



MEMORANDUM

FROM: Carrie A. Swain, Clerk
Board of Education

DATE: February 7, 2017

TO: Michael J. Dalton, City Clerk

SUBJECT: Notice of Committee Meetings – Thursday, February 9, 2017,
5:30 p.m., Waterbury Career Academy
Notice of Regular Meeting – Thursday, February 16, 2017,
6:30 p.m., Waterbury Arts Magnet School, Atrium

The Committees of the Board of Education will meet on Thursday, February 9, 2017 at 5:30 p.m., Waterbury Career Academy, 175 Birch Street, Waterbury, CT.

AGENDA

SILENT PRAYER

PLEDGE ALLEGIANCE TO THE FLAG

1. Committee on Finance/5 minutes ~ Request approval of an Agreement with Follett School Solutions, Inc. for Licensing and Implementation of the Follett Destiny Solution Program for school library systems [BFC: n/a] – S. Strand.
2. Committee of the Whole/15 minutes ~ Update: School Readiness Program [BFC: G2/04] (no backup) – D. Schwartz.
3. Committee on School Personnel/10 minutes ~ Request approval of the position of Director of Special Education [BFC: G1 & 3] – R. Brenker.
4. Committee on School Facilities & Grounds/15 minutes ~ Update: State Street Facility [BFC: G2/G3] (no backup) – R. Brenker
5. Committee on Curriculum/2 minutes ~ Request permission be granted to Deborah Benjamin, WAMS, and three chaperones to take 36 students to New York, NY on April 4, 2017 to visit the Federal Reserve Bank of NY [BFC: G2/01].
6. Committee on Curriculum/2 minutes ~ Request permission be granted to Deborah Benjamin, WAMS, and four chaperones to take 50 students to New York, NY on May 23, 2017 to tour Radio City Music Hall [BFC: G2/01].
7. Committee on Curriculum/2 minutes ~ Request permission be granted to Galina D'Amico, NEMS, and four chaperones to take 30 students to New York, NY on May 4, 2017 to visit the Metropolitan Museum of Art [BFC: G2/01].
8. Committee on Curriculum/2 minutes ~ Request permission be granted to Galina D'Amico, NEMS, and four chaperones to take 50 students to Bronx, NY on May 24, 2017 to visit the Bronx Zoo [BFC: G2/01].
9. Committee on Curriculum/2 minutes ~ Request permission be granted to Marianna Vagnini, WAMS, and seven chaperones to take 80 students to New York, NY on April 19, 2017 to perform at the Bowery Mission and attend a musical [BFC: G2/01].

10. Committee on Curriculum/2 minutes ~ Request permission be granted to Marianna Vagnini, WAMS, and 19 chaperones to take 160 students to Agawam, MA on Friday, June 2, 2016 to participate in a music competition and visit Six Flags [BFC: G2/O1].
11. Committee on School Facilities & Grounds/5 minutes ~ Use of school facilities by school organizations and/or City departments [BFC: n/a].
12. Committee on School Facilities & Grounds/5 minutes ~ Use of school facilities by outside organizations and/or waiver requests [BFC: n/a].
13. Superintendent’s Notification to the Board/5 minutes: [BFC: n/a]
 - a. Athletic resignations effective immediately:
Buda, Kevin – Varsity Coach, CHS.
 - b. 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.
 - c. 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.
 - d. Waterbury Career Academy Student Selection Committee appointments, salary according to WTA contract:

Diorio, Jill	Norris, Kelly	Ogilvy, Lynn
Rodriguez, Alberto	Wengertsman, Emily	Wilson, Miriam
 - e. State Department of Education and 21st 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, Myrانيا*		Recreation Specialist	\$12.00 p/hr
Sousa, Sonia*		Recreation Specialist	\$12.00 p/hr
Torpey, Najee*		Recreation Specialist	\$12.00 p/hr
*denotes new hire			

f. Teacher new hires:

Name		Assignment		Step		Effective
Matiz	Joaquin	NEMS	Bilingual 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

- g. 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.
- h. Resignations:
 Lucian, Caitlin – Maloney grade 4, effective 01/30/17.

EXECUTIVE SESSION for discussion concerning the appointment, employment, performance, evaluation, health, or dismissal of a public officer or employee.

