

# *Board of Education*

## REGULAR MEETING

Thursday, February 16, 2017 – 6:30 p.m.

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

## A G E N D A

- 1. Silent Prayer**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call**
- 4. Communications**
- 5. Award Presentation**
- 6. Public Addresses the Board:** All speakers are encouraged to submit prepared written statements to the Commissioners. Comments shall be limited to a maximum of five minutes. There will be no responses this evening to any questions or concerns raised; they will be referred to the Administration for review and response.
- 7. Superintendent's Announcements**
- 8. President's Comments**
- 9. Consent Calendar**
  - 9.1 *Committee of the Whole:* Reappointment of Nancy Vaughan as the Department of Education's representative to the Greater Waterbury Cable Council.
  - 9.2 *Committee on School Facilities & Grounds:* Use of school facilities by school organizations and/or City departments.
  - 9.3 *Committee on School Facilities & Grounds:* Use of school facilities by outside organizations and/or waiver requests.
- 10. Items Removed from Consent Calendar**
- 11. Committee on School Facilities & Grounds – Commissioner Theriault**
  - 11.1 Use of school facilities by school organizations and/or City departments.
  - 11.2 Use of school facilities by outside organizations and/or waiver requests.
- 12. Committee on Finance – Commissioner Pagano**
  - 12.1 Request approval of an Agreement with Follett School Solutions, Inc. for Licensing and Implementation of the Follett Destiny Solution Program for school library systems.
- 13. Committee on School Personnel – Commissioner Stango**
  - 13.1 Request approval of the new position of Director of Special Education.

#### **14. Superintendent's Notification to the Board**

##### **14.1 Athletic resignations effective immediately:**

Buda, Kevin – Varsity Coach, CHS.

Guarda, Vincent – Freshman Baseball Coach, WCA.

Paradis, Sara – Head Outdoor Boys & Girls Track Coach, WCA.

Paradis, Sara – JV Girls Volleyball Coach, WCA.

##### **14.2 Athletic appointments effective immediately.**

Aftowski, Mike – Year-long Unified Sports Lead Coach, WCA.

Caruso, Michael – Varsity Softball Coach, WHS.

Curley, John – Year-long Unified Sports Associate Coach, WHS.

Ocasio, Jessica – Interim Cheerleading Coach, NEMS.

Ring, Katherine – Year-long Unified Sports Lead Coach, WSMS.

Terenzi, Tim – Year-long Unified Sports Lead Coach, WMS.

Zuraitis, Jeannette – Year-long Unified Sports Lead Coach, WHS.

##### **14.3 Grant funded appointments effective immediately:**

Aird, Hugh – Robotics Mentor, Enlightenment School, two afternoons p/week for approximately 10 weeks, salary according to WTA contract, funded by Waterbury Robotics Grant (Ion Bank Foundation)

Carter, Simona – Afterschool Facilitator, CHS VOICES Program, two days p/week @ \$22.69 p/hour, funded by Turnaround Funds.

Digsby, Charles Jr. – Hall Duty Monitor, WHS, 35 hours p/week @ \$90.00 p/day, non-union and without benefits, funded by Alliance.

Lewis, Emory – Afterschool Facilitator, CHS Boys Council Program, two days p/week @ \$28.29 p/hour, funded by Turnaround Funds.

Tiso, Lisa – ELA Instructional Tutor, 15 hours p/week @ \$25.00 p/hour, non-union and without benefits, funded by Title I.

##### **14.4 Waterbury Career Academy Student Selection Committee appointments, salary according to contract:**

Diorio, Jill

Norris, Kelly

Ogilvy, Lynn

Rodriguez, Alberto

Wengertsman, Emily

Wilson, Miriam

##### **14.5 State Department of Education and 21<sup>st</sup> Century Grant Afterschool Programs appointments, maximum of 10 hours per week, non-union and without benefits, effective immediately:**

<b>Name</b>	<b>School</b>	<b>Assignment</b>	<b>Salary</b>
Aird, Hugh	Enlightenment	Teacher	Per WTA
Cavanaugh, Ellon	Enlightenment	Sub Teacher	Per WTA
Gordon, Sonia	Enlightenment	Teacher	Per WTA
Levesque, Melissa	Enlightenment	Teacher	Per WTA
Person, Jocelyn	Enlightenment	Teacher	Per WTA
Varrone, Anthony	Enlightenment	Teacher	Per WTA
Cipriano, Jillian	Driggs	Teacher	Per WTA

Kuncas, Justine	Driggs	Teacher	Per WTA
Lopez, Nicole	Driggs	Sub Teacher	Per WTA
Rijos, Carmen	Driggs	Sub Teacher	Per WTA
Sheetz, Lucia	Driggs	Teacher	Per WTA
Colgan, Mary	NEMS	Teacher	Per WTA
McDermott, Marie	NEMS	Teacher	Per WTA
Poulter, Kara	NEMS	Sub Teacher	Per WTA
Rosa, Jennifer	NEMS	Teacher	Per WTA
DeGroate, Talisha	Walsh	Teacher	Per WTA
Gwizd, Diomira	Walsh	Teacher	Per WTA
Paris, Ana	Walsh	Teacher	Per WTA
Raidhi, Ariola	Walsh	Teacher	Per WTA
Salvatore, Janelle	Walsh	Teacher	Per WTA
Smith, Courtney	Walsh	Teacher	Per WTA
Carpentieri, Carli	Washington	Teacher	Per WTA
Colby, Shannon	Washington	Teacher	Per WTA
Hanley, Jessica	Washington	Sub Teacher	Per WTA
Homewood, Gregory	Washington	Teacher	Per WTA
Langan, Colleen	Washington	Sub Teacher	Per WTA
Lanouette, Jay	Washington	Sub Teacher	Per WTA
Rogg-Demers, Heather	Washington	Sub Teacher	Per WTA
Digsby, Dalia		Recreation Specialist	\$12.00 p/hr
Feliciano, Jasmin		Sub-Rec. Specialist	\$12.00 p/hr
Johnson, Davonique		Recreation Specialist	\$12.00 p/hr
Johnson, Hezekiah*		Recreation Specialist	\$12.00 p/hr
Marcal, Maria*		Recreation Specialist	\$12.00 p/hr
Reyes, Maximina		Sub-Rec Specialist	\$12.00 p/hr
Samih, Nadhir		Sub-Rec Specialist	\$12.00 p/hr
Shepard, Myrania*		Recreation Specialist	\$12.00 p/hr
Sousa, Sonia*		Recreation Specialist	\$12.00 p/hr
Torpey, Najee*		Recreation Specialist	\$12.00 p/hr
<b>*denotes new hire</b>			

#### 14.6 Teacher new hires:

Name		Assignment		Step		Effective
Lokites	Alana	Sprague	PreK	BA	1	01/03/17
Matiz	Joaquin	NEMS	Bil Math	BA+15	7	08/29/16
Modenese	Heather	NEMS	Math	BA	2	12/11/16
Palmer	Christina	Carrington	Grade 4	MA+15	2	12/06/16

#### 14.7 Teacher transfers:

NAME		FROM	TO	EFF.
Leclerc-Rodriguez	Tracy	Bucks Hill Annex ECEP Pre-K SPED TEMP	Bucks Hill Annex ECEP Pre-K SPED PERM	Aug-17
Garrity	Michaela	Bunker Hill SLP	Bucks Hill Annex SLP Pre-K	Aug-17
Marcano	Daniel	Bucks Hill Bil Gr 4 TEMP	Bucks Hill Bil Gr 4 PERM	Aug-17

Polletta	Lori	Reed Gr 4	Bucks Hill Gr 2	Aug-17
Vazquez	Shakira	Bucks Hill Gr 5 TEMP	Bucks Hill Gr 5 PERM	Aug-17
Krier	Benjamin	Bucks Hill Gr 5 TEMP	Bucks Hill Gr 5 PERM	Aug-17
Murphy	Amy	Bucks Hill Annex Pre-K SPED TEMP	Bucks Hill Annex Pre-K SPED PERM	Aug-17
Colangelo	Tina	Bunker Hill 3-5 (BDLC) TEMP	Bunker Hill 3-5 (BDLC) PERM	Aug-17
Swanson	Kimberly	Bunker Hill Art (K-5) TEMP	Bunker Hill Art (K-5) PERM	Aug-17
O'Toole	Haleigh	Bunker Hill Gr 5 (2) TEMP	Bunker Hill Gr 5 (2) PERM	Aug-17
Hubeny	Carolyn	Bunker Hill Gr K TEMP	Bunker Hill Gr K PERM	Aug-17
Schuck	Yechezkel	Bunker Hill School Psychologist TEMP	Bunker Hill School Psychologist PERM	Aug-17
Hanlon	Rebecca	Bunker Hill Spec Ed TEMP	Bunker Hill Spec Ed PERM	Aug-17
Hanley	Jessica	Washington Gr 3	Carrington Gr 4	Aug-17
Lestage	Sara	Wilson Library Media	Carrington Library Media	Aug-17
Blake	James	Chase Gr 5 TEMP	Chase Gr 5 PERM	Aug-17
Steinmetz	Sarah	Chase Special Ed TEMP	Chase Special Ed PERM	Aug-17
Howden	Kayla	Wilby ELA	CHS ELA	Aug-17
Koxha	Rozeta	CHS ESL TEMP	CHS ESL PERM	Aug-17
Hind	Sandra	CHS FCS TEMP	CHS FCS PERM	Aug-17
Jordan	Ellen	CHS Guid Counselor TEMP	CHS Guid Counselor PERM	Aug-17
Rivard	Danielle	CHS Math Interventionist 7-12 TEMP	CHS Math Interventionist 7-12 PERM	Aug-17
Tehan	Kyle	CHS PE/Health TEMP	CHS PE/Health PERM	Aug-17
Damasio-Ortiz	Alyson	Districtwide Psychologist Tri-Lingual TEMP	Districtwide Psychologist Tri-Lingual PERM	Aug-17
Lopezzo	Nicole	Driggs Gr 4 TEMP	Driggs Gr 4 PERM	Aug-17
Gordon	Sonia	Enlightenment 7-12 Math TEMP	Enlightenment 7-12 Math PERM	Aug-17
Poulter	Dennis	Generali Gr 5 TEMP	Generali Gr 5 PERM	Aug-17
Swarts	Garrett	Gilmartin ELA Gr 7-8 TEMP	Gilmartin ELA Gr 7-8 PERM	Aug-17
Buonocore	Nicola	Driggs Gr 4	Gilmartin Gr 5	Aug-17
Camilleri	Daniel	Gilmartin Special Ed Pre-K TEMP	Gilmartin Special Ed Pre-K PERM	Aug-17
Burns	Richard	KHS Business TEMP	KHS Business PERM	Aug-17
Pasnick	Sarah	KHS Social Studies TEMP	KHS Social Studies PERM	Aug-17
Galanti	Laura	Kingsbury Gr 2 TEMP	Kingsbury Gr 2 PERM	Aug-17
Morrissey	Sean	Kingsbury Gr 5 TEMP	Kingsbury Gr 5 PERM	Aug-17
DiBella	Lee	Kingsbury Gr 5 TEMP	Kingsbury Gr 5 PERM	Aug-17
Wolff	Nicole	Kingsbury Gr K TEMP	Kingsbury Gr K	Aug-17
Pal	Ayesha	Kingsbury Guid Counselor TEMP	Kingsbury Guid Counselor PERM	Aug-17
Williams	Sloan	Kingsbury Music TEMP	Kingsbury Music PERM	Aug-17
Gundersen	Kim	Kingsbury Gr 2 TEMP	Kingsbury Gr 2 PERM	Aug 17
Fabian	Haley	Maloney Gr 2 TEMP	Maloney Gr 2 PERM	Aug-17



Morales	Angel	NEMS Bilingual /TESOL/ Science TEMP	NEMS Bilingual /TESOL/ Science PERM	Aug-17
Martiz	Joaquin	NEMS Bil Math TEMP	NEMS Bil Math PERM	Aug-17
Cook	Brandy	NEMS ELA TEMP	NEMS ELA PERM	Aug-17
Lang	Helene (Michelle)	NEMS ELA TEMP	NEMS ELA PERM	Aug-17
Kissel	Stephen	NEMS Science Gr 7 TEMP	NEMS Science Gr 7 PERM	Aug-17
Liguz	Angela	NEMS Science Gr 6 TEMP	NEMS Science Gr 6 PERM	Aug-17
Katrenya	Wesley	NEMS PE/Health TEMP	NEMS PE/Health PERM	Aug-17
Karl	Krista	Reed Art TEMP	Reed Art PERM	Aug-17
Grant	Natine	Reed Gr 5 TEMP	Reed Gr 5 PERM	Aug-17
York	Judy	Reed Library Media TEMP	Reed Library Media PERM	Aug-17
Callahan	Antionette	Reed Pre-K SPED TEMP	Reed Pre-K SPED PERM	Aug-17
Cassella	Andrea	Regan Gr 4 TEMP	Regan Gr 4 PERM	Aug-17
Porcaro	Stefanie	Wilson Art	Rotella Art	Aug-17
Greaney	Vanessa	Bunker Hill Gr 3	Rotella Gr 1	Aug-17
Walent	Cheyenne	Tinker Gr 4	Rotella Gr 4	Aug-17
Shopey	Meghan	Rotella Gr 4 TEMP	Rotella Gr 4 PERM	Aug-17
Rinaldi	Heather	Reed Gr 5	Rotella Gr 5	Aug-17
Lane	Brittany	Sprague Gr 4 TEMP	Sprague Gr 4 PERM	Aug-17
Lokites	Alana	Sprague Pre-K Reg. Ed – School Readiness TEMP	Sprague Pre-K Reg. Ed – School Readiness PERM	Aug-17
Sumonovich	Joan	Sprague SLP TEMP	Sprague SLP PERM	Aug-17
Prisco	Teresa	State Street Spec Ed TEMP	State Street Spec Ed PERM	Aug-17
Minicucci	Erica	Tinker Gr 3 TEMP	Tinker Gr 3 PERM	Aug-17
Heaton	Kelsey	Rotella Gr 5	Tinker Gr 3	Aug-17
Crane	Erin	Tinker Gr K TEMP	Tinker Gr K PERM	Aug-17
Greene	David	Reed Gr 5	WMS 6-8 Literacy	Aug-17
Johnson	Deanna	WMS Art (6-8) TEMP	WMS Art (6-8) PERM	Aug-17
Burke	Cynthia	WMS Gr 6 ELA TEMP	WMS Gr 6 ELA PERM	Aug-17
Green	Natali	WMS Gr 7 ELA TEMP	WMS Gr 7 ELA PERM	Aug-17
Lawrence	Caley	WMS Gr 7 ELA TEMP	WMS Gr 7 ELA PERM	Aug-17
Norris	Kelley	WMS Guid Couns TEMP	WMS Guid Couns PERM	Aug-17
Gluz	Debra	WMS Math TEMP	WMS Math PERM	Aug-17
Shaposhnikova	Marianna	WMS Math TEMP	WMS Math PERM	Aug-17
Wolak	Carrie	WMS Science Gr 8 TEMP	WMS Science Gr 8 PERM	Aug-17
Donahue	Jamie	WMS PE/Health TEMP	WMS PE/Health PERM	Aug-17
Scialla	Joseph	WMS Special Ed TEMP	WMS Special Ed PERM	Aug-17
Brocksmith	Jennifer	WMS Guid Couns TEMP	WMS Guid Couns PERM	Aug 17
DeGroate	Talista	Walsh Gr 4/5 ELA TEMP	Walsh Gr 4/5 ELA PERM	Aug-17
Morikis	Grammato	Walsh Gr 4/5 Math TEMP	Walsh Gr 4/5 Math PERM	Aug-17
Stango	Kerry	Washington Special Ed TEMP	Washington Special Ed PERM	Aug-17
Sullivan	Brian	WMS Reading Gr 8	WCA ELA Gr 11	Aug-17
Edman	John	WCA Gr 12 Tech Ed Manufacturing TEMP	WCA Gr 12 Tech Ed Manufacturing PERM	Aug-17
Bloemker	Daniel	WCA Gr 11 Tech Ed Manufacturing TEMP	WCA Gr 11 Tech Ed Manufacturing PERM	Aug-17

