16/18 ROOM(S) Pool/Locker Room  
OPENING TIME 4:30pm CLOSING TIME 6:30pm PURPOSE Practice/Meets (4 or 7pm)  
ADMISSION (if any) \$5.00 (Meets only) CHARGE TO BE DEVOTED TO Athletic Department

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 5 CHILDREN 40

SIGNATURE OF APPLICANT [Signature] DATE 7-13-17

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:  
Pierre Savage, 142 S. Elm Street, Waterbury, CT 06706 (203) 756-4916

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. EK (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$74/HR plus 1 HR service

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

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

SECURITY DEPOSIT \$ [Signature] INSURANCE COVERAGE [Signature] 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

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

Book

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#

JUL 13 2017

APPLICANT SACRED HEART HS NAME OF ORGANIZATION SACRED HEART HS

ADDRESS 142 South Elm St, Wthby, CT 06706 TELEPHONE # (203) 753-1605  
(street) (city) (state) (zip code)

SCHOOL REQUESTED Kennedy DATES 8/26/17 - 3/16/18 ROOM(S) Pool/Locker Room

OPENING TIME 8 am CLOSING TIME 10 am PURPOSE Pool/Locker Room

ADMISSION (if any) \$5.00 (meets only) CHARGE TO BE DEVOTED TO Athletic Department

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 5 CHILDREN 40

SIGNATURE OF APPLICANT [Signature] DATE 7-13-17

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

Pierre Savage, 142 S. Elm Street, Waterbury, CT 06706 (203) 756-4916

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. (C) (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$174/HR plus 1 HR SERVICE

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$ [Signature] INSURANCE COVERAGE [Signature] YES [Signature] NO [Signature]

PLEASE READ THE FOLLOWING CAREFULLY

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

H. H. V

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# JUL 21 2017

APPLICANT HOLY CROSS HS CHARLESTON NAME OF ORGANIZATION GIRLS & BOYS SWIM TEAMS

ADDRESS 587 ORANOR RD WTRY CT 06708 TELEPHONE # 203-758-8085  
(street) (city) (state) (zip code)

SCHOOL REQUESTED WEST SIDE FC - PRACTICE DATES AUG 24 - MARCH 10 ROOM(S) POOL

OPENING TIME 4:30 CLOSING TIME 6:30 PURPOSE Swim practice & meets

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2 CHILDREN 15-25

SIGNATURE OF APPLICANT [Signature] DATE 7-14-17

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

Mary Racevicius (203-437-0566)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$74/HR. plus 1 HR. SERVICE

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

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

SECURITY DEPOSIT \$ 200 INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

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

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

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

CONTRACT#

JUN 22 2017

APPLICANT Maurice Mosley NAME OF ORGANIZATION Granville Academy  
ADDRESS 161 Redcoat Rd (street) Waterbury (city) CT (state) 06704 (zip code) TELEPHONE # 263 5284101  
SCHOOL REQUESTED Career Academy DATES August 12th - 2017 ROOM(S) lunchroom, kitchen, 94m1  
OPENING TIME 9:00 am CLOSING TIME 4 pm PURPOSE College Day + picnic  
ADMISSION (if any) Free CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 20 CHILDREN 80  
SIGNATURE OF APPLICANT \_\_\_\_\_ DATE 6/24/17  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:  
Maurice Mosley + Dr Louis Padua  
In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. MBM (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$

INSURANCE COVERAGE

YES

NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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. 574-8883 FIRE DEPT. 597-3452

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE

SCHOOL BUSINESS OFFICE

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

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

case, field  
Gym  
5 classrooms  
Saturday  
August 12  
9 am - 4 pm

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

APPLICANT/ORGANIZATION: Canaanville Academy

Please check below specific item(s):

Building Usage Fees ☒

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Career Academy lunchroom gym kitchen classroom athletic field

DATE(S): August 12, 2017

TIMES: 9am to 4pm

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

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

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

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

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

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

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

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

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

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

6/21/17  
Date

[Signature]  
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

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

\$ 1,008. -  
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# JUL 17 2017

APPLICANT DENNIS CRONIN NAME OF ORGANIZATION TOWN FLOT SPORTS ASSOC.  
ADDRESS 4 HUNTINGDON PL. WATERBURY CT 06708 TELEPHONE # 203-600-4700  
(street) (city) (state) (zip/code)  
SCHOOL REQUESTED DUGGAN DATES SAT. SUN 11/4 - 11/5 ROOM(S) GYMNASIUM  
~~11/4 - 11/5~~ 9:00 AM - 5:00 PM  
OPENING TIME 11/4 - 9:00 AM CLOSING TIME 5:00 PM PURPOSE BASKETBALL  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 20 CHILDREN 20  
SIGNATURE OF APPLICANT Dennis Cronin DATE 7/15/17

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

DENNIS CRONIN 4 HUNTINGDON PL. WATERBURY CT. 203-600-4700  
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. DC (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

\$42/HR plus 1 HR SERVICE (115.120.)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$ 1000

INSURANCE COVERAGE

YES

NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

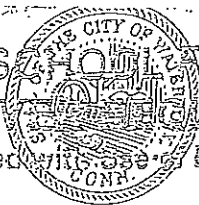
IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

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

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 application for Building Permit)



APPLICANT/ORGANIZATION: DENNIS CRONIN / TOWN PLOT SPORTS ASSOC.

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: DUBLIN / GYMNASIUM

DATE(S): NOV. 4, 5, 11, 12, 18, 19, 25

TIMES: 9:00 A.M. - 5:00 P.M.

DATE(S): DEC. 2, 3, 9, 10, 16, 17, 23, 30, 31

TIMES: 9:00 A.M. - 5:00 P.M.

DATE(S): JAN. 6, 7, 13, 14, 20, 21, 22, 28

TIMES: 9:00 A.M. - 5:00 P.M.

DATE(S): FEB. 3, 4, 10, 11, 17, 18, 24, 25

TIMES: 9:00 A.M. - 5:00 P.M.

DATE(S): MARCH 3, 4, 10, 11, 17, 18, 24, 25, 31

TIMES: 9:00 A.M. - 5:00 P.M.

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

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

7/15/17

Date

Dennis Cronin

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

15,120.1

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#

JUL 17 2017

APPLICANT DENNIS CRONIN NAME OF ORGANIZATION TOWN PLOT SPORTS ASSOC.