ADJOURNMENT

ATTEST: 
 Carrie A. Swain, Clerk
 Board of Education

1

**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. 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).

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
Total	\$49,446.94	

- 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
1) B W TINKER ELEM SCH 0600679 I FLR: L0667209.000	Destiny Products: <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
2) BUNKER HILL ELEM SCH 0600681 I FLR: L0667209.000	Destiny Products: <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
--	--	--

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"/> TitlePeek <input checked="" 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
--	--	---

5) **DUGGAN ELEM SCH**
0601743 I FLR: L0667209.000

Destiny Products:

<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
---	--	---

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

Destiny Products:

<input checked="" type="checkbox"/> Library Manager <input type="checkbox"/> Textbook	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Alliance A/V <input type="checkbox"/> Fountas & Pinnell
--	--	---

	<input type="checkbox"/> Manager	<input type="checkbox"/>	<input type="checkbox"/> Lexile
	<input type="checkbox"/> Media Manager	<input type="checkbox"/>	<input type="checkbox"/> Reading Program - AR/RC
	<input type="checkbox"/> Resource Manager		<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

7) **GILMARTIN SCH**
0600690 I FLR: L0667209.000

Destiny Products:

<input checked="" type="checkbox"/> Library Manager	<input type="checkbox"/>	<input type="checkbox"/> Alliance A/V
<input type="checkbox"/> Textbook Manager	<input type="checkbox"/>	<input type="checkbox"/> Fountas & Pinnell
<input type="checkbox"/> Media Manager	<input type="checkbox"/>	<input type="checkbox"/> Lexile
<input type="checkbox"/> Resource Manager	<input type="checkbox"/>	<input type="checkbox"/> Reading Program - AR/RC
		<input type="checkbox"/> Standards
		<input checked="" type="checkbox"/> TitlePeek
		<input checked="" 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

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) JONATHAN 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

☐
☐
☐
☐

- ☐ 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

☐☐☐☐☐

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

☐

Bliblionasium Integration

18) **WALSH ELEM SCH**
0600696 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

			<input type="checkbox"/> Teachingbooks.net <input type="checkbox"/> Biblionasium Integration
19) WASHINGTON ELEM SCH 0600697 I FLR: L0667209.000	Destiny Products: <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
20) WATERBURY ARTS MAGNET SCH 0601656 I FLR: L0667209.000	Destiny Products: <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"/> 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
--	--	--

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 -

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.

REQUEST FOR FIELD TRIP

**ALL FIELD TRIP FORMS MUST BE FAXED (203-574-8010) OR EMAILED TO THE
SCHOOL'S INSTRUCTIONAL LEADERSHIP DIRECTOR.
ALL FIELD TRIPS REQUEST MUST INCLUDE THE APPROPRIATE COVER SHEET**

☒ **OUT OF STATE – MUST BE RECEIVED FIVE (5) WEEKS PRIOR TO TRIP**

☐ **IN STATE – MUST BE RECEIVED THREE (3) WEEKS PRIOR TO TRIP**

This request must be approved prior to collecting or committing any funds such as down payments or making definite arrangements.

Date Submitted: January 13, 2017 Name of Travel Agency (if applicable): N/A

1) Requested by: Deborah Benjamin Waterbury Arts Magnet HS Business
Name of Staff Member School Grade level/Subject

2) How many students? 36

3) Name of destination: Federal Reserve Bank of New York – Museum and Gold Vault Tour, Museum of American Finance Tour, Group Dinner at Dave and Busters

4) City/State of destination: New York, New York

5) Departure: Tuesday 4/4/2017 6:45 am
Day Date Time

6) Return: Tuesday 11/12/13 9:30 pm
Day Date Time

7) Is school in session during this field trip? Yes

8) What unit in the curriculum does this field trip support?

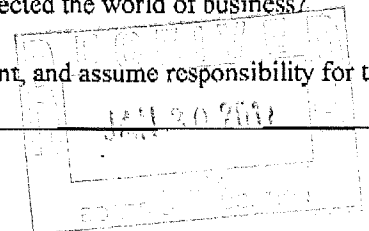
Personal Finance and Accounting -
How banking and finance impacts the economy and their daily lives

9) What are the Common Core State Standards this field trip supports?