Dias	Mario	WCA Gr 12 Tech Ed Manufacturing TEMP	WCA Gr 12 Tech Ed Manufacturing PERM	Aug-17
Hoy	Suzanne	WCA Gr 10 Tech Ed Manufacturing TEMP	WCA Gr 10 Tech Ed Manufacturing PERM	Aug-17
Gendron	Courtney	Wendell Cross Pre-K SPED TEMP	Wendell Cross Pre-K SPED PERM	Aug-17
O'Brien	Kendra	Wilby Business TEMP	Wilby Business PERM	Aug-17
Tichon	Joanne	Wilby FCS TEMP	Wilby FCS PERM	Aug-17
Gizzie	Danna	Wilby Gr 9 ELA TEMP	Wilby Gr 9 ELA PERM	Aug-17
Brown	Samuel	Wilby Math TEMP	Wilby Math PERM	Aug-17
Brummitt	Eric	Wilby Music TEMP	Wilby Music PERM	Aug-17
Heidkamp	Jordan	Wilby PE/Health TEMP	Wilby PE/Health PERM	Aug-17
Patrick	Kenneth	Wilby PE/Health TEMP	Wilby PE/Health PERM	Aug-17
DePaolo	Victoria	Wilby ELA	CHS ELA	Aug 17
Russo	Stephanie	Wilby Special Ed TEMP	Wilby Special Ed PERM	Aug-17
Dojnia	Melissa	Wilson Gr 3 TEMP	Wilson Gr 3 PERM	Aug-17
Maguire	Brian	Wilson Gr 4 TEMP	Wilson Gr 4 PERM	Aug-17
Caligan	Jean	WSMS Gr 6 ELA TEMP	WSMS Gr 6 ELA PERM	Aug-17
Peschel	Maryann	WSMS Gr 6 Math	WSMS Gr 6 Reading/Language Arts	Aug-17
Strumski	Ashley	WSMS Soc. Studies TEMP	WSMS Soc. Studies PERM	Aug-17
Knecht	Kimya	WSMS Special Ed TEMP	WSMS Special Ed PERM	Aug-17
Oliveira	Gustavo	WSMS 6-8 Tech ED – Computers TEMP	WSMS 6-8 Tech ED – Computers	Aug-17

**14.8 Retirements:**

Drapatin, Donna – RMS Special Education, effective 07/01/17.

McCarthy, Maureen – Wendell Cross Grade 1, effective 02/01/17.

**14.9 Leave of absence requests:**

Del Debbio, Amy – CHS English, requesting a special leave without pay for the fourth marking period of the 2016/17 school year.

**14.10 Resignations:**

Lucian, Caitlin – Maloney grade 4, effective 01/30/17.

**15. *Unfinished Business of Preceding Meeting Only***

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

**17. *Executive Session*** for discussion concerning the appointment, employment, performance, evaluation, health, or dismissal of a public officer or employee.

**18. *Adjournment***

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE OF THE WHOLE**

Item #9.1

February 16, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee of the Whole, the Superintendent of Schools recommends approval of the reappointment of Nancy Vaughan as the Department of Education's representative to the Greater Waterbury Cable Council for the term of July 1, 2016 through June 30, 2018.

Respectfully submitted,

Dr. Kathleen M. Ouellette  
Superintendent of Schools

Approved:

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Felix M. Rodriguez

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## COMMITTEE ON SCHOOL FACILITIES & GROUNDS

Item #9.2

February 16, 2017

To the Board of Education  
Waterbury, CT

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, at no charge, by the following school organizations and/or City departments:

GROUP	FACILITIES AND DATES/TIMES
M. Vagnini	WAMS recital hall: Wed., April 26, 3:00-5:00 pm (presentation /fundraiser by makeup artist)
Dr. Ouellette	W. Cross media ctr.: Mon., Jan. 30, 6:00-9:00 pm (dinner meeting with Board of Educ., Educ. Staff and Waterbury Legislative Delegation)
V. Demarili	Sprague gym & café: Wed., Feb. 8, 5:30-7:30 pm (Family Math Night)
Dr. Frageau	Duggan café: Tues, Jan. 24 to May 30, 2:30-4:30 pm (Food Corp girls' after school program) Duggan café: Jan. 17 to June 6, 2:30-4:30 pm (Girls' Inc. after school program)
E. Sheehy	Chase café, gym: Thurs., March 2, 3:15-7:00 pm (Healthy bodies, healthy minds class) (snow date: 3/9/17)
M. Rocco	W. Cross gym, lib.: Thurs., March 2, 5:30-9:30 pm (Family Reading night)
J. O'Toole	Career Academy café: Fri., Feb. 3, 4:00-8:00 pm (Pasta dinner fundraiser for softball team)
E. Vasquez	Wilby classrooms: Sat. & Sun., March 25 & 26, 8 am – 1 pm (SAT weekend boot camp)
K. Effes	WAMS café: Tues., March 28, 5:00-9:00 pm (Family STEM Night workshop)
P. Poulter	Regan all-purpose rm.: Thurs., Feb. 23, 5:30-7:30 pm (Family Event) (snow date: 2/24/17)
L. Lombardi	Rotella gym, aud., café, lib.: Thurs., Mar. 2, 4-8 pm Science Fair)
N. Steck	WAMS café: Thurs., May 11, 4:30-7:30 pm (new student orientation)

Approved:

Respectfully submitted,

\_\_\_\_\_  
John E. Theriault

Dr. Kathleen M. Ouellette  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## COMMITTEE ON SCHOOL FACILITIES & GROUNDS

Item #9.3

February 16, 2017

To the Board of Education  
Waterbury, CT

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 outside organizations and/or waiver requests, subject to fees and insurance as required:

GROUP	FACILITIES AND DATES/TIMES
<b>REQUESTING WAIVERS:</b>	
Literacy Vol. of Greater Wtby. Tina Agati	Career Academy cafe: Sat., April 8 <sup>th</sup> 9 am -3 pm (Festival of Cultures/Volunteer Appreciation Event) (\$294.)
UConn- Extension: K. Williams	Regan media ctr. & café: 1/30, 2/2, 2/10, 2/15, 2/17 2:30-6:00 pm (UConn after-school program training) (\$735.) Regan media ctr. & café: 2/2 and 3/2 5:00-7:00 pm (UConn family nights) (\$294.) Regan media ctr. & café: Thurs. 3/30/17 to 6/15/17 3:05-6:30 pm (UConn after-school program) (\$2,079.)

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

Waterbury Ballers Phil Lott	Crosby gym: 3/1/17-6/30/17 Mon. -Thurs. 5:00-8:15 pm (basketball practice) (use of gym contingent on availability determined by CHS coaches and A.D.)
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Approved:

Respectfully submitted,

\_\_\_\_\_  
John E. Theriault

Dr. Kathleen M. Ouellette  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## COMMITTEE ON SCHOOL FACILITIES & GROUNDS

Item #11.1

February 16, 2017

To the Board of Education  
Waterbury, CT

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, at no charge, by the following school organizations and/or City departments:

GROUP	FACILITIES AND DATES/TIMES
J. Reed	Gilmartin gym, café: Monday, March 13, 3:30-8:00 pm (District Invention Convention)
J. Formato	Career Academy café: Wed., May 10, 6:00-8:00 pm (College Planning Night)
C. Swain	WAMS atrium: Mon., Feb. 27, 6:45-8:30 pm (joint BOA/BOE meeting)
N. Jones	Reed café: Sat., Feb. 11, 11:00 am - 12:30 pm (crossing guards meeting)
M. Vagnini	WAMS Recital Hall: Thurs., Mar. 30, 4:30-8:00 pm (H. S. Chorus Concert) WAMS Recital Hall: Thurs., April 6, 6:00-8:00 pm (M.S. Chorus Concert)
D. Monti	Reed café: Tues., Feb. 28, 4:00-6:00 pm (Family Literacy Night)
Blue Collar Union	Kennedy aud.: Sun., March 26, 10 am - noon (Nomination of Officers)
L. Calo	Kennedy aud.: Sun., April 6, 10 am - 1 pm (Election of Officers)

Approved:

Respectfully submitted,

\_\_\_\_\_  
John E. Theriault

Dr. Kathleen M. Ouellette  
Superintendent of Schools

*[Handwritten signature]*

SCHOOL PERSONNEL USE ONLY

JAN 27 2017

DATE: 1-27-17

TO: SCHOOL BUSINESS OFFICE

FROM: John Reed

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

NAME OF SCHOOL REQUESTED: Gilmartin

☐ Auditorium

☒ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED: 3/13/17

FROM: 3:30 am/pm TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

District Invention Convention

\_\_\_\_\_

\_\_\_\_\_

*[Handwritten signature: John Reed]*  
APPLICANT

Please note the following provisions:

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

*Cancel ST. Mary's*

JAN 27 2017

SCHOOL PERSONNEL USE ONLYDATE: 1/27/17

TO: SCHOOL BUSINESS OFFICE

FROM: Jennifer Formato

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

NAME OF SCHOOL REQUESTED: Waterbury Career Academy HS☐ Auditorium☐ Gymnasium☐ Swimming Pool☒ Cafeteria/RoomsDATES REQUESTED: Wednesday, May 10, 2017FROM: 6 am/pmTO: 8 am/pmFOR THE FOLLOWING PURPOSES:College Planning Night for junior students  
and parentsJennifer Formato  
APPLICANT

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Please note the following provisions:

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



*Book*

# REQUEST FOR USE OF SCHOOL FACILITIES

JAN 31 2017

## School/City Personnel Use only

TO: S. McCasland, School Business Office

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

DATE: January 31, 2017

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

NAME OF SCHOOL REQUESTED: WAMS

Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café ☒

Rooms ☒ Atrium  
(specify room)

DATES REQUESTED:

Monday, February 27, 2017 From: 6:45 p.m. To: 8:30'sh p.m.

For the following purpose: Joint BOA/BOE meeting.

January 31, 2017  
Date

Carrie A. Swain  
Applicant's Signature

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

*Book*

JAN 31 2017

SCHOOL PERSONNEL USE ONLY

DATE: 2/11/2017

TO: SCHOOL BUSINESS OFFICE

FROM:

Dale Jones

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

NAME OF SCHOOL REQUESTED: Reed

☐

Auditorium

☐

Gymnasium

☐

Swimming Pool

☒

Café/Rooms

DATES REQUESTED: 2/11/2017

FROM: 11 am/pm

TO: 12:30 am/pm

FOR THE FOLLOWING PURPOSES:

crossing guards meeting

\_\_\_\_\_

\_\_\_\_\_

Dale Jones  
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

FEB - 2 2017

SCHOOL PERSONNEL USE ONLY

DATE: Jan 31, 2017

TO: SCHOOL BUSINESS OFFICE

FROM: M. Vagnini

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

NAME OF SCHOOL REQUESTED: WAMS

☒ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

Recital Hall  
DATES REQUESTED: Thursday March 30 2017

FROM: 4:30 am/pm TO: 8 am/pm

FOR THE FOLLOWING PURPOSES:

High School Chorus Concert  
"Mad Solos Through The Ages Years"

M. Vagnini  
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.

Transcript  
Collection

Please give form to Nicole Steck

SCHOOL PERSONNEL USE ONLY

FEB - 2 2017

DATE: Jan 31, 2017

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS - M Vagnini

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

NAME OF SCHOOL REQUESTED: WAMS

☒ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

Recital Hall

DATES REQUESTED: Thursday April 6 2017

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

FOR THE FOLLOWING PURPOSES:

Middle School Chorus Concert

M. Vagnini  
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  
for  
Sandy

8032  
M. Cass (over)  
Cass

FEB - 3 2017

SCHOOL PERSONNEL USE ONLY

DATE: 2/3/17

TO: SCHOOL BUSINESS OFFICE

FROM: Diana Marti

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

NAME OF SCHOOL REQUESTED: Reed School

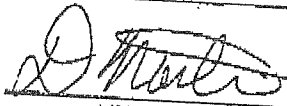
☐ Auditorium    ☐ Gymnasium    ☐ Swimming Pool    ☒ Cafeteria/Rooms

DATES REQUESTED: 2/28/17

FROM: 4:00 am/pm    TO: 6:00 am/pm

FOR THE FOLLOWING PURPOSES:

Family Literacy Night (Black History)

  
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.

*Hook*

FEB - 3 2017

SCHOOL PERSONNEL USE ONLY

DATE: 2-3-17

TO: SCHOOL BUSINESS OFFICE  
FROM: Blue Collar Union  
Lenny Calo

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

NAME OF SCHOOL REQUESTED: Kennedy H.S.

☒ Auditorium    ☐ Gymnasium    ☐ Swimming Pool    ☐ Café/Rooms

DATES REQUESTED: Sunday March 26, 2017  
FROM: 10:00 am/pm    TO: 12:00 am/pm

FOR THE FOLLOWING PURPOSES:

Nominations / Blue Collar  
Union

L. Calo  
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

FEB - 3 2017

SCHOOL PERSONNEL USE ONLY

DATE: 2-3-17

TO: SCHOOL BUSINESS OFFICE

FROM: Blue Collar Union  
Lenny Calo

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

NAME OF SCHOOL REQUESTED: Kennedy H.S.

☒ Auditorium

☐ Gymnasium

☐ Swimming Pool

☐ Café/Rooms

DATES REQUESTED: Sunday, April 2, 2017

FROM: 10:00 am/pm

TO: 1:00 am/pm

FOR THE FOLLOWING PURPOSES:

Election of Officers

L. Calo  
APPLICANT

SM

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

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

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## COMMITTEE ON SCHOOL FACILITIES & GROUNDS

Item #11.2

February 16, 2017

To the Board of Education  
Waterbury, CT

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 outside organizations and/or waiver requests, subject to fees and insurance as required:

GROUP	FACILITIES AND DATES/TIMES
NVCC	Career Academy classrooms: March 11 & 18, 8 am – 2 pm
Blayre Millo	Crosby classrooms: March 25 & 26, 8 am – 2 pm
	Wilby classrooms: March 25 & 26, 8 am – 2 pm
	Kennedy classrooms & media ctr.: March 25 & 26, 8 am – 2 pm
	(SAT Prep Program)

### REQUESTING WAIVERS:

P.A.L.	Crosby gym: Friday, March 3, 2:00 - 10:00 pm (Wrestling Event)	(\$1,512.)
--------	--	------------

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

Wtby. Patriots	Reed Café: Thurs., Feb. 23, 5:30-9:00 pm
N. King	(sports awards ceremony) (snow date: 2/24/17)
Girl Scouts	Wilby café: Fri., April 28, 4:00-9:00 pm
Carole Roy	(Special adult & scout dance)
CT. Rebounds	Wilby gym: Mondays & Wednesdays, 2/20/17-6/28/17, 5:30-8:30 pm
D. Parker	(only when gym is available per A.D.) (basketball practice)

Approved:

Respectfully submitted,

\_\_\_\_\_  
John E. Theriault

Dr. Kathleen M. Ouellette  
Superintendent of Schools



## DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT

## SCHOOL BUSINESS OFFICE

236 GRAND ST., WATERBURY, CT 06702

CONTRACT#

USE OF BUILDING PERMIT

TYPE OR USE PEN AND PRESS FIRMLY

Nvec

APPLICANT Blayne L. Millo NAME OF ORGANIZATION GEAR UP ProgramADDRESS 750 Chase Parkway Wby CT 06708 (street) (city) (state) (zip code) TELEPHONE # 800-604-2926SCHOOL REQUESTED Corner Acad. DATES 3/11 & 3/18 ROOM(S) 3 ClassroomsOPENING TIME 8:00 a.m. CLOSING TIME 2:00 p.m. PURPOSE SAT Prep. ProgramADMISSION (if any) \$0.00 CHARGE TO BE DEVOTED TO \_\_\_\_\_APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 6 CHILDREN 00SIGNATURE OF APPLICANT Blayne L. Millo DATE 2/2/2017

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

Rhonda Morgan / 750 Chase Parkway Wby. CT / 800-796-4290In 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. BAL (PLEASE INITIAL)SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR service

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

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

SECURITY DEPOSIT \$ 250. INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

CONTRACT#

USE OF BUILDING PERMIT

TYPE OR USE PEN AND PRESS FIRMLY

Naugatuck Valley C.C.