ADDRESS 4 HUNTINGDON PL WTBY CT 06708 TELEPHONE # 203-600-4700  
(street) (city) (state) (zip code)

SCHOOL REQUESTED WEST SIDE DATES SEPT. 9, 16, 23, 30 OCT. 7, 14, 21, 28 ROOM(S) GYMNASIUM

OPENING TIME 9:00 A.M. CLOSING TIME 3:00 P.M. PURPOSE BASKETBALL

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 10 CHILDREN 25

SIGNATURE OF APPLICANT Dennis Cronin DATE 7/15/17

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

DENNIS CRONIN 4 HUNTINGDON PL. WTBY, CT. 203-600-4700

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. DC (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR SERVICE (\$2,352)

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

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

SECURITY DEPOSIT \$ 1 INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

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

SCHOOL BUSINESS OFFICE

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

USE OF SCHOOL FACILITIES  
WAIVER REQUEST

(to be submitted with Building Permit)

APPLICANT/ORGANIZATION: DENNIS CRONIN / TOWN FLOT SPORTS ASSOC.

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: WEST SIDE / GYMNASIUM

DATE(S): SEPT 9, 16, 23, 30

TIMES: 9:00 A.M. 3:00 P.M.

DATE(S): OCT 7, 14, 21, 28

TIMES: 9:00 A.M. 3:00 P.M.

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

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

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

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

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

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

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

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

7/15/17

Date

Dennis Cronin

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$ 23521.

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

*Book*

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

JUL - 3 2017

CONTRACT#

APPLICANT Jim O'Rourke NAME OF ORGANIZATION Greater Waterbury YMCA  
ADDRESS 136 West Main Street Waterbury CT 06702 TELEPHONE # (203) 754 - 9622  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Chase DATES Start to end of school (ongoing) ROOM(S) Cafeteria, Gymnasium, Library  
OPENING TIME 2:30 pm CLOSING TIME 6:00 pm PURPOSE to provide state licensed aftercare program to parents  
summer hours - opening: 7:00am closing times: 6:00pm  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 7 CHILDREN 70  
SIGNATURE OF APPLICANT [Signature] DATE 6/20/17  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:  
Kristen Jones, 136 West Main Street, Waterbury, CT 06702 - (203 754-9622 ext. 125

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

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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.

*Book*

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

CONTRACT#

JUL - 3 2017

APPLICANT Jim O'Rourke NAME OF ORGANIZATION Greater Waterbury YMCA  
ADDRESS 136 West Main Street Waterbury CT 06702 TELEPHONE # (203) 754 - 9622  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Generali DATES Start to end of school (ongoing) ROOM(S) Cafeteria, Gymnasium  
OPENING TIME 2:30 pm CLOSING TIME 6:00 pm PURPOSE to provide state licensed aftercare program to parents  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS \_\_\_\_\_ CHILDREN to be determined upon licensing  
SIGNATURE OF APPLICANT [Signature] DATE 6/25/17  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:  
Kristen Jones, 136 West Main Street, Waterbury, CT 06702 - (203) 754-9622 ext. 125

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

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

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

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

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

CONTRACT#

JUL 3 2017

APPLICANT Jim O'Rourke NAME OF ORGANIZATION Greater Waterbury YMCA  
ADDRESS 136 West Main Street Waterbury CT 06702 TELEPHONE # (203) 754 - 9622  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Gilmartin DATES Start to end of school (ongoing) ROOM(S) Cafe, Gym, Library, Room 1044, Room 1041  
OPENING TIME 2:30 pm CLOSING TIME 6:00 pm PURPOSE to provide state licensed aftercare program to parents  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2 CHILDREN 20  
SIGNATURE OF APPLICANT \_\_\_\_\_ DATE 6/20/17  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:  
Kristen Jones, 136 West Main Street, Waterbury, CT 06702 - (203) 754-9622 ext. 125

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

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

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

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

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

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

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

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

CONTRACT#

JUL - 3 2017

APPLICANT Jim O'Rourke

NAME OF ORGANIZATION Greater Waterbury YMCA

ADDRESS 136 West Main Street Waterbury CT 06702 TELEPHONE # (203) 754 - 9622  
(street) (city) (state) (zip code)

SCHOOL REQUESTED Tinker DATES Start to end of school (ongoing) ROOM(S) Cafe, Gym, Foyer

OPENING TIME 2:00 pm CLOSING TIME 6:00 pm PURPOSE to provide state licensed aftercare program to parents

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4-5 CHILDREN 40

SIGNATURE OF APPLICANT [Signature] DATE 6/20/17

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

Kristen Jones, 136 West Main Street, Waterbury, CT 06702 - (203) 754-9622 ext. 125

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

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE

SCHOOL BUSINESS OFFICE

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

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian



2017-18

No. 6362 P. 2

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

CONTRACT# JUN - 6 2017

APPLICANT MATTHEW OCASIO NAME OF ORGANIZATION RIVERA MEMORIAL FOUNDATION  
ADDRESS 186 CHEERY ST WBTY, CT 06702 TELEPHONE # (203) 509-9873  
(street) (city) (state) (zip code)

SCHOOL REQUESTED DOGGAN DATES JULY 1<sup>ST</sup> / JUNE 30<sup>TH</sup> ROOM(S) GYMNASIUM  
OPENING TIME 4:00 PM CLOSING TIME 9:00 PM PURPOSE SPORTS PROGRAM (BASKETBALL)  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 1-5 CHILDREN 10-20

SIGNATURE OF APPLICANT M. Ocasio DATE JUNE 06<sup>TH</sup> 2017

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. NO (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. 574-6883 FIRE DEPT. 597-3452
- CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).
- KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)
- PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.
- IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

Mon  
Wed  
Fri

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#

JUL 18 2017

APPLICANT David Dietsch NAME OF ORGANIZATION Waterbury Tax Assessor / CCMA  
ADDRESS 235 Grand St. Waterbury CT 06702 TELEPHONE # (203) 574-8256  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Kennedy H.S. DATES 9/6, 9/11, 9/13, 9/18, 9/20, 9/25 ROOM(S) 1 classroom, with usable whiteboard or blackboard  
OPENING TIME 6 pm CLOSING TIME 9 pm PURPOSE Assessor's Certification Class 1-B  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO CCMA (compensation of instructors)  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 15-30 CHILDREN 0  
SIGNATURE OF APPLICANT David Dietsch DATE 07/17/17  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

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

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

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

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

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

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

SCHOOL BUSINESS OFFICE

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

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

Sept. 6, 11, 13, 18, 20, 25, 27

Oct. 2, 4, 11

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# JUL 17 2017

APPLICANT DENNIS CROWIN NAME OF ORGANIZATION TOWN PLOT SPORTS ASSOC.