CCSS.ELA-Literacy.RST.11-12.9 Synthesize information from a range of sources (e.g., texts, experiments, simulations) into a coherent understanding of a process, phenomenon, or concept, resolving conflicting information when possible
Students will be able to synthesize textbook lessons and class discussions with information gained from these tours,

10) What are the guiding questions from the curriculum this field trip will answer?

- How do government and banking regulations affect the economy?
- How has our economy changed over the last 100 years and how has it affected the world of business?
- How do our interactions with other economies affect America?
- What can we do as individuals to learn from the past, engage in the present, and assume responsibility for the future?



11) What expected performances will be taught by this field trip?

Students will be able to expand their knowledge of historical/financial events which has led to the development of our nation and current government practices in a free enterprise system, and how these events have changed America.

12) How will you assess the learning that results from this field trip?

Students will complete a reflection paper with directed questions upon their return. Questions will be relative to main idea and expressing opinions.

13) Explain what educational value this field trip offers the students:

Students can experience firsthand all the concepts they are studying in class and can actually visualize real world examples. It will give them a clearer frame of reference to build future business concepts upon.

14) Transportation: Type/name of Approved PUC Carrier

Land Jet Coach Bus

15) Name(s) and phone number(s) of person(s) responsible for organizing this trip:

Name	Phone Number	Name	Phone Number
1. Deborah Benjamin	(203) 573-6300	4	
2.		5.	
3		6	

16) Name(s) of person(s) supervising students. **NOTE: One (1) chaperone for every ten (10) students.**

Teacher(s) as chaperones: Deborah Benjamin,

Aides(s) as chaperones:

Parent(s) as chaperones: K. Benjamin, Mrs. Small, Mr. Rivard

17) How is this trip financed: (If it's fund raising activities, list the fund raising activities. If it's a grant, give title and number of the grant, student contributions, etc.)

Partially paid by fundraising through the school store

18) What is the approximate cost per pupil for this trip?

\$55 includes lunch and dinner

19) Is any student excluded from attending this trip? Yes ☐ No ☒ If yes, explain why:

All Personal Finance and Accounting Students are eligible

20) What is the approximate cost all chaperones?

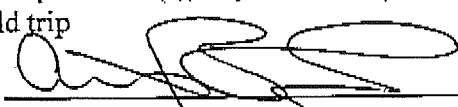
\$30 (dinner)

21) How many substitutes are necessary? (If none specify)

Teacher	Subject/Grade	Teacher	Subject/Grade
1. Benjamin	HS Business	4.	

22) The medication(s) and/or procedure(s), as prescribed by the student(s) physician, will be provided while participating in the field trip

Yes ☒ No ☐

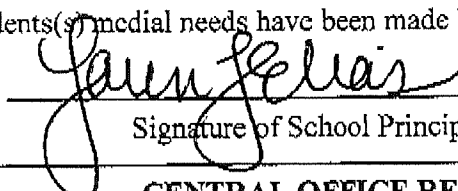

Signature of School Nurse

1/13/17
Date

23) This field trip request meets the needs of the BOE policy? Yes ☒ No ☐

Is this field trip recommended? Yes ☒ No ☐

Arrangements for students(s) medical needs have been made Yes ☒ No ☐


Signature of School Principal

1-13-17
Date

CENTRAL OFFICE RESPONSE

24) This field trip request has been reviewed and approved at the Superintendent's level ☒

This field trip request has been reviewed and is not approved ☐


Signature of Superintendent/Designee/ILD

1-12-17
Date

25) This field trip request required Board of Education action for out of state or overnight field trip was approved/denied by the Board of Education during its meeting of _____

Signature of BOE/Designee

Date

A copy of this request, when approved, will be returned to the School Principal.

New York City Field Trip – April 2017
Accounting and Personal Finance Students
Reflection Paper

I hope you enjoyed the field trip to New York. I found it to be very informative and interesting! As discussed, you will now complete the required reflection paper which is worth a test grade. Be sure to discuss each of the topics below as you reflect upon the trip:

- **Describe** at least three interesting things you learned or observed at The Museum of Finance tour and presentation.
- **Describe** at least three interesting things you learned or observed at The Federal Reserve Bank tour and presentation.