APPLICANT

Blayne Millo

NAME OF ORGANIZATION

GEAR UP Program

ADDRESS

750 Chase Parkway Waterbury Ct 06708

(street)

(city)

(state)

(zip code)

TELEPHONE #

800-604-2926

SCHOOL REQUESTED

Crosby

DATES

3/25 - 3/26

ROOM(S)

3 Classrooms

OPENING TIME

8:00 a.m.

CLOSING TIME

2:00 p.m.

PURPOSE

SAT Prep. Program

ADMISSION (if any)

\$0.00

CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS

10

CHILDREN

75

SIGNATURE OF APPLICANT

Blayne A. Millo

DATE

2/2/2017

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

Steven Alexandrou / 750 Chase Parkway Wbry. Ct / 631-235-2714

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. BLM (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

\$42/HR. plus 1 HR service

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$

250.-

INSURANCE COVERAGE

YES

NO

PLEASE READ THE FOLLOWING CAREFULLY

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APPROVAL DATE

SCHOOL BUSINESS OFFICE

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

Waterbury

Waterbury School Business Office

District Principal

School Custodian

## DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT

SCHOOL BUSINESS OFFICE

236 GRAND ST., WATERBURY, CT 06702

USE OF BUILDING PERMIT

TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

Naugatuck Valley C.C.

APPLICANT Blayne Millo NAME OF ORGANIZATION GEAR UP ProgramADDRESS 750 Chase Parkway Wilby, CT 06708 TELEPHONE # 860-604-5926  
(street) (city) (state) (zip code)SCHOOL REQUESTED Wilby DATES 3/25 + 3/26 ROOM(S) 3 ClassroomsOPENING TIME 8 a.m. CLOSING TIME 2:00 p.m. PURPOSE SAT Prep ProgramADMISSION (if any) \$0.00 CHARGE TO BE DEVOTED TO \_\_\_\_\_APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 10 CHILDREN 75SIGNATURE OF APPLICANT Blayne L. Millo DATE 2/2/2017

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

Elvis Vasquez / 750 Chase Parkway Wilby, CT / 203-841-8981In 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. ELM (PLEASE INITIAL)SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR service

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

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

SECURITY DEPOSIT \$ 250 INSURANCE COVERAGE YES \_\_\_\_\_ NO \_\_\_\_\_

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

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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.

WBBB Permittee

Certified School Business Office

Risk Principal

Bus Custodian

## DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT

SCHOOL BUSINESS OFFICE

236 GRAND ST., WATERBURY, CT 06702

USE OF BUILDING PERMIT

TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

Naugatuck Valley Community College

APPLICANT

Blayne Millo

NAME OF ORGANIZATION

GEAR UP Program

ADDRESS

750 Chase Parkway Waterbury CT 06708

TELEPHONE #

860-604-2926

SCHOOL REQUESTED

Kennedy

DATES

3/25 &amp; 3/26

ROOM(S)

3 Classrooms / Media Center

OPENING TIME

8:00 a.m.

CLOSING TIME

2:00 p.m.

PURPOSE

SAT Prep. Program

ADMISSION (if any)

\$0.00

CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS

10

CHILDREN

75

SIGNATURE OF APPLICANT

Blayne L. Millo

DATE

2/2/2017

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

Blayne L. Millo / 750 Chase Parkway Waterbury CT / 860-604-2926

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. BLM (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

\$42/hr. plus 1 hr service

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$

250.-

INSURANCE COVERAGE

YES

NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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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.

Write Name

Collected School Business Office

Date Principal

Date Custodian

*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

JAN 25 2017  
CONTRACT#

APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL  
ADDRESS 64 Division A Waterbury, CT 06704 TELEPHONE # 203-346-3921  
(street) (city) (state) (zip code) 203-228-7361  
SCHOOL REQUESTED Cross DATES 1-3-17 ROOM(S) Gym  
OPENING TIME 2pm CLOSING TIME 10pm PURPOSE WRESTLING  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO event  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 1000 CHILDREN 500  
SIGNATURE OF APPLICANT [Signature] DATE 1-25-17  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:  
(Same)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR service per cust. (\$1512.)

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.

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

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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.

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

APPLICANT/ORGANIZATION: P.A.L.

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: CROSBY H.S. Gym

DATE(S): Fri. March 3<sup>RD</sup>

TIMES: 2 pm - 10 pm

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

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

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

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

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

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

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

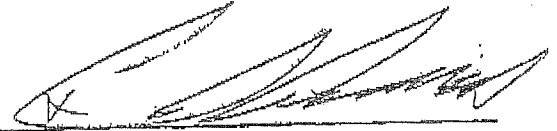
TIMES: \_\_\_\_\_

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

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

1-25-17

Date



Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

1512.00

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# JAN 27 2017

APPLICANT Nicole King NAME OF ORGANIZATION Waterbury Patriots Football and Cheer  
ADDRESS 155 Chapman St (street) WTB (city) CT (state) 06702 (zip code) TELEPHONE # (203) 725-2309

SCHOOL REQUESTED John Reed DATES February 23, 2017 ROOM(S) Cafe

OPENING TIME 5:30 CLOSING TIME 9 PM PURPOSE Sports Awards

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 20 CHILDREN 50

SIGNATURE OF APPLICANT Nicole King DATE 1/27/17

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

Nicole King - Henry Bond - Terri Cooke

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. NK (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: —

RENTAL FEES: —

MISCELLANEOUS FEES: —

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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APPROVAL DATE — SCHOOL BUSINESS OFFICE

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Snow date  
February  
24<sup>th</sup>

Thurs  
Feb. 23

FEB - 6 2017

thing@gsotct.org  
TRANEY KING

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

CONTRACT#

APPLICANT Carole Kay NAME OF ORGANIZATION Girl Scouts of CT  
ADDRESS 4 Mountain Laurel Dr Wb, CT 06704 TELEPHONE # 860-510-0080  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Woburn High School - Cafeteria only DATES 4/25/17 ROOM(S) Cafeteria only  
OPENING TIME 4 PM CLOSING TIME 9 PM PURPOSE Special Adult & Ho Dance  
ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 75 CHILDREN 75  
SIGNATURE OF APPLICANT Carole Kay DATE 1/19/17  
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:  
Carole Kay 4 Mountain Laurel Dr., Wb, CT 06704 (860-510-0080)

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. (10) (PLEASE INITIAL)

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

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

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

SECURITY DEPOSIT 1 INSURANCE COVERAGE 1 YES 1 NO

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

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

Friday  
April 28



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#

FEB - 6 2017

APPLICANT DeVonne Parker NAME OF ORGANIZATION CT Rebound  
 ADDRESS 146 Midwood Ave Wthby CT 06708 TELEPHONE # (203) 228-3144  
 (street) (city) (state) (zip code)  
 SCHOOL REQUESTED Wilby High DATES 2/28 - 4/28/17 ROOM(S) Gymnasium  
 OPENING TIME 5:30 CLOSING TIME 8:30 PURPOSE Basketball practices  
 ADMISSION (if any) free of charge CHARGE TO BE DEVOTED TO no charge  
 APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 40 kids.  
 SIGNATURE OF APPLICANT DeVonne Parker DATE 2/3/17

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

DeVonne Parker 146 Midwood Ave, Wthby, CT (203) 228-3144  
 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. D.P. (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$ 250. INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

Monday  
&  
Wednesday  
2-20-17  
TO  
4-28-17

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON FINANCE**

Item #12.1

February 16, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee on Finance, the Superintendent of Schools recommends approval of an Agreement with Follett School Solutions, Inc. for Licensing and Implementation of Follett Destiny Solution Program for various school library systems.

Respectfully submitted,

Dr. Kathleen M. Ouellette  
Superintendent of Schools

Approved:

---

Charles E. Pagano

**Agreement  
Between  
City of Waterbury  
Waterbury Public Schools  
And  
Follett School Solutions, Inc.  
For  
Licensing and Implementation of Follett Destiny Solution**

**THIS AGREEMENT** effective on the date signed by the Mayor, is by and between the City of Waterbury, Waterbury Public Schools, 236 Grand Street, Waterbury, Connecticut (the "City"/Customer) and Follett School Solutions, Inc. located at 1340 Ridgeview Drive, McHenry, Illinois 60050, a State of Illinois duly registered foreign corporation ("Follett").

**WHEREAS**, Follett has provided the City a proposal for the Licensing and Implementation of the Follett Destiny solution Program for its school Library systems:

**WHEREAS**, the City has accepted this proposal from Follett. Follett has represented that it is a sole source provider of said program and services.;

**NOW THEREFORE**, the City and Follett hereby agree and covenant as follows to enter into this following agreement for the Licensing and implementation for the Follett Destiny Program ("Program" ) under the terms and conditions outlined as follows:

1. Scope of Services. Follett shall furnish all of the labor, services, equipment, materials, supplies, and incidentals 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, equipment, materials, supplies and incidentals shall comply with (i) any and all applicable local, state and federal laws, statutes, ordinances, rules and regulations, including without limitation all notice requirements thereunder, and (ii) generally accepted professional standards, and shall consist of those activities as more particularly described and set forth in **Schedule A** Statement of Work. All services shall be applicable as detailed to the Licensed School Sites as set forth in **Schedule C** attached hereto and made part of this Agreement as if fully set forth herein.

2. Nature of the Transaction. Follett School Solutions, Inc. ("Follett") agrees to sell and license to the School District first named in this Agreement ("Customer"), and Customer agrees to purchase and license from Follett, the products and services listed in this Agreement (collectively referred to as the "Destiny Solution" or "Solution").

3. License. Upon commencement of the hosting services provided under the Agreement, Customer will be licensed to use the Destiny™ software (the "Software") according to the Follett School Solutions, Inc. Product Licensing Terms, incorporated into this Agreement by reference and available at the following URL: [http://www.follettsoftware.com/\\_files/fsc/file/cms/DestinyLicense.pdf](http://www.follettsoftware.com/_files/fsc/file/cms/DestinyLicense.pdf). The license shall be subject to the Term stated in Section 13 below. In the event of a conflict between the terms of this Agreement and the Follett School Solutions, Inc. Product Licensing Terms, the terms of this Agreement shall govern. Access or use of certain additional or special features of Destiny,



including but not limited to Destiny Discover, requires that Customer maintains current Follett School Solutions, Inc. support services.

Discover, requires that Customer maintains current Follett School Solutions, Inc. support services.

4. Hosting. Follett will provide to Customer those hosting services more particularly described in the SOW ("Hosted Services"). Follett may provide the Hosted Services from any facility and may from time to time transfer any or all of the Hosting Services to any new facilities or relocate the personnel, equipment, and other resources used in providing Hosting Services. Follett will back up the Customer's database at the Follett Hosting Center daily and will store the backup in accordance with industry standards.

5. Service Levels. The Follett Hosting Service is provided 24 hours per day, 7 days per week. Follett shall provide the following service levels for the Hosting Service: 98% up-time, Monday through Friday during the hours of 6 a.m. to 6 p.m. (US Central Time) ("Up-time").

6. Security. Follett agrees to employ commercially reasonable security measures that comply with all applicable federal and state laws and regulations regarding data security and privacy for provision of the Hosted Service. Except as expressly provided in this Section, neither Follett nor its successors or assigns shall have any liability for the breach of its security measures or the integrity of the Hosting Services, unless caused by the willful misconduct of Follett, its employees or subcontractors.

7. Third Party Equipment and Software. Unless otherwise indicated in the SOW, Follett will be responsible for the purchase of, and entering into appropriate licensing agreements concerning, any third party equipment and software necessary for the performance of the Hosted Service. Ownership and/or licenses for the third party equipment and software shall be in the name of Follett.

8. Customer Responsibilities. In addition to any other duties and obligations set forth in this Agreement, Customer will undertake the following responsibilities at Customer's sole cost and expense:

- (a) Completion of any Customer requirements set forth in the SOW
- (b) Provision and continuous operation of all communication lines, parts, modems, interface equipment and workstations as necessary or reasonably appropriate for use and maintenance of the network capacity between Customer facilities and the hosted system;
- (c) Cooperation with and assistance to Follett with the transition to the Hosted Service;
- (d) Inspection and review of all reports and other output provided by Follett and notification to Follett of any incorrect reports or output within three business days after its receipt (or other mutually agreed upon time frame);
- (e) Training of appropriate Customer personnel to properly prepare input for and to effectively utilize output from the hosted system; and
- (f) Cooperation with Follett by, among other things, making available as reasonably requested management decisions, information, approvals, and acceptances in order that Follett may properly accomplish its obligations and responsibilities under this Agreement.

9. Payment. Customer will make payments for the quoted price of the Software according to the Payment Schedule, as set forth in **Schedule B**, attached hereto and made part of this Agreement. On-time payments prior to term expiration are required for annual licensing to use the Follett Hosted Service.

10. Ownership. All Customer Personally Identifiable Information and other data received by Follett from Customer (collectively, "Customer Data") will remain Customer's property, and upon the termination of this Agreement for any reason, the Customer will be provided an opportunity to export catalog and patron data in a reasonable timeframe, not to exceed 120 days past termination date. Follett shall terminate the Customer's access to the Follett hosted service and destroy the Customer Data after the customer's timeframe to export data has passed. Follett may use aggregate data from schools or districts for marketing purposes. Follett shall own all intellectual property rights, including copyright, trademark, patent and trade secret rights in and to the Software, and this Agreement shall not be construed as a transfer of any right, title or interest in the Software.

11. License. During the term of this Agreement, Customer grants to Follett the limited, nonexclusive right and license to copy, display, perform, modify and otherwise use (and permit others to use) any Customer Data solely for the purpose of rendering the Services to Customer.

12. Delays. Follett is not responsible for any failure to provide Hosting Services if such failure is caused by changes to the format of the Customer Data, changes to Customer's equipment or software, or Customer's delay or failure in the performance of customer responsibilities.

13. Service Term. The term of the Service shall be one (1) year with automatic renewal, unless either party terminates in writing at least sixty (60) days prior to expiration of the current term, or any term thereafter. The renewal date shall be the date in which the implementation of the program system is complete, and completion is confirmed by the City. The parties will endeavor to complete the implementation by February 28, 2017. Prices will not change for the first two (2) years of the agreement. Follett will notify Customer at least 90 days in advance of any price changes beyond the initial two (2) years of service.

14. Effect of Termination. Sections 10, 15, 16, 17, 18 and 21 shall survive any termination of this Agreement. At any time prior to termination, Customer may export Customer's data using the Software.