ADDRESS 4 HUNTINGDON PL. WATERBURY CT. 06708 TELEPHONE # 203-600-4700  
(street) (city) (state) (zip code)

SCHOOL REQUESTED DUBLIN DATES 11/2 - 3/29 ROOM(S) GYMNASIUM  
TUE - THURS.

OPENING TIME 6:00 CLOSING TIME 9:00 PURPOSE BASKETBALL

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 10 CHILDREN 20

SIGNATURE OF APPLICANT Dennis Crowin DATE 7/17/17

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

DENNIS CROWIN 4 HUNTINGDON PL. WATERBURY CT. 203-600-4700

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. DC (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.

*Book*

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#

JUL 19 2017

APPLICANT Doreen Fryer NAME OF ORGANIZATION Hoops4Life, Inc  
ADDRESS 232 N. Elm St Waterbury 06702 TELEPHONE # 203 575-4340  
(street) (city) (state) (zip code) 203 232-4578  
SCHOOL REQUESTED West Side M. School DATES Sept - Nov 2017 ROOM(S) Gym  
OPENING TIME 4:20p CLOSING TIME 9:00p PURPOSE Basketball game  
ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO N/A  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 20 CHILDREN 20  
SIGNATURE OF APPLICANT Doreen Fryer DATE 7/19/2017

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

Doreen Fryer 51 Roseway Dr (203) 232-4578 Doreen Fryer (203) 525-6073

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. DF (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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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 State Building Permit)

APPLICANT/ORGANIZATION:

Hoops4life, Inc.

Please check below specific item(s):

Gym

Building Usage Fees ☒

Custodial Fees ☐

SCHOOL/ROOMS REQUESTED:

West Side Middle

DATE(S): 9/5 9/6 9/7

TIMES: 4:30 - 9 pm

DATE(S): 9/11 9/12 9/13 9/14

TIMES: " "

DATE(S): 10/10 10/11 10/12 10/13

TIMES: " "

DATE(S): 10/16 10/17 10/18 10/19 10/20

TIMES: " "

DATE(S): 10/28 10/29 10/25 10/27 10/26

TIMES: " "

DATE(S): 10/30 11/1 11/2 11/3 11/6

TIMES: " "

11/8 11/9 11/13 11/14 11/15

July 19-2017

Date

Domen Syra  
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

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

ATTEST:

Clerk, Board of Education

*Book*

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#

JUL 19 2017

APPLICANT Doreen Fryer NAME OF ORGANIZATION Hoops4Life Inc  
ADDRESS 232 N. Elm St Waterbury 06702 TELEPHONE # 203 575-4340  
(street) (city) (state) (zip code) 203 232-4578  
SCHOOL REQUESTED Johnathan Reed School DATES Sept - Nov 2017 ROOM(S) Gym  
OPENING TIME 4:20p CLOSING TIME 9:00p PURPOSE Basketball game  
ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO N/A  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 20 CHILDREN 20  
SIGNATURE OF APPLICANT Doreen Fryer DATE 7/19/2017

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:  
Doreen Fryer 51 Resurrection Dr (203) 232-4578 LA Ridgeway Dr  
Waterbury Parker (203) 525-6073

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

APPLICANT/ORGANIZATION: Hopps4life, Inc.

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Johnston Reed School

DATE(S): 9/5 9/6 9/7 9/11

TIMES: 4:30 p - 7 p

DATE(S): 9/12 9/13 9/14 10/10

TIMES: " "

DATE(S): 10/11 10/12 10/13 10/16 10/17

TIMES: " "

DATE(S): 10/18 10/19 10/20 10/23 10/24

TIMES: " "

DATE(S): 10/25 10/26 10/27 10/30 11/1

TIMES: " "

DATE(S): 11/2 11/3 11/6 11/7 11/18

TIMES: " "

11/9 11/13 11/14 11/15

July 19 - 2017

Date

[Signature]  
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

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

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

Clerk, Board of Education

#206



WATERBURY  
Public Schools  
*Enriching a student's future, one school at a time*

## **SECRETARY 3**

### **Grant Supervisor Department**

**General Statement of Duties:** Serves as the secretary to the Department Manager, Supervisor or School Principal.

**Specific Examples of Duties:** Answer phones; screen and direct callers. Compose and process all outgoing correspondence, memos and reports. Screen visitors and mail and route to appropriate personnel. Arrange and coordinate meetings for superior and represent him/her at meetings and conferences. Prepare purchase request and maintain inventory control. Keeps superior's calendar and make appointments and travel plans. Maintain basic knowledge level to enhance processing of correct correspondence and make necessary changes as required. Assist in the preparation and monitoring of the office budget. Interact with the public and staff on a variety of matters providing advice and assistance. Maintain up to date department files and records. Compile and assemble complex data for reports. May counsel, train and supervise other office personnel. Perform other related work as required by Manager or Supervisor or Principal.

#### **Qualifications:**

**Required:** Four years experience in complex clerical or secretarial work. Considerable knowledge of modern office principles and procedures. Knowledge of IBM compatible computers. Ability to work with Windows, Microsoft Words, Excel and Access. Knowledge of Data Base Entry. Ability to develop and maintain filing system. Excellent communication and interpersonal skills. Ability to type with speed and accuracy. Ability to supervise others. Ability to exercise good judgment and tact. Ability to perform tasks with little or no supervision.

**Preferred:** In addition to the above, experience in an urban school district and/or a multi-cultural environment.

**Work Year/Hours of Work:** Twelve month position, 35 hours per week

**Salary & Benefits:** \$16.07 per hour. (\$16.39 as of 7/1/2017)  
Benefits are governed by UPSEU Local 424-Unit 69 collective bargaining agreement.

**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 69 collective bargaining agreement.

#### **APPLICATION PROCESS:**

Applications must be submitted electronically under the Student Support Services tab at:  
<http://www.applitrack.com/waterbury/onlineapp/default.aspx>.