Answer the following questions:

- Why are the words “bull” and “bear” used to describe financial markets?
- Where did “Wall St.” get its name?
- Describe the security protecting the gold vault at the FRB.

Summarize:

How does being financially savvy help you gain a competitive advantage in the work place and in life? What did you learn from the field trip that might impact future decisions?

#6

REQUEST FOR FIELD TRIP

**ALL FIELD TRIP FORMS MUST BE FAXED (203-574-8010) OR EMAILED TO THE
SCHOOL'S INSTRUCTIONAL LEADERSHIP DIRECTOR.
ALL FIELD TRIPS REQUEST MUST INCLUDE THE APPROPRIATE COVER SHEET**

☒ **OUT OF STATE – MUST BE RECEIVED FIVE (5) WEEKS PRIOR TO TRIP**

☐ **IN STATE – MUST BE RECEIVED THREE (3) WEEKS PRIOR TO TRIP**

This request must be approved prior to collecting or committing any funds such as down payments or making definite arrangements.

Date Submitted: January 23, 2017 Name of Travel Agency (if applicable): N/A

1) Requested by: Deborah Benjamin Waterbury Arts Magnet 9 – 12 Business
Name of Staff Member School Grade level/Subject

2) How many students? 50

3) Name of destination: Stage Door Tour and Career Educational Tour at Radio City Music Hall, Madison Square Garden All Access and Career Educational Tour, Shopping, and Group Dinner (restaurant TBD)

4) City/State of destination: New York, New York

5) Departure: Tuesday 5/23/17 6:45 am
Day Date Time

6) Return: Tuesday 5/23/17 9:45 pm
Day Date Time

7) Is school in session during this field trip? Yes

8) What unit in the curriculum does this field trip support?

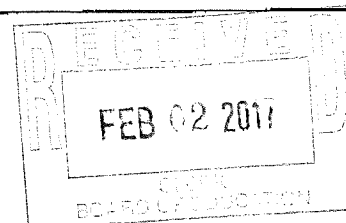
Business Career Education -

The students will gain insight on what it takes to run these large entertainment venues, and understand some of the benefits of free enterprise, capitalism and the American economy.

9) What are the Common Core State Standards this field trip supports?

CCSS.ELA-Literacy.RST.11-12.9 Synthesize information from a range of sources (e.g., texts, experiments, simulations) into a coherent understanding of a process, phenomenon, or concept, resolving conflicting information when possible

Students will be able to synthesize classroom and textbook knowledge with the tours/presentations within the field trip to better understand operating a business.



10) What are the guiding questions from the curriculum this field trip will answer?

- What are some potential career paths within both business and the arts?
- What skills are necessary to run a business?
- How important is marketing to the success of a business?

11) What expected performances will be taught by this field trip?

Students will be able to go behind the scenes and get an insider look at both Radio City and Madison Square Garden. They will be able to talk working professionals and ask questions about their experiences and day to day duties. Since our students work on stage and behind the scenes to produce shows here at WAMS, they can compare and contrast their experiences with those in these large NY venues. Some students may even find a potential career path during the trip.

12) How will you assess the learning that results from this field trip?

Students will complete a reflection paper with directed questions upon their return. Questions will be relative to comparing and contrasting and expressing opinions.

13) Explain what educational value this field trip offers the students:

Students can experience firsthand all the concepts they are studying in class and can actually visualize real world examples. It will give them a clearer frame of reference to build future business concepts upon, and a larger scale view of what we do here at WAMS.

14) Transportation: Type/name of Approved PUC Carrier

Land Jet Coach Bus

15) Name(s) and phone number(s) of person(s) responsible for organizing this trip:

Name	Phone Number	Name	Phone Number
1. Deborah Benjamin	(203) 573-6300	4	
2.		5.	
3		6	

16) Name(s) of person(s) supervising students. **NOTE: One (1) chaperone for every ten (10) students.**

Teacher(s) as chaperones: Deborah Benjamin, Patricia Theriault

Aides(s) as chaperones:

Parent(s) as chaperones: Mrs. Smith, Mrs. Lopes, Mr. Hamel

17) How is this trip financed: (If it's fund raising activities, list the fund raising activities. If it's a grant, give title and number of the grant, student contributions, etc.)