14.1. Termination of Contract for Cause. If, through any cause, in part or in full, not the fault of Follett, Follett shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if Follett 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 Follett of such termination and specifying the effective date thereof, at least five (5) business days before the effective date of such termination.

14.1.1 In the event of such termination, all finished or unfinished documents, data, studies, reports, specifications, deliverables, etc. prepared by Follett under this Contract shall, at the option of the City, become the City's property, and Follett shall be entitled to receive just and equitable compensation for any satisfactory work completed for such.

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



- 14.2. 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 Follett. If this Contract is terminated by the City as provided herein, Follett 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 Follett covered by this Contract, less payments of compensation previously made.
- 14.3. Termination for Non-Appropriation or Lack of Funding. Follett 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. Follett 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.
- 14.3.1 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 Follett.
- 14.3.2 Effects of Reduced Levels of Funding. If funding is reduced by law, or funds to pay Follett for the agreed to level of the products, services and functions to be provided by Follett under this Contract are not appropriated, authorized or otherwise made available by law, the City may, upon seven (7) calendar days written notice to Follett, 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.
- 14.3.3 No Payment for Lost Profits. In no event shall the City be obligated to pay or otherwise compensate Follett for any lost or expected future profits.
- 14.4. Rights Upon Cancellation or Termination.
- 14.4.1 Termination for Cause. In the event the City terminates this Contract for cause, Follett 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, Follett shall transfer all licenses to the City which Follett is permitted to transfer in accordance with the applicable third party license. The City shall have no financial obligation to compensate Follett for such terminated documents, data, studies, reports, specifications, deliverables, etc. unless payment is otherwise approved by the City

prior to such termination. Follett 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.

14.4.2 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 Follett for all documents, data, studies, reports, specifications, deliverables, etc. (including any holdbacks), installed and delivered to the City as of the Termination Date and Follett 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). Follett 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 Follett may negotiate a mutually acceptable payment to Follett 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.

14.4.3 Termination by Follett. Follett may, by written notice to the City, terminate this Contract if the City materially breaches, provided that Follett 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, Follett will be compensated by the City for work performed prior to such termination date and Follett shall deliver to the City all deliverables as otherwise set forth in this Contract.

15. Limited Warranties. Follett warrants, for the benefit of Customer only, that the third party equipment purchased under this Agreement will conform in all material respects to the specifications supplied by the manufacturer and shall be free of material defects. Follett's sole obligation and Customer's exclusive remedy for any defect or nonconformity in the equipment will be Follett's cooperation with Customer to provide it with the benefit of any warranty and support commitment of the third-party manufacturers and suppliers of the equipment. Follett warrants that the services provided under the attached SOW will be performed using generally accepted industry standards and practices and in compliance with all applicable state, federal, municipal or local educational institution codes. Follett's limited warranty covering the Software is set forth in the Follett School Solutions, Inc. Product Licensing Terms.

16. Disclaimer of warranty. The limited warranties set forth herein are exclusive and in lieu of all other warranties and conditions, express or implied (including, but not limited to, warranties of merchantability, fitness for a particular purpose, title and non-infringement, statutory or otherwise). Customer acknowledges that Follett is not the manufacturer of the equipment and expressly waives any claim against Follett based upon any infringement or alleged infringement of any patent with respect to any item(s), any defects or any nonconformance of the third party equipment with its specifications, or for any indemnity against any claim made by any third party against customer.



17. Limitation of liability. To the maximum extent permitted by applicable law, in no event shall Follett, its affiliates, or their respective directors, shareholders, employees, agents and representatives be liable to customer for any incidental, consequential, indirect, special, or punitive damages (including, but not limited to, lost profits, business interruptions, loss of business information or other pecuniary loss) arising out of the use of the products or services, regardless of whether such liability is based on breach of contract, tort (including negligence), strict liability, breach of warranty, failure of essential purpose, or otherwise, and even if the party has been advised of the possibility of such damages. Follett's total liability for any claims brought by customer regarding the products and services is limited to the amount of any payments made by customer during the twelve months preceding customer's notice of the claim to Follett. This section will not apply to limit Follett's indemnification obligations under this agreement.

18. Indemnification. Follett agrees to indemnify, defend and hold harmless Customer and its officers, directors, employees, agents, attorneys and assigns, against any third party claims, demands, actions, arbitrations, losses and liabilities of any kind caused by Follett's employees or subcontractors in performing the obligations under this Agreement. Follett shall maintain liability insurance sufficient to fulfill its obligations under this Section and shall submit proof of such insurance to Customer upon request. Such insurance may not be changed by Follett in a manner that would lessen the protection provided to Customer during the term of this Agreement without Customer's prior written consent.

19. Publicity. During the term of this Agreement, Follett and its affiliates shall have the right to use the customer name and profile in Follett's marketing materials in any media.

20. Assignment. This Agreement and the rights and obligations of the parties hereunder may not be assigned or otherwise transferred by either party without prior written consent from the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign this Agreement in its entirety as the result of a sale of all or substantially all of its assets, a merger, reorganization or spin-off, without having to obtain the other party's consent.

21. Applicable Law. This Agreement shall be construed under the laws of the State of Connecticut, exclusive of its choice of laws provisions.

22. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all other prior or present understandings, either verbal or written, regarding the subject matter. This Agreement may only be modified or amended in a writing executed by both parties. Any additional or contrary terms or conditions contained in any purchase order or other document issued by Customer shall be null and void unless expressly agreed to in a written modification or amendment to this Agreement.

23. FERPA. In the event that Follett 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), the Follett 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 Agreement. Without the prior written consent of the student, as required by FERPA, Follett has no authority to make any other disclosures of any information from education records.

24. Data Privacy.

Electronic Transmission of Student Records

24.1 Follett shall comply will all relevant provisions of Public Act No. 16-189 entitled an



act concerning Student Data Privacy.

- 24.2 Follett agrees that student records, student information, and student-generated content (herein after “student data”) as defined by Connecticut P.A. 16-189 are not the property of, or under the control of Follett.
- 24.3 Follett agrees that the City may at any time upon five (5) business days written notice request the deletion of student data in the possession of Follett.
- 24.4 Follett agrees that it will not use student data for any purposes other than those specifically allowed under the terms of this Agreement.
- 24.5 Follett agrees that, Students, their parents or legal guardians may review personally identifiable information contained in student information, student records, or student-generated content and correct erroneous information ,if any, in such student record pursuant to the Waterbury Board of Education Policy's.
- 24.6 Follett agrees and is responsible to take all actions designed and required by applicable State, Federal, and local law to ensure the confidentiality of all student data.
- 24.7 Follett agrees that it will not retain any student data or let said student data remain available to Follett upon completion of the services under this Agreement unless the Parents, Legal guardians, and/or the student have entered into an Agreement with Follett regarding the retention of the student's data in an electronic form or database.

## 25. Security Breach of Student Information and Data.

- 25.1 Follett's Procedure for Notification Regarding Breach or Unauthorized Release of Student Information.

Follett shall establish a procedure and provide a copy of said procedure to the City and its Board of Education setting forth its notification policy to the Board of Education and the Parents when there has been a breach or unauthorized release of student information or records.

- 25.2 Follett shall provide a 30-Day notification in event of unauthorized release of student information.

Upon the discovery of a breach of security that results in the unauthorized release of student information, as defined by Public Act 16-189, (excluding directory information), Follett must notify the City of such breach without unreasonable delay, and in no case later than thirty (30) days from discovery of the breach. During that 30-day period, Follett may (1) conduct an investigation to determine the scope of the unauthorized release and the identity of the students whose information was compromised or (2) restore the integrity of Follett's data system.

- 25.3 Follett shall provide a 60-Day notification in event of unauthorized release of directory information, student records, or student-generated content.

Upon the discovery of a breach of security that results in the unauthorized release of directory information, student records, or student-generated content as defined by Public Act 16-189, the Follett must notify the City without unreasonable delay and in no case later than sixty (60) days from discovery of the breach. During the 60-day period, Follett may (1) conduct an investigation to determine the scope of the unauthorized release and the identity of the students whose information was compromised or restore the integrity of Follett's data system, or (2) restore the reasonable integrity of Follett's data system. In the event that Follett 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), the Follett 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 Agreement. Without the prior written consent of the student, as required by FERPA, Follett has no authority to make any other disclosures of any information from education records.

26. Waterbury Code of Ethics.

- 26.1 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 this Agreement, shall have any personal interest, direct or indirect, in this Agreement.
- 26.2 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.

Upon showing that a subcontractor made a kickback to the City, a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order thereunder, 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.



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.

- 26.3. Prohibition Against Contingency Fees. Follett 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.
- 26.4 City of Waterbury's Ethics Code Ordinance Follett hereby acknowledges receipt of the City of Waterbury's Ordinance regarding Ethics and Conflicts of Interest and has familiarized itself with said Code.

## 27. Follett's Insurance.

- 27.1 Follett shall not commence work under this Contract until all insurance required under this Section has been obtained by Follett and such insurance has been approved by the City. Follett 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.
- 27.2 At no additional cost to the City, Follett 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 Follett's obligation under this Contract, whether such obligations are Follett's or subcontractor or person or entity directly or indirectly employed by said Consultant or subcontractor, or by any person or entity for whose acts said Consultant or subcontractor may be liable.
- 27.3 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.
- 27.4 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 Follett:
  - 27.4.1 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.
  - 27.4.2 Automobile Liability Insurance: \$1,000,000.00 combined single limit (CSL) Each Accident.

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 and hired autos.

27.4.3 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. Follett shall comply with all State of Connecticut statutes as it relates to workers' compensation.

27.4.4 Excess/Umbrella Liability Insurance: Excess or Umbrella insurance coverage that follows form or sits over General Liability, Automobile Liability and Workers Compensation insurances. \$1,000,000.00 Each Occurrence and \$1,000,000.00 Aggregate.

27.4.5 Professional Liability Insurance:

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

27.5 Failure to Maintain Insurance: In the event Follett fails to maintain the minimum required coverage as set forth herein, the City may at its option purchase same, and offset Follett's invoices for the cost of said insurance.

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

27.7 Certificates of Insurance: Follett's General, Automobile and Excess/Umbrella Liability Insurance policies shall be endorsed to add the City and its Board of Education as an additional insured and provide a waiver of subrogation on all lines of coverage except Professional Liability. The insurance afforded the additional insured shall be primary and non-contributory insurance and the coverage and limits provided under Follett'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 Follett 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 insured on all lines of coverage except Workers Compensation. All policies shall include a waiver of subrogation and be written on an Occurrence basis". The City's request for proposal number must be shown on the certificate of insurance. Follett 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.

27.8. No later than thirty (30) calendar days after Consultant receipt, Follett shall deliver to the City a copy of Follett's insurance policies, endorsements, and riders.

By signing below, you represent that you have read the terms of this Agreement, including those on the following pages, understand and agree to such terms, and are duly authorized to sign on behalf of the School District.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their authorized representatives as set forth below.

**FOLLETT SCHOOL SOLUTIONS, INC.:**

Signature: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_

Address: 1340 Ridgeview Drive  
McHenry, IL 60050

Date:        -\*        \_\_\_\_\_

**CITY OF WATERBURY:**

Signature: \_\_\_\_\_

Print Name/Title: Mayor Neil M. O'Leary, Mayor

Address: 235 Grand Street  
Waterbury, CT 06702

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



# Statement of Work

## Schedule A

Any capitalized terms not defined in this Statement of Work (SOW) have the meanings given them in the Agreement.

### Services

This SOW specifies the services (referred to herein interchangeably as “Services” or the “project”) to be provided under the Agreement beginning on or as soon as practical after the Effective Date. Follett will complete the Services according to the schedule below, unless otherwise agreed upon by the parties.

### Overview

The Follett Destiny Solution will be specifically tailored with applicable components, among which are implementation services, data services, customized services, Digital Content Solutions, peripherals, additional training services and/or post-implementation services.

Note: The Follett Destiny Solution is a Student Interoperability Framework (SIF) certified product based on the US SIF Specification. The Destiny SIF agent and SIF implementation services are sold by Kimono ([web.kimonocloud.com](http://web.kimonocloud.com)).

### Application Software and Online Services

This SOW covers your Solution, including the following Follett Destiny Solution components:

- Destiny Library Manager

The Follett-hosted service provides access to support the resource management needs of your district. The core of the solution consists of several applications and online service components for inventory management, including:

Application:

- Centralized database and application
- Cataloging
- Circulation
- Inventory
- Searching
- Reporting
- Off-line Circulation
- Online help
- Alliance Plus—Online access to a database of over 9 million high-quality MARC21 records
- One Search
- TitlePeek
- Z39.50 Client

- Z39.50 Server
- WebPath Express

### **Destiny Discover**

With the purchase of Destiny Library Manager, you receive Destiny Discover interface which is an optional cloud based interface to access all your digital and print materials.

### **Digital Content Solutions**

Follett Digital Content Solutions are tools for schools and districts to be at the forefront of digital learning. Manage content to help create active, personalized learning for students.

#### **Alliance Plus®**

Alliance Plus offers 24/7 access to more than 9 million high-quality MARC records for print materials. The database is continuously updated with new records, allowing your district to quickly and easily keep your catalog up-to-date with local holdings as well as improve search results for your users with the addition of reading and interest levels, subject headings, summary and content notes, and review sources.

#### **One Search™ Solution**

One Search is a federated search tool that allows your students and staff to search resources simultaneously with a single search, including content from paid and free online research databases that may be available in your library (such as ProQuest, EBSCO or Gale Group) and Destiny. By presenting a single, familiar interface for searching these data sources, your students will find the information they need quickly and effectively, and usage of your valuable research databases will be improved.

#### **TitlePeek™ Solution**

TitlePeek enhances the patron searching experience by providing content enrichment services to titles in the library collection. Content includes cover photos, title profiles, table of contents, brief summaries, author notes, first chapter or excerpts, and published reviews.

#### **WebPath Express™ Solution**

This is an online solution that directs users who are searching Destiny Library Manager's Catalog to high quality, educator-reviewed Web sites. WebPath Express contains over 85,000 Web sites with more updated and added on a regular basis.

## **Implementation Services**

### **Project Management**

Follett will provide project management services in accordance with industry standard techniques. The Project Manager is your district's central point of contact during the implementation of Destiny, to guide and oversee the entire implementation.

Your Project Manager focuses on the following objectives:

- Facilitation of all project planning activities
- Creation of a Project Plan that is developed and agreed to in writing by both you and Follett
- Coordination of all internal resources to ensure that timelines and deadlines are met
- Successful completion of the project and written customer Acknowledgement of Delivery of the Follett Destiny Solution

Project planning includes the following key activities:

**Project Planning Questionnaires:** At the beginning of your project, your Destiny Project Manager will provide questionnaires to be filled out by your district staff. You will be requested to fill out a questionnaire for each Destiny product, your servers and network, and one concerning your Student Information System (SIS). It is important to complete and return them to your Project Manager prior to the Project Planning Meeting in order to have the most productive meeting, and for Follett to provide the guidance and recommendations appropriate for your district.

**Project Planning Meeting:** This meeting will review responses from the project planning questionnaires and address any questions or concerns. The expected outcome of this Project Planning Meeting is to develop the implementation, installation and training plan and to ensure that proper expectations are set regarding project responsibilities and schedule. Implementations consisting of more than 26 school locations have the option for the Project Planning Meeting to be held on site.

Additionally, the Project Manager will coordinate the efforts of the various internal resources to ensure that timelines and deadlines are met. The Project Manager guides the project from the time of purchase commitment through the Acknowledgement of Delivery.