Those that applied in October, 2016 should review their applications for completeness but do no need to re-apply.

**Closing Date:** Thursday, June 8, 2017

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



# Mrs. Lenora C Whitaker

143 Spring Brook Rd

Apt. Number: Apt D

Waterbury, CT 06706

lenorawhitaker@gmail.com - (203) 5653278

## Contents:

1. Online Application
2. Reference Letter: Reference Letter
3. Reference Letter: Reference Letter

Prepared for: Anne Phelan  
Waterbury Public Schools  
Jul 21, 2017 11:17 AM

## Waterbury Public Schools Online Application

Whitaker, Lenora - AppNo: 8563

Date Submitted: 7/14/2017

### Internal Candidate

#### Personal Data

**Name:** Mrs. Lenora C Whitaker  
 (Title) (First) (Middle Initial) (Last)  
 Other name(s) under which transcripts, certificates, and former applications may be listed:

**Other:** Miss Lenora C Andrade  
 (Title) (First) (Middle Initial) (Last)

**Email Address:** lenorawhitaker@gmail.com

#### Postal Address

Permanent Address	Present Address
Number & Street: 143 Spring Brook Rd	Number & Street:
Apt. Number: Apt D	Apt. Number:
City: Waterbury	City:
State/Province: CT	State/Province:
Zip/Postal Code: 06706	Zip/Postal Code:
Country: United States of America	Country:
Daytime Phone: (203) 5653278	Phone Number:
Home/Cell Phone: (203) 5653278	

#### Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 968      Office: Professional & Clerical: Recruitment & Student Placement Coordinator at Early Childhood Education Center	7/14/2017	5 years

#### Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
City of Waterbury Admin Associate		236 GRAND STREET WATERBURY, CT 06702 2035735029		Steve Strand 203-573-5057 sstrand@waterbury.k12.ct.us	
Date From - Date To:	12/2015 - 07/2016	Full or Part Time:	Full	Last Annual Salary:	
Reason for Leaving:	Currently working as a temporary employee thru Civil Service end date 7/27/2017				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Primary responsibility is admin assistant for John Reed and Steve Strand and working on the Carl Perkins Grant. Purchase supplies for all CTE teachers in four of the high schools in the district. Responsible for all monitoring and year end reporting for Perkins Grant. Over the last year I have created a process to streamline all activities regarding the Perkins Grant for the high school utilizing Google Docs.				

## Waterbury Public Schools Online Application

Whitaker, Lenora - AppNo: 8563

Date Submitted: 7/14/2017

Internal Candidate

### Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Joann Fabric Assistant Store Manager		861 Wolcott Street Waterbury, CT 06705 203-757-0662		Phyllis Giammattei 203-757-0662	
Date From - Date To:	05/2010 - 12/2015	Full or Part Time:	Full	Last Annual Salary:	30,000
Reason for Leaving:	I took a temporary position with the City of Waterbury				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Open and closed store, interview and hiring of staff, weekly scheduling, purchasing, managed audits, cash and banking transactions and yearly inventories. Worked closely with all new staff to ensure proper training.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Wachovia Mortgage Sr Processor Jr underwriter		1 Jefferson Square Waterbury, CT 06702		Michael Ackerly	
Date From - Date To:	06/1993 - 08/2008	Full or Part Time:		Last Annual Salary:	43,000
Reason for Leaving:	Mortgage co was purchased by Wells Fargo and they moved dept to Calif.				
May we contact this employer?	No				
Responsibilities/Accomplishments at this Position	Trained new staff in basic procedures. Worked closely with HUD ensuring that mortgages were always compliant. Worked closely with all senior management scheduling meetings with staff as needed. Interviewed new candidates for hire. processed all loan files working with credit agencies and inspectors to ensure loans were closed out in a timely fashion.				

### Education

Please tell us about your educational background beginning with the most recent.

High School Attended:           W F Kaynor Tech, Waterbury CT  
 Graduation Status:           H.S. Diploma

#### Colleges, Universities and Technical Schools Attended:

No education was entered.

	Undergraduate	Graduate
Overall GPA	/4	/4
Major GPA	/4	/4
Highest Degree Attained	Number of graduate hours beyond your highest degree:	
None		
List honors, awards or distinctions you have earned:		

## Waterbury Public Schools Online Application

Whitaker, Lenora - AppNo: 8563

Date Submitted: 7/14/2017

### Internal Candidate

#### Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Please explain how your past personal and professional experience make you a quality candidate for the position for which you are applying.

I have been employed as a temp with the City of Waterbury for a year and a half. Learned the Lawson System and have supplied others in my area with a binder that I created to help them with Lawson. I am the person that other employees within my department come to when they have to put a bid together to assist them.

When I worked in the retail environment which was very fast paced I learned how to delegate and prioritize duties and responsibilities. I have dealt with people of different backgrounds and skill sets so I learned to listen to what they are actually saying which brought our store sales up by 5%. As an assistant manager I had a specific budget to use for scheduling employees and purchasing supplies, I stayed within the budget which was a surplus at our end of year.

The mortgage industry was extremely fast paced you had 30 days from the time a loan came in to close. There I also scheduled meetings used many types of front end systems and trained all new employees on MLS and Credit data systems.

I feel that I am a very fast learner and never afraid to try something new.

#### Language Skills

Do you know any language other than English? No

#### Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	John Reed	Solita Billups
School/Org:	City of Waterbury Dept. of Education	CITY OF WATERBURY
Current Position:	Supervisor of Science and Tech Ed	Secretary II
Home Phone:		
Cell Phone:	203-560-8235	2039824952
Work Phone:	2035736695	2035736693
Mailing Address:	236 GRAND STREET Rm 154 Waterbury, CT 06702	5 White Rose Ave Waterbury, CT 06708
Email:	jreed@waterbury.k12.ct.us	sbillups@waterbury.k12.ct.us
Relationship to Candidate:	Supervisor	Co worker
Years Known:	1.5	20

#### Referrals

How did you hear about employment with us?

District Employee

## Waterbury Public Schools Online Application

Whitaker, Lenora - AppNo: 8563

Date Submitted: 7/14/2017

Internal Candidate

### Qualifications

Please list any additional experience or qualifications you have for consideration of this position.

### Disclosures

#### Contract Status

\* Are you currently under contract?

No

If Yes, which district?

If Yes, when does it expire?

When may your present employer be contacted?