Student Contributions
School Store fundraising

18) What is the approximate cost per pupil for this trip?

\$85 (includes dinner)

19) Is any student excluded from attending this trip? Yes ☐ No ☒ If yes, explain why:

20) What is the approximate cost for all chaperones?

\$31 (Dinner)

21) How many substitutes are necessary? (If none specify)

Teacher	Subject/Grade	Teacher	Subject/Grade
1. Benjamin	Business 9 - 12	4.	
2. Theriault	Science 8	5.	

22) The medication(s) and/or procedure(s), as prescribed by the student(s) physician, will be provided while participating in the field trip

Yes ☒ No ☐

Signature of School Nurse

Date

23) This field trip request meets the needs of the BOE policy? Yes ☒ No ☐

Is this field trip recommended? Yes ☒ No ☐

Arrangements for students(s) medical needs have been made Yes ☒ No ☐

Signature of School Principal

Date

CENTRAL OFFICE RESPONSE

24) This field trip request has been reviewed and approved at the Superintendent's level ☒

This field trip request has been reviewed and is not approved ☐

Signature of Superintendent/Designee/ILD

Date

New York City Field Trip – May 2017
Marketing and Entrepreneurship Classes
Reflection Paper

I hope you enjoyed the field trip to New York. I found it to be very informative and interesting! As discussed, you will now complete the required reflection paper which is worth a test grade, which is due May 30, 2017. Be sure to discuss each of the topics below as you reflect upon the trip:

- How is running a show at Radio City Music Hall like running a show in the Apron Stage or the Palace, and how are they different? We know the size is much different, so focus on other aspects (equipment, technology, etc.)
- How is running a sporting event or concert at Madison Square Garden Hall like running a production in the Recital Hall or the Palace, and how are they different? Focus on items other than size.
- We study marketing in both classes, focusing on how good businesses handle marketing. What marketing tips and strategies did the professionals at both of these venues offer that you thought were worthwhile?
- You attend an arts magnet high school, and you heard about career paths in these venues. Discuss and describe one of the career paths you found interesting and explain why it piqued your interest.
- We learned a lot of interesting facts about each venue. Discuss five things that surprised you the most and why.
- Please provide your overall impression of the trip with suggestions for future field trips.

REQUEST FOR FIELD TRIP

**ALL FIELD TRIP FORMS MUST BE FAXED (203-574-8010) OR EMAILED TO THE
SCHOOL'S INSTRUCTIONAL LEADERSHIP DIRECTOR.
ALL FIELD TRIPS REQUEST MUST INCLUDE THE APPROPRIATE COVER SHEET**

☒ **OUT OF STATE – MUST BE RECEIVED FIVE (5) WEEKS PRIOR TO TRIP**

☐ **IN STATE – MUST BE RECEIVED THREE (3) WEEKS PRIOR TO TRIP**

This request must be approved prior to collecting or committing any funds such as down payments or making definite arrangements.

Date Submitted: 1/20/2017 Name of Travel Agency (if applicable): None

1) Requested by: Galina D'Amico North End Middle School Grades: 6-8

Name of Staff Member	School	Grade level/Subject
----------------------	--------	---------------------

2) How many students? 30

3) Name of destination: Metropolitan Museum of Art, NYC

4) City/State of destination: New York, New York (NYC)

5) Departure: Thursday May 4, 2017 8:30am
Day Date Time

6) Return: Thursday May 4, 2017 8:00pm
Day Date Time

7) Is school in session during this field trip? Yes

8) What unit in the curriculum does this field trip support?

Chapters 7 and 8: Ancient Greece and Ancient Rome

9) What are the Common Core State Standards this field trip supports?

CCSS.ELA-LITERACY.RH.6-8.9

Analyze the relationship between a primary and secondary source on the same topic.

CCSS.ELA-LITERACY.RI.6-8.10

By the end of grade 8, read and comprehend history/social studies texts in the grades 6-8 text complexity band independently and proficiently.

10) What are the guiding questions from the curriculum this field trip will answer?