**Follett Project Manager Responsibilities:**

- Facilitate all project planning activities
- Create a detailed Project Plan
- Manage the Project Plan to ensure that deadlines are met, and mitigate whenever plan objectives are at risk
- Maintain project documentation and provide periodic status reports
- Work with your district's primary point of contact to resolve any issues that develop during the project
- Ensure communication between the Implementation Team and your district
- Transition your district to our Customer Service team within the agreed upon period, not to exceed 60 days of receipt of Acknowledgement of Delivery letter

**Customer Responsibilities:**

- Assign a single Customer point of contact to work directly with the Project Manager.
- Participate in the Project Planning Meeting with Follett—Customer project stakeholders must attend.
- Provide a list of sites that will use the Follett Destiny Solution under the Agreement. This must be documented in **Schedule C** of this Agreement.



- Meet commitments as agreed upon in the Project Plan. If deadlines are not met, the overall Project Plan may need to be modified to compensate for changes. Should Customer not meet a commitment set forth in the agreed Project Plan, Follett cannot guarantee that the original timelines can be kept. Any changes to the agreed upon Plan must be evidenced in writing signed by the parties.
- Participate in conference calls as needed.

## System Setup Services

### **System Setup**

System setup for the Follett Hosted Service provides your school with configured access to your Destiny software via a Web site address (URL). Data can be imported into Destiny in many ways including: Bibliographic data that is processed by Follett, current system patron data from a data extraction, and SIS patron data exported in a CSV file format.

It is the customer's responsibility to provide written verification of the Follett Hosted Service Solution delivery immediately following the System Setup via the Acknowledgement of Delivery document (AOD).

There are some services that Follett will not perform for your district:

- Follett will not install any hardware or software at your district or schools.
- Follett will not configure your networking infrastructure. Your entire district-networking infrastructure must be up and running to support the service. This includes all routers and Wide Area Network links.

No school visits are included within the scope of this Agreement. However, during the system setup the Follett Implementation Specialist will illustrate workstation configurations that support Destiny.

### **Technical Administrative Training**

A Follett Technical Specialist will deliver a brief technical training for your district technology staff. For the Follett Hosted Service, this training will focus on technical administrative functions you need to understand (does not include managing a Destiny server since the server will be managed by Follett).

Your district can have up to 12 users at this training session. Attendees who participate in this training will be the only ones authorized to contact Follett's Technical Support hotline for help. Additional attendees can be added at an additional cost.

Follett may utilize remote, web-based conferencing tools to facilitate this training. If this training is delivered with remote, web-based conferencing tools, high-speed Internet access is required. For best results, your district should select a quiet room with a quality conference telephone.

## Destiny Library Manager Data Services

### Library Manager Standard MARC Conversion

Since your existing system allows export in a standard MARC format, Follett will provide the Library Manager Standard MARC Conversion service to convert your electronic library data to the MARC21 / 852 holdings format.

#### Follett Responsibilities:

- Follett will profile the data at the time of conversion in an attempt to identify data issues and associated implications with loading the data into Destiny.
- Follett will assign a Data Specialist to the project team to serve as your point of contact for any data consultations.

#### Customer Responsibilities:

- Customer will provide Follett with the data in electronic format, along with related materials, in accordance with the timeframe specified in the Project Plan.
- Customer will provide clarification of issues associated with the data work to be completed.
- Customer will provide a single point of contact for data related decisions and communications.

## Training Services

Training should be scheduled within 30 days, and completed within 90 days, of the signed Acknowledgement of Delivery (AOD). If training is not completed within 90 days of the signed AOD, Follett is not obligated to complete the training, but may do so depending upon the circumstances. If your district elects to receive training at a later date, you may be charged up to current market prices. Customers are not permitted to videotape or record in any way Follett delivered services or training events.

### Library Manager On-Site Training – 1 Day

This one-day instructor-led training session covers the fundamentals so that you can start using Destiny Library Manager immediately. Delivered by a certified trainer and geared toward staff members who perform supporting functions in school libraries and media centers, this condensed course covers topics ranging from logging on and navigating the system to circulation and cataloging basics.

Customers may have up to a maximum of twenty (20) participants. Attendees who participate in this training will be authorized to contact Follett's toll-free technical support hotline for help.

## Additional Training Services

### Destiny Training

Additional training content can be purchased and delivered at the time of implementation or later. Additional training sessions will provide each librarian, textbook coordinator or resource manager in your district with complementary skills to maximize use of your Follett Destiny Solution. The format is hands-on, with the number of attendees per session based on the options selected.

### Training toolkits

Training toolkits offer access to our extensive online library of training modules. The training modules include lesson plans, quick reference guides, and videos that let Destiny users maximize their use of the Follett Destiny Solution by providing access to training whenever and wherever needed. Training toolkits are available through Destiny Help.

## Post Implementation Support Services

### District Technical Support

District Technical Support is included with your Destiny Service Agreement, and features the following services:

- Software updates during the year
- Alliance Plus—Online access to a database of over 9 million high-quality MARC21 records
- One Search
- TitlePeek
- Z39.50 Client
- Z39.50 Server
- Alliance Plus—Online access to a database of over 9 million high-quality MARC21 records
- One Search
- TitlePeek
- Z39.50 Client
- Z39.50 Server
- WebPath Express
- Toll-free telephone technical support for designated Customer contacts
- 24/7 customer Web Portal, with searchable online knowledge base
- Unlimited email support
- Training toolkits (lesson plans, quick reference guides, and videos)

Note: Follett will only provide support for the current and one prior release of software. Follett will only provide support to the extent that the applicable Management product is utilized as licensed. Any use beyond the intended use of the product, as outlined in the Statement of Work, may result in cancellation of Support.



**Telephone support for issue resolution**

Your designated Customer contacts will have access to Follett's staff of product and technical experts via a toll-free number from 6 a.m. to 6 p.m. Central Time, Monday through Friday. The expectation is that the designated contacts are the point of contact for all end users within the district. Follett will not provide technical support to Customer staff members that have not been designated by the Customer.

**Customer Requirements:**

- Only the designated Customer contacts may contact Follett Technical Support.
- Unless trained by Follett personnel, site-based staff must contact a designated representative within your district for support.

**Customer Web Portal**

Follett has a web-based support portal, which is available 24/7 to all customers with a current support Agreement. It includes:

Keyword searchable knowledge base containing articles written by product and system experts

- User guides and manuals
- User groups/online discussion groups
- Electronic newsletters
- Frequently Asked Questions (FAQs)

**Email support**

Technical support is available to your district via email at any time. You can use this method of support for issues that do not require immediate assistance.

**Digital Resource Limit**

Digital content that is uploaded and cataloged is limited to 1 GB per Destiny database (for district if the Destiny database serves a multi-school district; or individual school, if the database is limited to a specific school). If at any time you exceed this limit and wish to purchase additional space, you may do so at an additional cost of \$5.00 per GB annually.

This Follett Destiny® Solution Agreement, which includes the attached Terms and Conditions, Statement of Work and schedules (collectively, "Agreement"), governs your purchase and licensing of Follett's Destiny Solution.

Summary of Software and Services: Year 1 Costs		Pricing
	Customer Price	\$49,330.80
	Estimated Shipping and Handling	\$116.14
	Final Price	\$49,446.94
Follett Hosted Service		

#### Competitive Promotion

- Destiny Library Manager™ for eight (8) location(s) \$12,200.00
  - Alliance Plus
  - Destiny Discover
  - One Search
  - TitlePeek
  - Library Manager Standard MARC Conversion from Bibliomation
  - Online documentation and Help
  
- Destiny Library Manager™ for nine (9) location(s) \$14,400.00
  - Alliance Plus
  - Destiny Discover
  - One Search
  - TitlePeek
  - Online documentation and Help

#### Legacy Promotion

- Destiny Library Manager™ for one (1) location(s) \$999.00
  - Alliance Plus
  - Destiny Discover
  - One Search
  - TitlePeek
  - Online documentation and Help
  
- Destiny Library Manager™ upgrade from Destiny School for six (6) location(s) \$5,100.00
  - Alliance Plus
  - Destiny Discover
  - One Search
  - TitlePeek
  - Online documentation and Help
  - Note: Library Manager is designed specifically as a Library management

tool

- Server maintenance and support

### Implementation Services

- **Project Management:** includes a central point of contact during the implementation of the Follett Hosted Service.
- **System Setup:** consists of remote initial setup of district and schools, and initial data load.
- **Technical Administrative Training:** consists of remote brief technical training for the Follett Hosted Service. For the most optimal learning experience, we recommend no more than twelve (12) participants.

### Digital Content Solutions

- WebPath Express solution for two (2) location(s) \$998.00

### Additional Services

- Destiny Upgrade – One Upgrade to Current Version for four (4) locations \$0.00
- Destiny Upgrade-Three or More Upgrades to Current Version for two (2) locations \$0.00
- Destiny – Patron Data Service \$0.00

### Barcodes and Labels

- Thirty thousand (30,000) Title Polythermal Labels (black & white sheet) \$2,422.50

### Peripherals

\* Note that the Extended Maintenance Agreements must be purchased at the time of original hardware purchase

- PN237 Promotion (Expires December 19, 2016)
  - Eighteen (18) Follett Corded Scanner 5100(s) with Hands-Free Stand (includes manufacturer's 5 year warranty) \$4,213.80

### Additional Training

- Destiny Library Manager On-Site Training – 1 day \$2,499.00
- Destiny Library Manager On-Site Training – additional one (1) non-consecutive day(s) \$2,499.00
- Understanding Destiny's Roles and Permissions – one (1) session(s) \$350.00

### Follett Hosted Service Support Reduction

- Beginning November 1, 2016, your ongoing Annual Software and Maintenance Fee for four (4) Library Manager with TitlePeek sites will be changed to \$3,400.00 (\$850.00 per site) \$3,400.00
- Bucks Hill Elementary School (0600680)
- Carrington Elementary School (0600682)



- Maloney Magnet School (0600692)
- Waterbury Career Academy High School (0601840)

#### Digital Content Ongoing Support

- WebPath Express solution for one (1) location(s) \$249.50
- Maloney Magnet School (0600692)

### Annual Licensing and Maintenance Costs\*

#### Follett Hosted Service

- Destiny Library Manager for twenty-eight (28) location(s) \$23,800.00
  - Alliance Plus
  - Destiny Discover
  - One Search
  - TitlePeek
  - Online documentation and Help
- District Technical Support includes:
  - Toll-free telephone technical support for designated Customer contacts
  - 24/7 customer Web Portal, with searchable online knowledge base
  - Unlimited email support
  - Training toolkits (lesson plans, quick reference guides, and videos)
  - Product updates

#### Digital Content Solutions

- WebPath Express solution for three (3) location(s) \$748.50

**Total Annual Licensing and Maintenance Costs\*\*:** **\$24,548.50**

\*You must have paid or pay for all prior years' Annual Licensing and Maintenance Costs and renew maintenance for all sites and Management Systems at the same time in order to continue to receive access to the Follett Hosted Service. Otherwise Follett reserves the right to turn off the Services.

Based on discussions with your district, your implementation is scheduled to be completed no later than February 28, 2017. Follett staff will work with your district to begin project planning to reach that implementation date. Because Follett plans our resource allocation based on projected installation requirements, we appreciate your collaboration in meeting this mutually agreed upon timeline.

\*\* Note: This new pricing will be reflected in your next annual renewal fee

To ensure your implementation starts when planned and goes smoothly, please provide us with the information listed below:

- An authorized representative of your District needs to **sign above** using DocuSign. For additional assistance in using DocuSign please reference the following links:
  - <https://www.docusign.com/support/signer/question/how-do-i-sign-a-docusign-document-basic-signing>
  - <https://www.docusign.com/support/classic/documentation/cdse-user-guide/signing/sign-on-paper>



## Payment Schedule

### Schedule B

Customer agrees to make the following payments related to the purchase outlined in this Agreement.

Description	Amount	Due Date
Initial Costs	\$49,330.80	Net 30 days after acknowledgement of delivery
Shipping & Handling	\$116.14	Net 30 days after acknowledgement of delivery
<b>Total</b>	<b>\$49,446.94</b>	

- Total includes purchase price, estimated shipping and handling, and any applicable interest.
- All fees due under this Agreement are payable in US Dollars only.

# Licensed School Sites\*

## Schedule C

\*Note: Licenses are transferable.

School or Site Name	Product Type (check all that apply)	Data Service	Digital Content Subscriptions
<b>1) B W TINKER ELEM SCH</b> 0600679 I FLR: L0667209.000	<b>Destiny Products:</b> <input checked="" type="checkbox"/> Library Manager <input type="checkbox"/> Textbook Manager <input type="checkbox"/> Media Manager <input type="checkbox"/> Resource Manager	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Alliance A/V <input type="checkbox"/> Fountas & Pinnell <input type="checkbox"/> Lexile <input type="checkbox"/> Reading Program - AR/RC <input type="checkbox"/> Standards <input checked="" type="checkbox"/> TitlePeek <input type="checkbox"/> WebPath Express <input type="checkbox"/> ABC-CLIO <input type="checkbox"/> ABDO <input type="checkbox"/> A.D.A.M. <input type="checkbox"/> CountryReports <input type="checkbox"/> Soundzabound <input type="checkbox"/> Teachingbooks.net <input type="checkbox"/> Biblionasium Integration
<b>2) BUNKER HILL ELEM SCH</b> 0600681 I FLR: L0667209.000	<b>Destiny Products:</b> <input checked="" type="checkbox"/> Library Manager <input type="checkbox"/> Textbook Manager <input type="checkbox"/> Media Manager <input type="checkbox"/> Resource Manager	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Alliance A/V <input type="checkbox"/> Fountas & Pinnell <input type="checkbox"/> Lexile <input type="checkbox"/> Reading Program - AR/RC <input type="checkbox"/> Standards <input checked="" type="checkbox"/> TitlePeek <input type="checkbox"/> WebPath Express

		<input type="checkbox"/> ABC-CLIO <input type="checkbox"/> ABDO <input type="checkbox"/> A.D.A.M. <input type="checkbox"/> CountryReports <input type="checkbox"/> Soundzabound <input type="checkbox"/> Teachingbooks.net <input type="checkbox"/> Biblionasium Integration
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3) **CROSBY HIGH SCH**  
0600683 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager  
☐ Textbook Manager  
☐ Media Manager  
☐ Resource Manager



- ☐ Alliance A/V  
☐ Fountas & Pinnell  
☐ Lexile  
☐ Reading Program - AR/RC  
☐ Standards  
☒ TitlePeek  
☐ WebPath Express  
☐ ABC-CLIO  
☐ ABDO  
☐ A.D.A.M.  
☐ CountryReports  
☐ Soundzabound  
☐ Teachingbooks.net  
☐ Biblionasium Integration

4) **DRIGGS ELEM SCH**  
0600684 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager  
☐ Textbook Manager  
☐ Media Manager  
☐ Resource Manager



- ☐ Alliance A/V  
☐ Fountas & Pinnell  
☐ Lexile  
☐ Reading Program - AR/RC  
☐ Standards



		<input type="checkbox"/> <input checked="" type="checkbox"/> TitlePeek <input type="checkbox"/> WebPath Express <input type="checkbox"/> ABC-CLIO <input type="checkbox"/> ABDO <input type="checkbox"/> A.D.A.M. <input type="checkbox"/> CountryReports <input type="checkbox"/> Soundzabound <input type="checkbox"/> Teachingbooks.net <input type="checkbox"/> Biblionasium Integration
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5) **DUGGAN ELEM SCH**  
0601743 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager
- ☐ Media Manager
- ☐ Resource Manager

- ☐
- ☐
- ☐
- ☐
- ☐ Alliance A/V
- ☐ Fountas & Pinnell
- ☐ Lexile
- ☐ Reading Program - AR/RC
- ☐ Standards