#### Professional Status

\* Have you obtained tenure status in any other School District?

No

If Yes, where?

If Yes, when?

\* Have you ever been denied tenure?

No

If Yes, explain:

\* Have you ever had a teaching certificate or teaching license revoked or suspended?

No

If Yes, explain:

\* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

No

If Yes, explain:

\* Are you a relative of any board member, administrator, or supervisor who is currently serving the School District?

No

Name:

Position:

Relationship:

\* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?

Yes

List any accommodations:

## Waterbury Public Schools Online Application

Whitaker, Lenora - AppNo: 8563

Date Submitted: 7/14/2017

Internal Candidate

### Disclosures continued

#### Retiree Status

Connecticut law places certain restrictions on the employment of individuals who are collecting benefits from the State Teachers Retirement System.

If you are currently collecting such benefits, or have applied for such benefits, please indicate here:

The Waterbury Public Schools have a vital interest in providing its employees with a safe, healthful and efficient work environment. It is the City's policy to maintain a work place free from drug and/or alcohol misuse and abuse. Employment will be subject to a satisfactory background check, a post-offer medical examination (if required for the position that is offered) and a drug screening in accordance with state and federal law. Your agreement with this form is your consent to the drug test.

\* I agree

Yes

### Additional Information

### Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records.

\* Are you eligible to work in the United States?

Yes

\* Have you ever had any indicated finding of child abuse filed in your name?

No

If yes, explain, giving dates:

\* Does your name appear on any Sex Offender Database in any state or country?

No

### Equal Opportunity Employer

Waterbury Public Schools is an Equal Opportunity Employer. Waterbury Public Schools ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Waterbury Public Schools has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

## Waterbury Public Schools Online Application

Whitaker, Lenora - AppNo: 8563

Date Submitted: 7/14/2017

Internal Candidate

### Applicant's Acknowledgment and Agreement

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law or Civil Service Rules and Regulations.

I voluntarily give the Civil Service Commission of the City of Waterbury, CT, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

I, Lenora Whitaker, agree to all of the terms above.

☒ I agree

# Communications



Packet week ending 7/25/17



# Waterbury Veterans Memorial Committee

236 Grand Street  
Waterbury, Connecticut 06702

(H) (203) 574-3872

C✓

June 19, 2017

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

Dear Friends of Veterans:

You are cordially invited to our 20th Annual Korean War Veterans Remembrance Day Ceremony honoring Veterans of Connecticut, which will take place at 10 AM on Saturday, July 29, 2017 on The Green in downtown Waterbury.

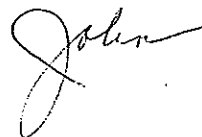
Referred to as "The Forgotten War", this year marks the 67th anniversary of the start of the Korean War that began on June 25, 1950. Americans all across this great nation will again be remembering the extraordinary sacrifices made by our men and women in uniform as well as pay tribute to their courage and commitment to the freedoms too many people take for granted. This year's ceremony continues to have significance to all Americans based on the North Korean regime's continued disavowal of the original 1953 armistice.

This Remembrance Day commemorates the 64th Anniversary of the negotiated cease-fire that ended three years of open warfare on the Korean Peninsula. The ceasefire on July 27, 1953 came after more than 33,000 battle deaths and the capture of thousands of brave soldiers, sailors, marines and airmen. For those who returned home, the armistice brought mixed emotions, as many of their comrades-in arms remained prisoner of war or missing in action.

Please join our Veterans Memorial Committee and other veterans and dignitaries from across Connecticut, at 10:00 AM on Saturday, July 29, 2017 on The Green to honor the proud legacy of our Korean War veterans who gave so much of themselves so that others might live in liberty.

We look forward to seeing you at this 20th Remembrance Day ceremony.

Leonard Romaniello, Sr.  
Event Chairman



John A. Sarlo  
Event Coordinator



STATE OF CONNECTICUT  
STATE DEPARTMENT OF EDUCATION



June 16, 2017

By Certified Mail

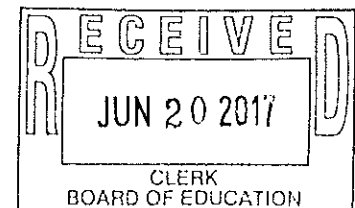
Ms. Elizabeth Brown, Chair  
Waterbury Board of Education  
236 Grand Street, Chase Office Building  
Waterbury, CT 06702

Re: Petition for Declaratory Ruling Regarding Bridgeport Board of Education Request to  
Charge Magnet Tuition

Dear Ms. Brown:

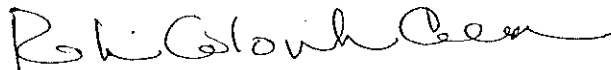
In accordance with Conn. Gen. Stat. § 4-176(e) and §10-4-22(c), Conn. Agency Regs., please be advised that the Commissioner of Education ("Commissioner") will issue a declaratory ruling in the above matter. In accordance with said provisions, the Commissioner hereby orders the matter set for the following specified proceedings:

- A. The Commissioner will open an administrative record for the limited purpose of receiving documents or written submissions as set forth in this paragraph A.
1. On or before July 17, 2017, the Bridgeport Board of Education ("Bridgeport") shall provide documentation for fiscal years 2014, 2015 and 2016 delineating:
- (a) operational costs, calculated on a per pupil basis for each school, incurred in operating each of the three magnet schools at the Fairchild Wheeler Campus (Aerospace/Hydrospace Engineering and Physical Sciences High School, Biotechnology Research and Zoology Research High School, Information & Technology Software Engineering High School) and the Interdistrict Discovery Magnet School (collectively, "Bridgeport Magnet Schools");
  - (b) the capacity and enrollment of each of the Bridgeport Magnet Schools, broken out by school, and resident and non-resident enrollment;
  - (c) the average cost, calculated on a per pupil basis, for operating Bridgeport public schools other than the Bridgeport Magnet Schools;
  - (d) the amount of revenue, by school, from all sources received by Bridgeport pursuant to the operation of the Bridgeport Magnet Schools;
  - (e) the amount of revenue from all sources for operating Bridgeport Public Schools other than the Bridgeport Magnet Schools.