What causes change in governments today? What can cause a culture to gain or lose control of an area? Why might people in different places have different ways of life?

JAN 30 2017

3012 01/30/2017

11) What expected performances will be taught by this field trip?

Students should be able to compare and contrast characteristics of ancient governments and make connections to our current system.

12) How will you assess the learning that results from this field trip?

Students will complete a project based on their visit and write a one page paper on Ancient Greece.

13) Explain what educational value this field trip offers the students:

Students will expand their academic knowledge by examining the real artifacts they will see in the museum.

14) Transportation: Type/name of Approved PUC Carrier

A school Bus will be utilized to Bridgeport. At Bridgeport the Field Trip will utilize the MTA Metro North Train to Grand Central Station, then a NYC Bus will be used .

15) Name(s) and phone number(s) of person(s) responsible for organizing this trip:

Name	Phone Number	Name	Phone Number
1. Galina D'Amico	917-573-7396	4	
2.		5.	
3		6	

16) Name(s) of person(s) supervising students. **NOTE: One (1) chaperone for every ten (10) students.**

Teacher(s) as chaperones: Galina D'Amico, Joaquin Matiz, Myra Lopez

Aides(s) as chaperones:

Parent(s) as chaperones: Alba Fortunet, and Luis Jimenez

17) How is this trip financed: (If it's fund raising activities, list the fund raising activities. If it's a grant, give title and number of the grant, student contributions, etc.)

The Bilingual Department will pay for the school bus; the students will pay their train and city bus fare, and the entrance to the Museum is free.

18) What is the approximate cost per pupil for this trip?

\$30

19) Is any student excluded from attending this trip? Yes ☐ No ☒ If yes, explain why:

20) What is the approximate cost all chaperones?

\$30

21) How many substitutes are necessary? ☐ None because a teacher from our team will stay back with the students who are not coming.

Teacher	Subject/Grade	Teacher	Subject/Grade
1.		4.	
2.		5.	
3.		6.	

22) The medication(s) and/or procedure(s), as prescribed by the student(s) physician, will be provided while participating in the field trip

Yes ☒ No ☐

Doreen Pelletier RN
Signature of School Nurse

1-20-17
Date

23) This field trip request meets the needs of the BOE policy? Yes ☒ No ☐

Is this field trip recommended? Yes ☒ No ☐

Arrangements for students(s) medial needs have been made Yes ☒ No ☐

Jacqueline H
Signature of School Principal

1/20/17
Date

CENTRAL OFFICE RESPONSE

24) This field trip request has been reviewed and approved at the Superintendent's level ☐

This field trip request has been reviewed and is not approved ☐

[Signature]
Signature of Superintendent/Designee/ILD

1/25/17
Date

25) This field trip request required Board of Education action for out of state or overnight field trip was approved/denied by the Board of Education during its meeting of _____

Signature of BOE/Designee

Date

A copy of this request, when approved, will be returned to the School Principal.

#8

REQUEST FOR FIELD TRIP

**ALL FIELD TRIP FORMS MUST BE FAXED (203-574-8010) OR EMAILED TO THE
SCHOOL'S INSTRUCTIONAL LEADERSHIP DIRECTOR.
ALL FIELD TRIPS REQUEST MUST INCLUDE THE APPROPRIATE COVER SHEET**

☒ **OUT OF STATE – MUST BE RECEIVED FIVE (5) WEEKS PRIOR TO TRIP**

☐ **IN STATE – MUST BE RECEIVED THREE (3) WEEKS PRIOR TO TRIP**

This request must be approved prior to collecting or committing any funds such as down payments or making definite arrangements.

Date Submitted: 1/20/2017 Name of Travel Agency (if applicable): None

1) Requested by: Galina D'Amico North End Middle School Grades 6-8

Name of Staff Member School Grade level/Subject

2) How many students? 50

3) Name of destination: Bronx Zoo

4) City/State of destination: Bronx, New York (New York City)

5) Departure: Wednesday May 24, 2017 8:30am
Day Date Time

6) Return: Wednesday May 24, 2017 8:00pm
Day Date Time

7) Is school in session during this field trip? Yes

8) What unit in the curriculum does this field trip support?