- ☒ TitlePeek
- ☐ WebPath Express
- ☐ ABC-CLIO
- ☐ ABDO
- ☐ A.D.A.M.
- ☐ CountryReports
- ☐ Soundzabound
- ☐ Teachingbooks.net
- ☐ Biblionasium Integration

6) **FIKINGSBURY ELEM SCH**  
0600687 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook

- ☐
- ☐
- ☐ Alliance A/V
- ☐ Fountas & Pinnell

	<input type="checkbox"/> Manager <input type="checkbox"/> Media Manager <input type="checkbox"/> Resource Manager	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Lexile <input type="checkbox"/> Reading Program - AR/RC <input type="checkbox"/> Standards <input checked="" type="checkbox"/> TitlePeek <input type="checkbox"/> WebPath Express <input type="checkbox"/> ABC-CLIO <input type="checkbox"/> ABDO <input type="checkbox"/> A.D.A.M. <input type="checkbox"/> CountryReports <input type="checkbox"/> Soundzabound <input type="checkbox"/> Teachingbooks.net <input type="checkbox"/> Biblionasium Integration
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7) **GILMARTIN SCH**  
0600690 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager
- ☐ Media Manager
- ☐ Resource Manager

- ☐ Alliance A/V
- ☐ Fountas & Pinnell
- ☐ Lexile
- ☐ Reading Program - AR/RC
- ☐ Standards
- ☒ TitlePeek
- ☒ WebPath Express
- ☐ ABC-CLIO
- ☐ ABDO
- ☐ A.D.A.M.
- ☐ CountryReports
- ☐ Soundzabound
- ☐ Teachingbooks.net
- ☐ Biblionasium Integration



**8) HENRY S CHASE ELEM SCH**  
0600688 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager
- ☐ Media Manager
- ☐ Resource Manager

☐☐☐☐

- ☐ Alliance A/V
- ☐ Fountas & Pinnell
- ☐ Lexile
- ☐ Reading Program - AR/RC
- ☐ Standards
- ☒ TitlePeek
- ☐ WebPath Express
- ☐ ABC-CLIO
- ☐ ABDO
- ☐ A.D.A.M.
- ☐ CountryReports
- ☐ Soundzabound
- ☐ Teachingbooks.net
- ☐ Biblionasium Integration

**9) HOPEVILLE ELEM SCH**  
0600689 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager
- ☐ Media Manager
- ☐ Resource Manager

☐☐☐☐

- ☐ Alliance A/V
- ☐ Fountas & Pinnell
- ☐ Lexile
- ☐ Reading Program - AR/RC
- ☐ Standards
- ☒ TitlePeek
- ☐ WebPath Express
- ☐ ABC-CLIO
- ☐ ABDO
- ☐ A.D.A.M.
- ☐ CountryReports

- ☐ Soundzabound
- ☐ Teachingbooks.net
- ☐ Biblionasium Integration

**10) JOHN F KENNEDY HIGH SCH**  
0600691 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager
- ☐ Media Manager
- ☐ Resource Manager



- ☐ Alliance A/V
- ☐ Fountas & Pinnell
- ☐ Lexile
- ☐ Reading Program - AR/RC
- ☐ Standards
- ☒ TitlePeek
- ☐ WebPath Express
- ☐ ABC-CLIO
- ☐ ABDO
- ☐ A.D.A.M.
- ☐ CountryReports
- ☐ Soundzabound
- ☐ Teachingbooks.net
- ☐ Biblionasium Integration

**11) IONATHAN REED ELEM SCH**  
0601750 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager
- ☐ Media Manager
- ☐ Resource Manager



- ☐ Alliance A/V
- ☐ Fountas & Pinnell
- ☐ Lexile
- ☐ Reading Program - AR/RC
- ☐ Standards
- ☒ TitlePeek
- ☐ WebPath Express
- ☐ ABC-CLIO



- ☐ ABDO
- ☐ A.D.A.M.
- ☐ CountryReports
- ☐ Soundzabound
- ☐ Teachingbooks.net
- ☐ Biblionasium Integration

**12) MARGARET M GENERALI SCH**  
0600686 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager
- ☐ Media Manager
- ☐ Resource Manager

- ☐
- ☐
- ☐
- ☐

- ☐ Alliance A/V
- ☐ Fountas & Pinnell
- ☐ Lexile
- ☐ Reading Program - AR/RC
- ☐ Standards
- ☒ TitlePeek
- ☐ WebPath Express
- ☐ ABC-CLIO
- ☐ ABDO
- ☐ A.D.A.M.
- ☐ CountryReports
- ☐ Soundzabound
- ☐ Teachingbooks.net
- ☐ Biblionasium Integration

**13) Mary F Rotella Elem -0600685**

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager
- ☐ Media Manager
- ☐ Resource Manager

- ☐
- ☐
- ☐
- ☐

- ☐ Alliance A/V
- ☐ Fountas & Pinnell
- ☐ Lexile
- ☐ Reading Program - AR/RC
- ☐ Standards



- ☒ TitlePeek
- ☒ WebPath Express
- ☐ ABC-CLIO
- ☐ ABDO
- ☐ A.D.A.M.
- ☐ CountryReports
- ☐ Soundzabound
- ☐ Teachingbooks.net
- ☐ Biblionasium Integration

**14) MICHAEL WALLACE MDL SCH**  
0600693 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager
- ☐ Media Manager
- ☐ Resource Manager



- ☐ Alliance A/V
- ☐ Fountas & Pinnell
- ☐ Lexile
- ☐ Reading Program - AR/RC
- ☐ Standards
- ☒ TitlePeek
- ☐ WebPath Express
- ☐ ABC-CLIO
- ☐ ABDO
- ☐ A.D.A.M.
- ☐ CountryReports
- ☐ Soundzabound
- ☐ Teachingbooks.net
- ☐ Biblionasium Integration

**15) NORTH END MDL SCH**  
0601202 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager



- ☐ Alliance A/V
- ☐ Fountas & Pinnell
- ☐ Lexile

- ☐ Media Manager
- ☐ Resource Manager

☐  
☐
☐

☐ Reading Program - AR/RC

☐ Standards

☒ TitlePeek

☐ WebPath Express

☐ ABC-CLIO

☐ ABDO

☐ A.D.A.M.

☐ CountryReports

☐ Soundzabound

☐ Teachingbooks.net

☐ Biblionasium Integration

**16) REGAN ELEM SCH**  
0600694 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager
- ☐ Media Manager
- ☐ Resource Manager

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☐ Alliance A/V

☐ Fountas & Pinnell

☐ Lexile

☐ Reading Program - AR/RC

☐ Standards

☒ TitlePeek

☐ WebPath Express

☐ ABC-CLIO

☐ ABDO

☐ A.D.A.M.

☐ CountryReports

☐ Soundzabound

☐ Teachingbooks.net

☐ Biblionasium Integration



**17) SPRAGUE ELEM SCH**  
0600695 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager
- ☐ Media Manager
- ☐ Resource Manager

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- ☐ Alliance A/V
- ☐ Fountas & Pinnell
- ☐ Lexile
- ☐ Reading Program - AR/RC
- ☐ Standards
- ☒ TitlePeek
- ☐ WebPath Express
- ☐ ABC-CLIO
- ☐ ABDO
- ☐ A.D.A.M.
- ☐ CountryReports
- ☐ Soundzabound
- ☐ Teachingbooks.net
- ☐ Biblionasium Integration

**18) WALSH ELEM SCH**  
0600696 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager
- ☐ Media Manager
- ☐ Resource Manager

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☐
☐

- ☐ Alliance A/V
- ☐ Fountas & Pinnell
- ☐ Lexile
- ☐ Reading Program - AR/RC
- ☐ Standards
- ☒ TitlePeek
- ☐ WebPath Express
- ☐ ABC-CLIO
- ☐ ABDO
- ☐ A.D.A.M.
- ☐ CountryReports
- ☐ Soundzabound

			<input type="checkbox"/> Teachingbooks.net <input type="checkbox"/> Biblionasium Integration
<b>19) WASHINGTON ELEM SCH</b> 0600697 I FLR: L0667209.000	<b>Destiny Products:</b> <input checked="" type="checkbox"/> Library Manager <input type="checkbox"/> Textbook Manager <input type="checkbox"/> Media Manager <input type="checkbox"/> Resource Manager	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Alliance A/V <input type="checkbox"/> Fountas & Pinnell <input type="checkbox"/> Lexile <input type="checkbox"/> Reading Program - AR/RC <input type="checkbox"/> Standards <input checked="" type="checkbox"/> TitlePeek <input type="checkbox"/> WebPath Express <input type="checkbox"/> ABC-CLIO <input type="checkbox"/> ABDO <input type="checkbox"/> A.D.A.M. <input type="checkbox"/> CountryReports <input type="checkbox"/> Soundzabound <input type="checkbox"/> Teachingbooks.net <input type="checkbox"/> Biblionasium Integration
<b>20) WATERBURY ARTS MAGNET SCH</b> 0601656 I FLR: L0667209.000	<b>Destiny Products:</b> <input checked="" type="checkbox"/> Library Manager <input type="checkbox"/> Textbook Manager <input type="checkbox"/> Media Manager <input type="checkbox"/> Resource Manager	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Alliance A/V <input type="checkbox"/> Fountas & Pinnell <input type="checkbox"/> Lexile <input type="checkbox"/> Reading Program - AR/RC <input type="checkbox"/> Standards <input checked="" type="checkbox"/> TitlePeek <input type="checkbox"/> WebPath Express <input type="checkbox"/> ABC-CLIO <input type="checkbox"/> ABDO



		<input type="checkbox"/> A.D.A.M. <input type="checkbox"/> CountryReports <input type="checkbox"/> Soundzabound <input type="checkbox"/> Teachingbooks.net <input type="checkbox"/> Biblionasium Integration
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21) **WENDELL CROSS ELEM SCH**  
0600698 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager
- ☐ Media Manager
- ☐ Resource Manager

- ☐ Alliance A/V
- ☐ Fountas & Pinnell
- ☐ Lexile
- ☐ Reading Program - AR/RC
- ☐ Standards
- ☒ TitlePeek
- ☐ WebPath Express
- ☐ ABC-CLIO
- ☐ ABDO
- ☐ A.D.A.M.
- ☐ CountryReports
- ☐ Soundzabound
- ☐ Teachingbooks.net
- ☐ Biblionasium Integration

22) **WEST SIDE MDL SCH**  
0600912 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager
- ☐ Media Manager
- ☐ Resource Manager

- ☒ Alliance A/V
- ☐ Fountas & Pinnell
- ☐ Lexile
- ☐ Reading Program - AR/RC
- ☐ Standards
- ☒ TitlePeek

			<input type="checkbox"/> WebPath Express <input type="checkbox"/> ABC-CLIO <input type="checkbox"/> ABDO <input type="checkbox"/> A.D.A.M. <input type="checkbox"/> CountryReports <input type="checkbox"/> Soundzabound <input type="checkbox"/> Teachingbooks.net <input type="checkbox"/> Biblionasium Integration
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**23) WILBY HIGH SCH**  
0600699 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager
- ☐ Media Manager
- ☐ Resource Manager



- ☐ Alliance A/V
- ☐ Fountas & Pinnell
- ☐ Lexile
- ☐ Reading Program - AR/RC
- ☐ Standards

☒ TitlePeek

☐ WebPath Express

☐ ABC-CLIO

☐ ABDO

☐ A.D.A.M.

☐ CountryReports

☐ Soundzabound

☐ Teachingbooks.net

☐ Biblionasium Integration

**24) WOODROW WILSON ELEM SCH**  
0601382 I FLR: L0667209.000

**Destiny Products:**

- ☒ Library Manager
- ☐ Textbook Manager
- ☐ Media Manager



- ☐ Alliance A/V
- ☐ Fountas & Pinnell
- ☐ Lexile
- ☐ Reading Program -





# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON SCHOOL PERSONNEL**

Item #13.1

February 16, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

With the approval of the Committee on School Personnel, the Superintendent of Schools recommends approval of the job specifications for, and new position of, Director of Special Education.

Respectfully submitted,

Dr. Kathleen M. Ouellette  
Superintendent of Schools

Approved:

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Charles L. Stango

Date Approved BOE:  
FLSA Status: Exempt  
Union Affiliation: S.A.W.  
Salary Range: Per Contract

### Director of Special Education

#### STATEMENT OF DUTIES:

Responsible for implementation of best practices, leadership and coordination of support services in public and non-public schools to ensure the special education needs of students are met in compliance with state and federal regulations.

#### DISTINGUISHING FEATURES OF THE CLASS:

The Director of Special Education is responsible for planning, developing, implementing, organizing, administering and evaluating special services programs; cooperates with administration and other professional staff members. The programs include the following areas: accommodations and modifications of the general education curriculum and environment, individualized goals and objectives (in an IEP), coordinated transition services, assistive technology, and related services. Related services include psychological, speech and language, social work, occupational therapy, physical therapy, visual and hearing support, specialized transportation services, and those per State and/or Federal Laws. All services and supports are identified at the PPT (Planning and Placement Team meeting) and included in the IEP. Direct supervision is to be exercised over all Supervisors of Special Education, special educational teachers and specialists, and others including office staff involved in the program; works directly under the Chief Academic Officer.

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

- Plans, develops, organizes and supervises the various programs consistent with state and federal legislative requirements.
- Provides professional leadership in setting department policy and practice consistent with the policies of the Board of Education and the total school program.
- Supervises and evaluates the professional staff of the Special Education Department, promotes growth through group and individual activities.
- Directs and coordinates the work of special education supervisors: including psychological services, social work services, speech and hearing services and special education personnel.
- Develop and conduct in-service training programs in special education areas, and Professional Development.
- Explains the philosophy of special education programs at faculty conferences, through the CAO newsletter, and other mediums.
- Works effectively with administrators and teachers to establish a complete program of

special education services.

- Observes special education children in classrooms and special education settings. Maintains updated knowledge of State and Federal laws and guidelines pertinent to special education programs.
- Coordinates the services of the special education department with the total school progress through close liaison with the instructional and administrative staff, particularly the Chief Academic Officer.
- Assists the Chief Academic Officer in the selection, assignment and evaluation of personnel in the preparation of the annual budget for the department, state reimbursement claims and contracts with institutions and private schools.
- Develops and maintains a referral system for the screening, appraisal, planning and placement and/or follow-up of pupils who need special education services.
- Directs the development and supervises the operation of Pupil Planning and Placement Teams (PPT) to deal with pupil problems including discipline, excessive absence, suspensions, exclusions, special admissions, transfers, institutional placement, and court referrals.
- Promotes and maintains communication and a close working relationship between the department and the community, including clinics, agencies and the public at large. Maintains liaison with State Department consultants and city officials in all appropriate areas.
- Performs such additional duties as may be delegated by the Chief Academic Officer.
- Work collaboratively with Corporation Counsel
- Collaborate in the coordination of grants
- Complete District and state reports as required
- Evaluate assigned certified staff utilizing the District evaluation plan
- Use multiple modes of communication to support the mission and goals of the academic office
- Regularly attend Board of Education meetings
- Perform other related duties as may be assigned by the Chief Academic Officer

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of principles and practices in educational services; comprehensive and detailed knowledge of modern principles and practices of school administration on the elementary and secondary levels; Knowledge of the theory, use and interpretation of various tests; Knowledge of research and statistical techniques; knowledge of the rules and regulations of the Waterbury Board of Education and the Connecticut State Statutes governing school programs; knowledge of the City of Waterbury's procurement and contract requirements; ability to plan, develop, implement and supervise programs on a large scale in public schools and in non-public schools as applicable; ability to secure the cooperation of others to promote interdisciplinary cooperation in difficult work situations; ability to plan and implement innovative programs; adheres to confidentiality of students; Imparts confidence and

leadership in dealing with fellow professionals and in planning and implementing innovative special education programs.