2. On or before September 1, 2017, Bridgeport shall provide updated documentation for requests A.1.a through e based on preliminary data for fiscal year 2017.
  3. In calculating costs in response to paragraph A.1 and A.2, Bridgeport may include, with appropriate documentation reflecting use of appropriate methodology, an allocation of district-wide administrative costs among its schools as part of per pupil cost calculations. The Commissioner shall ensure that all parties to this proceeding receive copies of Bridgeport's submissions pursuant to paragraphs A.1 and A.2, not including Bridgeport.
  4. Any party, other than Bridgeport, may provide written submissions commenting on Bridgeport's submissions: (a) on or before August 1, 2017 for submissions pursuant to paragraph A.1 above; and (b) on or before September 18, 2017, for submissions pursuant to paragraph A.2 above. The Commissioner shall ensure that all parties to this proceeding receive copies of any written submissions pursuant to this paragraph 4, not including the party or parties that made the submission.
  5. Bridgeport may respond in writing to any submissions received pursuant to paragraph No. 4 above: (a) on or before August 16, 2017 for submissions pursuant to paragraph A.4(a); and (b) on or before October 3, 2017 for submissions pursuant to paragraph A.4(b). The Commissioner shall ensure that all parties to this proceeding receive copies of any written submissions pursuant to this paragraph 5, not including the party or parties that made the submission.
  6. The declaratory ruling petition itself and any related pleadings and/or written communications to the parties regarding the declaratory ruling petition and proceedings thereon.
- B. The Commissioner also intends to take administrative notice of certain documentation in the possession of the State Department of Education ("SDE"). The Commissioner will provide the parties with copies of any such documentation on or before September 1, 2017. On or before September 18, 2017, any party may provide a written response to such documentation. Should the Commissioner determine she requires additional documentary submissions, of which administrative notice should be taken, she shall so inform the parties, ensure all parties receive or have copies of such submission(s), and shall afford all parties a reasonable opportunity to respond to such submission(s).

Sincerely,



Robin Colombo Cecere  
Office of Legal and Governmental Affairs

rcc:tms

cc: Ralph Urban, Attorney General's Office

Honorable, Neil M. O'Leary, Mayor  
City of Waterbury  
235 Grand St.  
Waterbury, CT 06702

Honorable, Elizabeth C. Brown, President Board of Education  
Waterbury Board of Education  
236 Grand St.  
Waterbury, CT 06702

Dear Mayor O'Leary and President Brown,

On June 15, 2017 the Board of Education Commissioners and I received the retirement notice for Dr. Kathleen M. Ouellette, the Superintendent for the Waterbury Public Schools, effective July 1, 2018. Per our previous conversation, I am providing my services to become an unpaid executive advisor to Dr. Ouellette during her transition into retirement. I thankfully had a similar advisor assigned to me when I retired from ESPN.

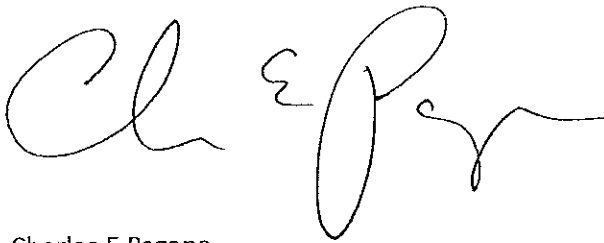
Upon being sworn in as a Board of Education commissioner as an agent of the state, I recognized that my responsibility was not to "run the schools" through administration, but together with my fellow board members, to see that they were well-run through effective policies. This new role will now turn the direction of my responsibilities as I will be helping the Superintendent with administrative tasks and consultations. As I view both as two mutually exclusive roles it would be inappropriate for me to continue as a Board of Education Commissioner and I hereby resign.

Also, as per Article §39.050 of the City of Waterbury's Ordinance (Municipal Employment of Elected Officials) where it is stated:

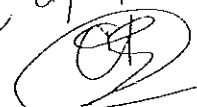
"No member of the City of Waterbury Board of Aldermen, City of Waterbury Board of Education, State of Connecticut elected assemblies, federal elected assemblies, or any other elected office of the City of Waterbury, State of Connecticut, or federal government shall seek or obtain employment with the City of Waterbury or its agencies during the term of said elected office and for one year thereafter."

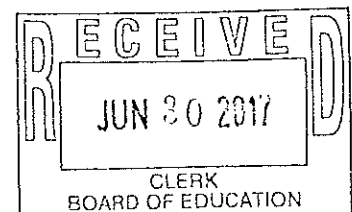
I am certifying that I will not be employed, paid, nor drawing any income from the City of Waterbury as this will be an unpaid voluntary effort from me.

Sincerely,



Charles E Pagano

*effective 6/30/17*  




**Carrie Swain**

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**From:** MARGARET CAIAZZO  
**Sent:** Monday, June 19, 2017 11:27 AM  
**To:** Kathleen Ouellette; Darren Schwartz; MICHAEL THERIAULT; KEVIN EGAN; ELIZABETH BROWN; 1 Board of Ed  
**Subject:** PreK Decision  
**Attachments:** To Whom It May Concern.docx

Please read the attached file. Thank you.

To Whom It May Concern:

My name is Margaret Caiazzo. I have been teaching in the Waterbury District since 1996 and in the Parochial system in Waterbury since 1984. I taught 2 years prior coming back in 1984 giving me a total of 35 years dedicated to the children of Waterbury. I have taught PreK, Grade1, Grade 2, Grade 3, Grade 4, Direct Instruction , mentored new teachers, and I have been a Cooperating Teacher . I have been elected twice as Teacher of the Year at Driggs, I was presented with the Margaret Generali Award while teaching Direct Instruction at Driggs, and I was also awarded a Math Grant for 4<sup>th</sup> and 5<sup>th</sup> grades while teaching at Wendall Cross. I have given numerous workshops at Driggs and Wendell Cross. I worked as a PreK Literacy Coach under the Early Reading First Grant for 3 years and then took a position as a PreK teacher at Driggs for the past 6 years. I recently was informed by a parent, who's child is presently on my list for the incoming PreK class that my program will have an A.M. and P.M. section and which does she want her son to attend. I asked my principal about this and he confirmed it. I do not appreciate the disrespect and disregard for my years of service not being told in an appropriate way. I feel as if I am being treated as a new hire without any regard for my years of experience. I deserve the professional courtesy of being told as a valued member of this learning community. I was told my room is going to be moved upstairs which will be a total disaster. Anyone who knows about PreK should know how much needs to be moved. There are numerous materials that I have made and have bought with my own money to create and design a learning environment of unsurpassed quality for my students. No one except a PreK experienced persons knows the numbers of hours spent setting up centers, thinking of differentiated activities to keep all our students engaged to serve their academic needs and then breaking down centers to get prepared for the next theme. We have 10 themes this setting up and breaking down is completed 10 times. We disinfect everything every day. Now I am told I will be moving into a room with no sink! It may be minor for some but PreK students wash their hands after every center. I am willing to teach the A.M. and P.M. students but I do want to strongly suggest I stay in the room I am now. These are the strong reasons why:

1. PreK has its own entrance which makes it convenient for parents . This separate entrance also gives me the opportunity to see parents and discuss their child's progress, etc.
2. There is a sink in this room which is extremely importance for health reasons and we are close to the bathrooms for the numerous trips we take every day.
3. Where this room is situated it is away from the noise and chaos of the main building.
4. The way my room is situated there is a flow I have created to keep transitions moving along.
5. This room is PreK ready. Everything is child proofed, child height, including the smart board.

Personally, I think 2 sessions at 2 ½ each is a great disservice to the students and their parents. Five and a half hour days are much more effective but then who am I. I am only the teacher who loves and teaches them, shares their tears, build their confidence, gives them the tools to be successful and guides them through one of their greatest experiences in learning. I AM THE CLASSROOM TEACHER! To

you they are numbers and dollar signs! I hope that there will be a rapid response to my request since Wednesday is our last full day! Thank you. Sincerely, Margaret E. Caiazzo

P.S. Our contract states that changes should be made by June 15<sup>th</sup> in writing. I have not been informed in writing or otherwise.

Carrie Swain

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**From:** Theresa DeMars <CABE@embrams-mail.com>  
**Sent:** Friday, June 23, 2017 7:00 AM  
**To:** Carrie Swain  
**Subject:** CABE Policy Highlights 6-23-2017  
**Attachments:** June 23 2017.pdf



Hello,

Attached you will find *CABE's Policy Highlights Publication* for **June 23, 2017**. Policy Highlights are designed to contain informative topics of interest for your district.

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

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

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

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**Connecticut Association of Boards of Education**  
81 Wolcott Hill Road  
Wethersfield, CT 06109  
Phone 860-571-7446 ~ Fax 860-571-7452





# Connecticut Association of Boards of Education

*Vincent A. Mustaro, Senior Staff Associate for Policy Services*

## PRESENTS POLICY HIGHLIGHTS

June 23, 2017

Volume 16 – Issue #26

**State Releases Report on Student Discipline:** The Connecticut State Department of Education provided the annual report to the State Board of Education on student discipline, including suspensions and expulsions. Data from the State Board School Discipline Report indicate that there were 1,674 children in Grades preschool-2 who were suspended, either in school or out of school, in 2015-16. Of those, 1,198 (71.6 percent) were Black or Latino and 979 (58.5 percent) were Black or Latino boys. The number of preschool-2 students who received an out-of-school suspension in 2015-16 was 787, 47 percent of the total.

Commissioner Wentzell stated, “Exclusionary school discipline practices have a disproportionately adverse effect on young children. A joint policy statement issued by the U.S. Departments of Health and Human Services and Education (2015) stated, “Young students who are expelled or suspended are as much as 10 times more likely to drop out of high school, experience academic failure and grade retention, hold negative school attitudes, and face incarceration.” The reduction of unnecessary suspensions and expulsions in Connecticut public schools remain an important step in addressing the achievement gap.

Commissioner Wentzell, in her memorandum, of June 15, 2017, to school superintendents, provided an excellent overview of the statutes pertaining to suspensions and expulsions. This information is incorporated into policies and administrative regulations pertaining to suspension and expulsion. Excerpts of that memorandum follow.

### I. Suspensions

#### A. Preschool

Under the applicable statutes, amended by Public Act 15-96, in cases where a school has determined that a suspension is necessary for a child attending certain preschool programs, an out-of-school suspension is prohibited; only an in-school suspension may be imposed. C.G.S. 10-233l, which was enacted specifically to address the use of exclusionary discipline in preschools, categorically prohibits the use of out-of-school suspension for students attending preschool programs operated by local or regional boards of education, charter schools or interdistrict magnet schools.

#### B. Kindergarten to Grade 2

For students in kindergarten to Grade 2, C.G.S. 10-233c provides that an out-of-school suspension may be used only in situations involving conduct on school grounds. An out-of-school suspension is permissible only if it is determined that such a suspension is appropriate based on evidence that the student’s conduct was of a violent or sexual nature that endangers persons. In all other situations for a child in kindergarten to Grade 2, the law requires the school to use an in-school suspension.

### **C. Grades 3-12**

In Grades 3-12, all suspensions must be in-school suspensions except in the following situations, as described in C.G.S. 10-233c(g). An out-of-school suspension is permissible if the administration finds either (1) the student poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of the suspension; or (2) an out-of-school suspension is appropriate for the student, based on evidence of (i) previous disciplinary problems that have led to suspensions or expulsions of the student, and (ii) efforts made by the administration to address the disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies.

## **II. Expulsions**

The General Assembly has also restricted the use of expulsions for younger children in two key respects.

### **A. Preschool**

Boards of education, may not expel preschool students except whenever there is reason to believe that any child enrolled in the preschool program was in possession of a firearm, as defined under federal law (18 U.S.C. §921), on or off school grounds or at a preschool program sponsored event. If it is determined, that the child did possess a firearm, the period of the expulsion is one calendar year which can be modified on a case-by-case basis.

### **B. Kindergarten to Grade 12**

The non-mandatory, or "discretionary," grounds for expulsion only apply to students in Grades 3-12. C.G.S. 10-233d, provides that boards of education may, at their discretion, expel a student if it is determined that the student's conduct "on school grounds or at a school-sponsored activity is violative of a publicized policy of such board or is seriously disruptive of the educational process or endangers persons or property or whose conduct off school grounds is violative of such policy and is seriously disruptive of the educational process." These provisions relating to discretionary expulsions are no longer applicable to students in preschool programs or grades K-2.

In situations involving possession of a dangerous weapon or drug distribution (C.G.S. 10-233d (a)(2)) expulsion proceedings are required for students in kindergarten to Grade 2. In such situations, however, school districts may modify the period of an expulsion on a case-by-case basis. Also, school districts may, for students who have never been expelled or suspended before (except those expelled for possession of a firearm or deadly weapon), waive expulsion if the student successfully completes a district specified program and any other conditions set by the district.

Summary of situations in which expulsion proceedings are required for students in Grades 3-12:

1. On school grounds or at a school-sponsored activity: the student was in possession of a firearm or other deadly weapon or dangerous instrument as outlined in C.G.S. 10-233d.

2. Off school grounds: the student possessed a firearm or possessed and used a firearm or certain other dangerous instruments in the commission of certain crimes defined in the law.
3. On or off school grounds: the student offered for sale or distribution certain controlled substances as defined under the law.

### III. Conclusion and Next Steps

Commissioner Wentzell further stated, "Our laws concerning student discipline aim to ensure that challenging behaviors exhibited by children are addressed within the context of a comprehensive systems approach and restorative practices."

"The practice of removing students from class or school for all or part of a day due to behavioral or disciplinary reasons does not support school connectedness and learning. Suspensions and expulsions are only permitted under the circumstances described above when districts follow the appropriate procedures, summarized above and detailed in the applicable statutes."

The Commissioner's memorandum also provided a list of linked state and federal resources on this topic.

Source: The above information are excerpts from: Memorandum to Superintendents of Schools, from Commissioner of Education, Dr. Dianna R. Wentzell, "Suspensions and Expulsions of Students in Preschool and Kindergarten to Grade 2, June 15, 2017.

**Policy Implications:** The Commissioner's memorandum, while directed at superintendents, also provides an excellent basis for board members to understand, in a succinct manner, the laws that provide the basis for board policies pertaining to suspension and expulsion. That is the reason for including this information in this issue of *Policy Highlights*. Additional changes to the policies pertaining to suspension and expulsion are now being made as the result of recently passed legislation and will be available later this summer.

School districts are mandated by statute to adopt a policy pertaining to student conduct. This requirement can be fulfilled by any one of the three policies, which contain information pertaining to suspension and expulsions, listed below:

1. Policy #5114 – Suspension; Expulsion/Due Process
2. Policy #5131 – Student Conduct
3. Policy #5144 – Discipline

Any one of the above can fulfill the mandate. All three are not required.

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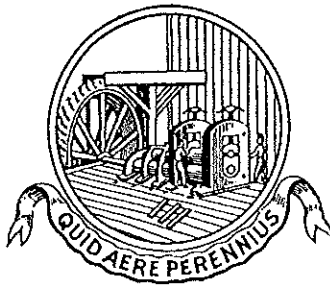
This issue of *Policy Highlights* is the last one for the 2016-2017 school year. I hope that you have found this listserve publication useful and informative in your efforts to fulfill the important policy role of public boards of education. The 2017-2018 school year promises to be a busy and challenging one. Your suggestions and comments pertaining to this publication are always welcome.

Respectfully, Vincent A. Mustaro

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Connecticut Association of Boards of Education ~ 81 Wolcott Hill Road, Wethersfield, CT 06109 ~ 860-571-7446

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236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

June 29, 2017

Anthony Krause  
18 Olive St.  
Naugatuck, CT 06770

Dear Mr. Krause:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Maintainer I (Req. #2017016) at \$14.48 per hour. Please contact Shannon Sullivan, School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, July 20, 2017 at 9:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be July 21, 2017 at your regular scheduled time.

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

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

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

Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist  
CSF/sd

cc Board of Education  
Shannon Sullivan, School Inspector  
Dr. Ouellette, Supt. of Schools  
file

## Carrie Swain

---

**From:** Robert Goodrich <[rgoodrich@racce.net](mailto:rgoodrich@racce.net)>  
**Sent:** Monday, July 03, 2017 1:31 PM  
**To:** ANN SWEENEY; Carrie Swain; CHARLES L. STANGO; ELIZABETH BROWN; FELIX RODRIGUEZ; JUANITA HERNANDEZ; JOHN THERIAULT; JASON VAN STONE; KAREN HARVEY; [noleary@waterburyct.org](mailto:noleary@waterburyct.org); THOMAS VAN STONE SR.  
**Subject:** #PushOutPushBack #ProsperNotPrison #YouCan Stop the School-to-Prison Pipeline in Waterbury Campaign.  
**Attachments:** WaterburyPublicSchoolsSuspensionDATA.pdf; 6.17.17 Waterbury KYR.pptx; Presentation2.pptx

Board of Education Commissioners

Hope all is well. Earlier in June, we hosted a few events and kicked off our campaign to end the school-to-prison pipeline in Waterbury. We were joined by one of our national partners the National Women's Center and our local partner Save Girls On F.Y.E.R.

Our events went as well as could be expected. Over three days we discussed with parents, students and other community members the impact that suspensions have on students and families.

Our commitment to this campaign goes beyond our events. We are committed to having community conversations about the school-to-prison pipeline as well as facilitating conversations about the important data and solutions with Waterbury's elected officials. Our hope is to have at least two events where students, parents, and Board of Education members can work together on this pressing community issue. Late August or September is probably a good time to schedule these events. In Waterbury:

- Black girls are 3.5 times more likely to be out-of-school suspended than white girls.
- Hispanic girls are 3.2 times more likely to be out-of-school suspended than white girls.
- Black boys are 2.9 times more likely to be out-of-school suspended than white boys.
- Hispanic boys are 2.3 times more likely to be out-of-school suspended than white boys

In short, we are asking you to join our #PushOutPushBack #ProsperNotPrison #YouCan Stop the School-to-Prison Pipeline in Waterbury Campaign. Please review the attached and view our website for a recap of the events. <https://racce.net/racce-sgof-and-nwlcsl-etherlearn-know-your-rights-seminar/>

--

Robert M. Goodrich

Co-Founder

**R.A.C.C.E.**

Radical Advocates for Cross-Cultural Education

(203) 597-7456

[rgoodrich@racce.net](mailto:rgoodrich@racce.net)

Like us on Facebook: [www.facebook.com/RACCEWtby](https://www.facebook.com/RACCEWtby)

Twitter: @raccewtby

Website: [racce.net](http://racce.net)

“The obligation of anyone who thinks of himself as responsible is to examine society and try to change it and to fight it – at no matter what risk. This is the only hope society has. This is the only way societies change...”

~James Baldwin~