ACCEPTABLE EXPERIENCE & TRAINING:

Current certification from the Connecticut Department of Education with endorsement 092 or its future equivalent. In addition, a Connecticut Certificate in Special Education (065 or 165). Five years of successful work under teacher certification. Three years of successful experience in an administrative/leadership position preferred. Experience in an urban school district and/or a multi-cultural environment preferred. This is a grant funded union position that exists as long as grant funds are available.

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

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

Item #14.1

February 16, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following athletic resignations effective immediately:

Buda, Kevin – Varsity Coach, CHS.

Guarda, Vincent – Freshman Baseball Coach, WCA.

Paradis, Sara – Head Outdoor Boys & Girls Track Coach, WCA.

Paradis, Sara – JV Girls Volleyball Coach, WCA.

Respectfully submitted,

Dr. Kathleen M. Ouellette  
Superintendent of Schools



# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

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

Item #14.2

February 16, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following athletic appointments effective immediately.

Aftowski, Mike – Year-long Unified Sports Lead Coach, WCA.  
Caruso, Michael – Varsity Softball Coach, WHS.  
Curley, John – Year-long Unified Sports Associate Coach, WHS.  
Ocasio, Jessica – Interim Cheerleading Coach, NEMS.  
Ring, Katherine – Year-long Unified Sports Lead Coach, WSMS.  
Terenzi, Tim – Year-long Unified Sports Lead Coach, WMS.  
Zuraitis, Jeannette – Year-long Unified Sports Lead Coach, WHS.

Respectfully submitted,

Dr. Kathleen M. Ouellette  
Superintendent of Schools

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

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

Item #14.3

February 16, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

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

Aird, Hugh – Robotics Mentor, Enlightenment School, two afternoons p/week for approximately 10 weeks, salary according to WTA contract, funded by Waterbury Robotics Grant (Ion Bank Foundation)

Carter, Simona – Afterschool Facilitator, CHS VOICES Program, two days p/week @ \$22.69 p/hour, funded by Turnaround Funds.

Digsby, Charles Jr. – Hall Duty Monitor, WHS, 35 hours p/week @ \$90.00 p/day, non-union and without benefits, funded by Alliance.

Lewis, Emory – Afterschool Facilitator, CHS Boys Council Program, two days p/week @ \$28.29 p/hour, funded by Turnaround Funds.

Tiso, Lisa – ELA Instructional Tutor, 15 hours p/week @ \$25.00 p/hour, non-union and without benefits, funded by Title I.

Respectfully submitted,

Dr. Kathleen M. Ouellette  
Superintendent of Schools

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

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

Item #14.4

February 16, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Waterbury Career Academy Student Selection Committee appointments, salary according to contract:

Diorio, Jill  
Rodriguez, Alberto

Norris, Kelly  
Wengertsman, Emily

Ogilvy, Lynn  
Wilson, Miriam

Respectfully submitted,

Dr. Kathleen M. Ouellette  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.5

February 16, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following State Department of Education and 21<sup>st</sup> Century Grant Afterschool Programs appointments, maximum of 10 hours per week, non-union and without benefits, effective immediately:

Name	School	Assignment	Salary
Aird, Hugh	Enlightenment	Teacher	Per WTA
Cavanaugh, Ellon	Enlightenment	Sub Teacher	Per WTA
Gordon, Sonia	Enlightenment	Teacher	Per WTA
Levesque, Melissa	Enlightenment	Teacher	Per WTA
Person, Jocelyn	Enlightenment	Teacher	Per WTA
Varrone, Anthony	Enlightenment	Teacher	Per WTA
Cipriano, Jillian	Driggs	Teacher	Per WTA
Kuncas, Justine	Driggs	Teacher	Per WTA
Lopezzo, Nicole	Driggs	Sub Teacher	Per WTA
Rijos, Carmen	Driggs	Sub Teacher	Per WTA
Sheetz, Lucia	Driggs	Teacher	Per WTA
Colgan, Mary	NEMS	Teacher	Per WTA
McDermott, Marie	NEMS	Teacher	Per WTA
Poulter, Kara	NEMS	Sub Teacher	Per WTA
Rosa, Jennifer	NEMS	Teacher	Per WTA
DeGroate, Talisha	Walsh	Teacher	Per WTA
Gwizd, Diomira	Walsh	Teacher	Per WTA
Paris, Ana	Walsh	Teacher	Per WTA
Raidhi, Ariola	Walsh	Teacher	Per WTA
Salvatore, Janelle	Walsh	Teacher	Per WTA
Smith, Courtney	Walsh	Teacher	Per WTA
Carpentieri, Carli	Washington	Teacher	Per WTA
Colby, Shannon	Washington	Teacher	Per WTA
Hanley, Jessica	Washington	Sub Teacher	Per WTA
Homewood, Gregory	Washington	Teacher	Per WTA
Langan, Colleen	Washington	Sub Teacher	Per WTA
Lanouette, Jay	Washington	Sub Teacher	Per WTA
Rogg-Demers, Heather	Washington	Sub Teacher	Per WTA
Digsby, Dalia		Recreation Specialist	\$12.00 p/hr
Feliciano, Jasmin		Sub-Rec. Specialist	\$12.00 p/hr



Johnson, Davonique		Recreation Specialist	\$12.00 p/hr
Johnson, Hezekiah*		Recreation Specialist	\$12.00 p/hr
Marcal, Maria*		Recreation Specialist	\$12.00 p/hr
Reyes, Maximina		Sub-Rec Specialist	\$12.00 p/hr
Samih, Nadhir		Sub-Rec Specialist	\$12.00 p/hr
Shepard, Myrania*		Recreation Specialist	\$12.00 p/hr
Sousa, Sonia*		Recreation Specialist	\$12.00 p/hr
Torpey, Najee*		Recreation Specialist	\$12.00 p/hr
<b>*denotes new hire</b>			

Respectfully submitted,

Dr. Kathleen M. Ouellette  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.6

February 16, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

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

<b>Name</b>		<b>Assignment</b>		<b>Step</b>		<b>Effective</b>
Lokites	Alana	Sprague	PreK	BA	1	01/03/17
Matiz	Joaquin	NEMS	Bil Math	BA+15	7	08/29/16
Modenese	Heather	NEMS	Math	BA	2	12/11/16
Palmer	Christina	Carrington	Grade 4	MA+15	2	12/06/16

Respectfully submitted,

Dr. Kathleen M. Ouellette  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.7

February 16, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

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

NAME		FROM	TO	EFF.
Leclerc-Rodriguez	Tracy	Bucks Hill Annex ECEP Pre-K SPED TEMP	Bucks Hill Annex ECEP Pre-K SPED PERM	Aug-17
Garrity	Michaela	Bunker Hill SLP	Bucks Hill Annex SLP Pre-K	Aug-17
Marcano	Daniel	Bucks Hill Bil Gr 4 TEMP	Bucks Hill Bil Gr 4 PERM	Aug-17
Polletta	Lori	Reed Gr 4	Bucks Hill Gr 2	Aug-17
Vazquez	Shakira	Bucks Hill Gr 5 TEMP	Bucks Hill Gr 5 PERM	Aug-17
Krier	Benjamin	Bucks Hill Gr 5 TEMP	Bucks Hill Gr 5 PERM	Aug-17
Murphy	Amy	Bucks Hill Annex Pre-K SPED TEMP	Bucks Hill Annex Pre-K SPED PERM	Aug-17
Colangelo	Tina	Bunker Hill 3-5 (BDLC) TEMP	Bunker Hill 3-5 (BDLC) PERM	Aug-17
Swanson	Kimberly	Bunker Hill Art (K-5) TEMP	Bunker Hill Art (K-5) PERM	Aug-17
O'Toole	Haleigh	Bunker Hill Gr 5 (2) TEMP	Bunker Hill Gr 5 (2) PERM	Aug-17
Hubeny	Carolyn	Bunker Hill Gr K TEMP	Bunker Hill Gr K PERM	Aug-17
Schuck	Yechezkel	Bunker Hill School Psychologist TEMP	Bunker Hill School Psychologist PERM	Aug-17
Hanlon	Rebecca	Bunker Hill Spec Ed TEMP	Bunker Hill Spec Ed PERM	Aug-17
Hanley	Jessica	Washington Gr 3	Carrington Gr 4	Aug-17
Lestage	Sara	Wilson Library Media	Carrington Library Media	Aug-17
Blake	James	Chase Gr 5 TEMP	Chase Gr 5 PERM	Aug-17
Steinmetz	Sarah	Chase Special Ed TEMP	Chase Special Ed PERM	Aug-17
Howden	Kayla	Wilby ELA	CHS ELA	Aug-17
Koxha	Rozeta	CHS ESL TEMP	CHS ESL PERM	Aug-17
Hind	Sandra	CHS FCS TEMP	CHS FCS PERM	Aug-17
Jordan	Ellen	CHS Guid Counselor TEMP	CHS Guid Counselor PERM	Aug-17
Rivard	Danielle	CHS Math Interventionist 7-12 TEMP	CHS Math Interventionist 7-12 PERM	Aug-17

Tehan	Kyle	CHS PE/Health TEMP	CHS PE/Health PERM	Aug-17
Damasio-Ortiz	Alyson	Districtwide Psychologist Tri-Lingual TEMP	Districtwide Psychologist Tri-Lingual PERM	Aug-17
Lopezzo	Nicole	Driggs Gr 4 TEMP	Driggs Gr 4 PERM	Aug-17
Gordon	Sonia	Enlightenment 7-12 Math TEMP	Enlightenment 7-12 Math PERM	Aug-17
Poulter	Dennis	Generali Gr 5 TEMP	Generali Gr 5 PERM	Aug-17
Swarts	Garrett	Gilmartin ELA Gr 7-8 TEMP	Gilmartin ELA Gr 7-8 PERM	Aug-17
Buonocore	Nicola	Driggs Gr 4	Gilmartin Gr 5	Aug-17
Camilleri	Daniel	Gilmartin Special Ed Pre-K TEMP	Gilmartin Special Ed Pre-K PERM	Aug-17
Burns	Richard	KHS Business TEMP	KHS Business PERM	Aug-17
Pasnick	Sarah	KHS Social Studies TEMP	KHS Social Studies PERM	Aug-17
Galanti	Laura	Kingsbury Gr 2 TEMP	Kingsbury Gr 2 PERM	Aug-17
Morrissey	Sean	Kingsbury Gr 5 TEMP	Kingsbury Gr 5 PERM	Aug-17
DiBella	Lee	Kingsbury Gr 5 TEMP	Kingsbury Gr 5 PERM	Aug-17
Wolff	Nicole	Kingsbury Gr K TEMP	Kingsbury Gr K	Aug-17
Pal	Ayesha	Kingsbury Guid Counselor TEMP	Kingsbury Guid Counselor PERM	Aug-17
Williams	Sloan	Kingsbury Music TEMP	Kingsbury Music PERM	Aug-17
Gundersen	Kim	Kingsbury Gr 2 TEMP	Kingsbury Gr 2 PERM	Aug 17
Fabian	Haley	Maloney Gr 2 TEMP	Maloney Gr 2 PERM	Aug-17
Morales	Angel	NEMS Bilingual /TESOL/ Science TEMP	NEMS Bilingual /TESOL/ Science PERM	Aug-17
Martiz	Joaquin	NEMS Bil Math TEMP	NEMS Bil Math PERM	Aug-17
Cook	Brandy	NEMS ELA TEMP	NEMS ELA PERM	Aug-17
Lang	Helene (Michelle)	NEMS ELA TEMP	NEMS ELA PERM	Aug-17
Kissel	Stephen	NEMS Science Gr 7 TEMP	NEMS Science Gr 7 PERM	Aug-17
Liguz	Angela	NEMS Science Gr 6 TEMP	NEMS Science Gr 6 PERM	Aug-17
Katrenya	Wesley	NEMS PE/Health TEMP	NEMS PE/Health PERM	Aug-17
Karl	Krista	Reed Art TEMP	Reed Art PERM	Aug-17
Grant	Natine	Reed Gr 5 TEMP	Reed Gr 5 PERM	Aug-17
York	Judy	Reed Library Media TEMP	Reed Library Media PERM	Aug-17
Callahan	Antionette	Reed Pre-K SPED TEMP	Reed Pre-K SPED PERM	Aug-17
Cassella	Andrea	Regan Gr 4 TEMP	Regan Gr 4 PERM	Aug-17
Porcaro	Stefanie	Wilson Art	Rotella Art	Aug-17
Greaney	Vanessa	Bunker Hill Gr 3	Rotella Gr 1	Aug-17
Walent	Cheyenne	Tinker Gr 4	Rotella Gr 4	Aug-17
Shopey	Meghan	Rotella Gr 4 TEMP	Rotella Gr 4 PERM	Aug-17
Rinaldi	Heather	Reed Gr 5	Rotella Gr 5	Aug-17
Lane	Brittany	Sprague Gr 4 TEMP	Sprague Gr 4 PERM	Aug-17
Lokites	Alana	Sprague Pre-K Reg. Ed – School Readiness TEMP	Sprague Pre-K Reg. Ed – School Readiness PERM	Aug-17



Sumonovich	Joan	Sprague SLP TEMP	Sprague SLP PERM	Aug-17
Prisco	Teresa	State Street Spec Ed TEMP	State Street Spec Ed PERM	Aug-17
Minicucci	Erica	Tinker Gr 3 TEMP	Tinker Gr 3 PERM	Aug-17
Heaton	Kelsey	Rotella Gr 5	Tinker Gr 3	Aug-17
Crane	Erin	Tinker Gr K TEMP	Tinker Gr K PERM	Aug-17
Greene	David	Reed Gr 5	WMS 6-8 Literacy	Aug-17
Johnson	Deanna	WMS Art (6-8) TEMP	WMS Art (6-8) PERM	Aug-17
Burke	Cynthia	WMS Gr 6 ELA TEMP	WMS Gr 6 ELA PERM	Aug-17
Green	Natali	WMS Gr 7 ELA TEMP	WMS Gr 7 ELA PERM	Aug-17
Lawrence	Caley	WMS Gr 7 ELA TEMP	WMS Gr 7 ELA PERM	Aug-17
Norris	Kelley	WMS Guid Couns TEMP	WMS Guid Couns PERM	Aug-17
Gluz	Debra	WMS Math TEMP	WMS Math PERM	Aug-17
Shaposhnikova	Marianna	WMS Math TEMP	WMS Math PERM	Aug-17
Wolak	Carrie	WMS Science Gr 8 TEMP	WMS Science Gr 8 PERM	Aug-17
Donahue	Jamie	WMS PE/Health TEMP	WMS PE/Health PERM	Aug-17
Scialla	Joseph	WMS Special Ed TEMP	WMS Special Ed PERM	Aug-17
Brocksmith	Jennifer	WMS Guid Couns TEMP	WMS Guid Couns PERM	Aug 17
DeGroate	Talista	Walsh Gr 4/5 ELA TEMP	Walsh Gr 4/5 ELA PERM	Aug-17
Morikis	Grammato	Walsh Gr 4/5 Math TEMP	Walsh Gr 4/5 Math PERM	Aug-17
Stango	Kerry	Washington Special Ed TEMP	Washington Special Ed PERM	Aug-17
Sullivan	Brian	WMS Reading Gr 8	WCA ELA Gr 11	Aug-17
Edman	John	WCA Gr 12 Tech Ed Manufacturing TEMP	WCA Gr 12 Tech Ed Manufacturing PERM	Aug-17
Bloemker	Daniel	WCA Gr 11 Tech Ed Manufacturing TEMP	WCA Gr 11 Tech Ed Manufacturing PERM	Aug-17
Dias	Mario	WCA Gr 12 Tech Ed Manufacturing TEMP	WCA Gr 12 Tech Ed Manufacturing PERM	Aug-17
Hoy	Suzanne	WCA Gr 10 Tech Ed Manufacturing TEMP	WCA Gr 10 Tech Ed Manufacturing PERM	Aug-17
Gendron	Courtney	Wendell Cross Pre-K SPED TEMP	Wendell Cross Pre-K SPED PERM	Aug-17
O'Brien	Kendra	Wilby Business TEMP	Wilby Business PERM	Aug-17
Tichon	Joanne	Wilby FCS TEMP	Wilby FCS PERM	Aug-17
Gizzie	Danna	Wilby Gr 9 ELA TEMP	Wilby Gr 9 ELA PERM	Aug-17
Brown	Samuel	Wilby Math TEMP	Wilby Math PERM	Aug-17
Brummitt	Eric	Wilby Music TEMP	Wilby Music PERM	Aug-17
Heidkamp	Jordan	Wilby PE/Health TEMP	Wilby PE/Health PERM	Aug-17
Patrick	Kenneth	Wilby PE/Health TEMP	Wilby PE/Health PERM	Aug-17
DePaolo	Victoria	Wilby ELA	CHS ELA	Aug 17
Russo	Stephanie	Wilby Special Ed TEMP	Wilby Special Ed PERM	Aug-17
Dojnia	Melissa	Wilson Gr 3 TEMP	Wilson Gr 3 PERM	Aug-17
Maguire	Brian	Wilson Gr 4 TEMP	Wilson Gr 4 PERM	Aug-17
Caligan	Jean	WSMS Gr 6 ELA TEMP	WSMS Gr 6 ELA PERM	Aug-17

Peschel	Maryann	WSMS Gr 6 Math	WSMS Gr 6 Reading/Language Arts	Aug-17
Strumski	Ashley	WSMS Soc. Studies TEMP	WSMS Soc. Studies PERM	Aug-17
Knecht	Kimya	WSMS Special Ed TEMP	WSMS Special Ed PERM	Aug-17
Oliveira	Gustavo	WSMS 6-8 Tech ED – Computers TEMP	WSMS 6-8 Tech ED – Computers	Aug-17

Respectfully submitted,

Dr. Kathleen M. Ouellette  
Superintendent of Schools

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

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

Item #14.8

February 16, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

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

Drapatin, Donna – RMS Special Education, effective 07/01/17.

McCarthy, Maureen – Wendell Cross Grade 1, effective 02/01/17.

Respectfully submitted,

Dr. Kathleen M. Ouellette  
Superintendent of Schools

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

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

Item #14.9

February 16, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following leave of absence requests:

Del Debbio, Amy – CHS English, requesting a special leave without pay for the fourth marking period of the 2016/17 school year.

Respectfully submitted,

Dr. Kathleen M. Ouellette  
Superintendent of Schools



# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

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

Item #14.10

February 16, 2017

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

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

Lucian, Caitlin – Maloney grade 4, effective 01/30/17.

Respectfully submitted,

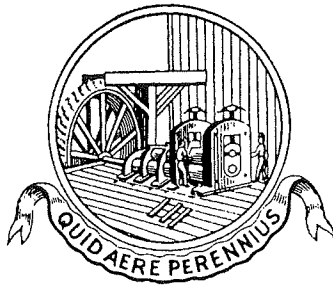
Dr. Kathleen M. Ouellette  
Superintendent of Schools

# Communications



Packet week ending:

2/14/17



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

January 26, 2017

Jesenia Jorge  
21 Aetna St., #1  
Waterbury, CT 06704

Dear Ms. Jorge:

We are pleased to receive your acceptance of our offer of employment for the position of Lunch Aide @ Wilson Elementary School for the Department of Education – Food Service (Requisition #2016336) at \$10.10 per hour.

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

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

We have scheduled your orientation for Thursday, February 2, 2017 at 11:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be February 3, 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. You will also be required to provide documentation, mandated by the federal government, to establish your right to work in this country. We have included a sheet that outlines the documents that are acceptable to meet this requirement. You cannot start work without providing us these documents.

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

We look forward to working with you.

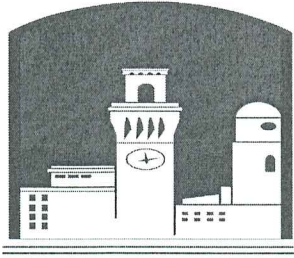
Again, welcome to the City of Waterbury.

Sincerely,

  
Carlyne St. Felix  
Human Resources Generalist

CSF/sd

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



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# WATERBURY

## Public Schools

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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

January 27, 2017

Honorable Board of Aldermen  
City of Waterbury

And

Honorable Commissioners  
Waterbury Board of Education

Re: Placement on file of a letter relating to the Contract between Robert Davis dba Summit Support Services and the City of Waterbury

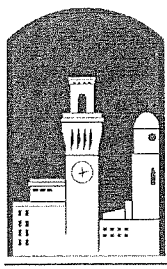
Dear Honorable Aldermen and Commissioners:

The Department of Special Education respectfully requests that the Honorable Boards receive and place on file the attached letter signed by Robert Brenker which informs the Boards of a change in the Abuse/Molestation insurance coverage in the above- referenced contract.

Respectfully Submitted,

Melissa Baldwin

Enc. letter



# WATERBURY Public Schools

*Today's Students, Tomorrow's Leaders*

**Robert C. Brenker**  
**Director of Personnel**  
**Waterbury Public Schools**  
236 Grand St., 3<sup>rd</sup> Floor  
Waterbury, CT 06702

Phone: 203-597-3433 Fax: 203-574-6703  
[rbrenker@waterbury.k12.ct.us](mailto:rbrenker@waterbury.k12.ct.us)

January 26, 2017

Honorable Board of Aldermen  
City of Waterbury, and  
Honorable Commissioners  
Waterbury Board of Education

Re: Rob Davis dba Summit Support Services contract with City of Waterbury


Dear Honorable Aldermen and Commissioners:

This letter shall serve to inform you of a change in the insurance requirement in the above reference contract as previously approved by the Board of Alderman and the Board of Education. The City had originally requested that Mr. Davis obtain abuse/molestation coverage in the amount of \$1,000,000. Despite contacting numerous insurance providers, Mr. Davis was not able to obtain the requested coverage due to the high cost. The Education Department, in conjunction with Mr. LoRusso, Treasury Manager, agreed to accept abuse/molestation insurance coverage in the amount of \$250,000. All other insurance coverage requested by the City was provided by Mr. Davis.

Mr. Davis is the selected proposer for RFP # 5443 for a Board Certified Behavior Analyst. The RFP did not contain specific insurance requirements. As with all terms of the contract, the insurance terms are subject to negotiations between the parties.

Mr. Davis' contract will be amended to reflect the agreed upon insurance coverage of \$250,000 for abuse/molestation.

Sincerely,



Robert C. Brenker



## Carrie Swain

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**From:** Theresa DeMars <noreply@embrams-mail.com>  
**Sent:** Friday, February 03, 2017 7:03 AM  
**To:** Carrie Swain  
**Subject:** CAFE Policy Highlights 2-3-2017  
**Attachments:** February 3 2017.pdf



Hello,

Attached you will find CAFE's Policy Highlights Publication for February 3, 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.

**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

February 3, 2017

Volume 16 – Issue #16

**Fingerprinting and Criminal Justice Information Services:** Connecticut requires that any person (teacher, administrator, special service staff member, teacher's aide, custodian, cafeteria employee, etc.) who is hired by a local or regional board of education submit to a state and national criminal history record check within the first 30 days of the date of employment.

The process includes the checking of fingerprints by the State Police Bureau of Identification and the F.B.I. The results of the criminal history record checks (both state and federal) are reported to the employing school district.

A person may obtain fingerprint packets (including fingerprint cards) and have their fingerprints taken at a local board of education, a Regional Educational Service Center (RESC), local police department or the State Police Bureau of Identification.

The Federal Bureau of Investigation (FBI), through its "Criminal Justice Information Services (CJIS)" provides the data pertaining to the national criminal history record check, via the fingerprinting process.

The FBI considers departments of education and local school districts as "noncriminal justice agencies," which maintain criminal history record information (CHRI), a subset of criminal justice information (CJI). CHRI is defined as any notations or other written or electronic evidence of an arrest, detention, complaint, indictment, information or other formal criminal charge relating to an identifiable person that includes identifying information regarding the individual as well as the deposition of any charges.

This information (CHRI) is maintained in a number of ways such as by hard copy in case files or file cabinets, kept on email servers, individual desktops, and records management systems.

The FBI, in order to protect the privacy of the data made possible by the fingerprinting process in acquiring CJI, has established requirements for local school districts with which to comply. These requirements are detailed in the "FBI CJIS Security Policy, Version 5.5."

The FBI CJIS Security Policy requires all noncriminal justice agencies, such as school districts, to designate a Terminal Agency Coordinator (TAC) and a Local Agency Security Officer (LASO).

In addition, there are requirements, including but not limited to, pertaining to the location in which the information is maintained, request and use of the criminal justice information (CJI), maintenance and safeguarding of CJI, disclosure of CJI by permitted individuals, security incident response, record retention, disposal and destruction of CJI and training requirements.

**Policy Implications:** This has proven to be an extremely difficult topic to determine the necessary actions school districts need to take. The CABE Policy Service believes there are two possible approaches to consider. Federal and state agencies often use the term “policy” loosely and indicate they would like to see in a policy detail that actually is more appropriate for an administrative regulation.

The first approach is to consider the adoption of a new policy, #4112.52/4212.52, “Criminal History Record Information (CHRI). This policy is based upon a template originally developed by the Federal Bureau of Investigation (FBI) pertaining to this topic.

Another approach is to revise existing policy #4112.5/4212.5, “Security Check/Fingerprinting,” and its accompanying administrative regulation. Existing policy #4112.5/4212.5, can have the following language added, “Criminal Justice Information (CJI) is to be maintained in accordance with the administrative regulation pertaining to the use and disclosure of criminal justice information.” The administrative regulation, which accompanies this policy, can be updated to include a new section pertaining to the requirements of the FBI pertaining to criminal justice information.

CABE’s Policy Service prefers the approach of placing the detail into the administrative regulation. It is not necessary for a board of education to be involved with the amount of detail the FBI wants to see regarding the handling of CJI. It is sufficient for the board policy to indicate that CJI is to be handled in conformity with FBI’s security policy.

The new policy and amended existing policy and administrative regulation will be available when published in the next edition of the *Policy Update Service* publication. It is strongly recommended in dealing with this topic, that the district’s legal counsel also be consulted.

**Name Change Impacting FERPA:** New regulations have been issued in January by the U.S. Department of Education pertaining to the Family Educational Rights and Privacy Act (FERPA). The Department, through the new regulations, changed the name of the federal office that administers and enforces FERPA. The name has been changed, effective February 21, 2017, from the Family Policy Compliance Office (FPCO) to the Office of the Chief Privacy Officer (OCPO).

The change, per the commentary accompanying the new regulation published in the Federal Register (82 Fed. Reg. 6252) is “to allow the Department to more effectively make use of new resources dedicated to student privacy; to permit efficiencies relating to specialization of work; and to clarify responsibilities within the Department.”

**Policy Implications:** The rights of students and parents under FERPA and district obligations have not changed. Policy #5125, “Student Education Records,” pertains to this topic. The only modification required at this time is to modify the parental notice of rights to reflect the change from FPCO to OCPO.

**Wellness Policy Update Required:** Each local educational agency that participates in the National School Lunch Program or other federal Child Nutrition programs has been required by federal law to establish a local school wellness policy for all schools under its jurisdiction. A local school wellness policy (“wellness policy”) is a written document that guides a school district’s efforts to establish a school environment that promotes students’ health, well-being, and ability to learn.

The wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). It requires each LEA participating in the National School Lunch Program and/or School Breakfast Program to develop a wellness policy. The final rule recently issued by the Department of Agriculture's Food and Nutrition Service (FNS) expands the requirements to strengthen policies and increase transparency.

The final rule requires school districts to begin developing a revised local school wellness policy during the current school year. Districts must fully comply with the requirements of the final rule by June 30, 2017. The new rule expands and clarifies the required elements of the wellness policy. They must now address "non-sold" foods and beverages that are available to students during the school day. Only food and beverage items that meet the federal nutrition standards for the lunch or breakfast programs may be sold to students during the school day.

The new rules also impose many new requirements pertaining to goal setting, use of evidence-based strategies, assessment of policy implementation, public information, public involvement, and documented recordkeeping.

At a minimum, districts must permit participation by the general public and the school community (including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) in the development, revision, and updating of the local wellness policy.

The FNS rule also requires that the Connecticut State Department of Education to review local school wellness policies as part of a triannual review process. The first review begins in the new school year, 2017-2018.

**Policy Implications:** Policy #6142.101, "School Nutrition and Physical Activity (School Wellness)," is impacted by the issuance of the final rule. This is a mandated policy for inclusion in a district's policy manual. CAFE's material was previously revised in October 2014 in order to be compliant with the U.S. Department of Agriculture's interim final rule and Connecticut's Connecticut Nutrition Standards.

Due to the issuance of the final rule, during this school year, CAFE has revised its model policy and accompanying administrative regulation pertaining to this topic. Districts are required by the new final rule to complete the revision of their existing wellness policy by June 30, 2017. The CAFE Policy Department revised its models plans with the assistance of members of the Rudd Center for Food Policy and Obesity, the American Heart Association and the State Department of Education.

CAFE's sample material, available upon request, must be viewed as a starting point in the development or revision of the wellness policy and its accompanying administrative regulation. The process must involve a broad cadre of individuals in its development. The local policy must be a culmination of a documented committee process.



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury  
**Connecticut**  
*Department of Human Resources*  
Office of the Civil Service Commission  
January 31, 2017

Alma Murillo  
342 Knollwood Circle  
Waterbury, CT 06704

Dear Ms. Murillo:

Congratulations on your new position with the City of Waterbury. Your name is being certified to the Education Department - Food Service for the position of Food Service Helper (Req. #2017362) at \$12.71 per hour. Please contact Linda Franzese, Director of Food Service at (203) 574-8035 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, February 2, 2017 at 9:30 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 February 3, 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. You will also be required to provide documentation, mandated by the federal government, to establish your right to work in this country. We have included a sheet that outlines the documents that are acceptable to meet this requirement. You cannot start work without providing us these documents. 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.***

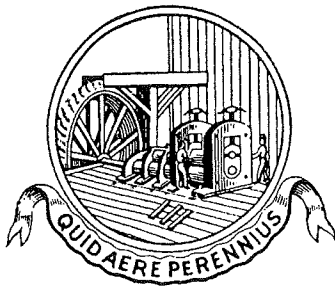
Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist  
CSF/sd

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





236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

February 6, 2017

Ryan Curtis  
67 Altyre St.  
Waterbury, CT 06705

Dear Mr. Curtis:

We are pleased to receive your acceptance of our offer of temporary and at will employment for the position of Temporary Maintainer I for the Education Department (REQ#2017424.)

In this position your starting compensation will be \$14.48 per hour for a total of 40 hours per week. Please be advised that this offer is for a period of time not to exceed twelve (12) months in duration.

We have scheduled your orientation for Thursday, February 16, 2017 at 11:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be February 17, 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. Please call us prior to the orientation session if you should have any questions.

We look forward to working with you.

Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix  
Human Resources Generalist

CSF/sd

cc: Board of Education  
Dr. Ouellette, Supt. of Schools  
Shannon Sullivan, School Inspector