Animals and their habitats

9) What are the Common Core State Standards this field trip supports?

An ecosystem is composed of all populations that are living in a certain space and the physical factors with which they interact.

10) What are the guiding questions from the curriculum this field trip will answer?

What is the relationship between the specialized organ systems in all living organisms and the places where those organisms live?

JAN 30 2017

11) What expected performances will be taught by this field trip?

Students will observe the animals in their habitats and draw conclusions on how an animal's habitat is selected.

12) How will you assess the learning that results from this field trip?

Students will write a paper summarizing their findings.

13) Explain what educational value this field trip offers the students:

Students will observe the animals and draw conclusions about the relationship between the needs of each animal and the habitat it chooses.

14) Transportation: Type/name of Approved PUC Carrier

Durham Bus Company

15) Name(s) and phone number(s) of person(s) responsible for organizing this trip:

Name	Phone Number	Name	Phone Number
1. Galina Damico	917-573-7395	4	
2.		5.	
3		6	

16) Name(s) of person(s) supervising students. **NOTE: One (1) chaperone for every ten (10) students.**

Teacher(s) as chaperones: Galina D'Amico, Joaquín Matiz, Myra Lopez

Aides(s) as chaperones: None

Parent(s) as chaperones: Ruben Sosa, and Imarie Subira

17) How is this trip financed: (If it's fund raising activities, list the fund raising activities. If it's a grant, give title and number of the grant, student contributions, etc.)

A grant was received in the amount of \$700 from Target Stores

18) What is the approximate cost per pupil for this trip?

none

19) Is any student excluded from attending this trip? Yes ☐ No ☒ If yes, explain why:

20) What is the approximate cost all chaperones?

None

21) How many substitutes are necessary? ☐ None (If none specify) a member of our team will stay back with the students who are not coming.

Teacher	Subject/Grade	Teacher	Subject/Grade
1.		4.	
2.		5.	
3.		6.	

22) The medication(s) and/or procedure(s), as prescribed by the student(s) physician, will be provided while participating in the field trip

Yes ☒ No ☐

Doreen Pellerin RN

1-20-17

Signature of School Nurse

Date

23) This field trip request meets the needs of the BOE policy? Yes ☒ No ☐

Is this field trip recommended? Yes ☒ No ☐

Arrangements for students(s) medial needs have been made Yes ☒ No ☐

Jacquelyn Hill

Signature of School Principal

1/20/17

Date

CENTRAL OFFICE RESPONSE

24) This field trip request has been reviewed and approved at the Superintendent's level ☐

This field trip request has been reviewed and is not approved ☐

[Signature]

Signature of Superintendent/Designee/ILD

1/25/17

Date

1/30/17

25) This field trip request required Board of Education action for out of state or overnight field trip was approved/denied by the Board of Education during its meeting of _____

Signature of BOE/Designee

Date

A copy of this request, when approved, will be returned to the School Principal.

Revised 07/17/13

REQUEST FOR FIELD TRIP

ALL FIELD TRIP FORMS MUST BE FAXED (203-574-8010) OR EMAILED TO THE
SCHOOL'S INSTRUCTIONAL LEADERSHIP DIRECTOR.
ALL FIELD TRIPS REQUEST MUST INCLUDE THE APPROPRIATE COVER SHEET

☒ OUT OF STATE – MUST BE RECEIVED FIVE (5) WEEKS PRIOR TO TRIP

☐ IN STATE – MUST BE RECEIVED THREE (3) WEEKS PRIOR TO TRIP

*This request must be approved prior to collecting or committing any funds such
as down payments or making definite arrangements.*

Date Submitted: January 26, 2017

Name of Travel Agency (if applicable): NA

1) Requested by: M.VAGNINI WAMS MUSIC 9-12

Name of Staff Member

School

Grade level/Subject

2) How many students? 80

3) Name of destination: Chinatown/Special Performance at the Bowery Mission/Steven Sondheim Theater, 124
W. 43rd st, NYC

4) City/State of destination: NEW YORK, NY

5) Departure: Wednesday April 19th, 2017 6:45 a.m.

TBA

Day

Date

Time

6) Return Wednesday April 19, 2017 8:30 p.m.

Day

Date

Time

7) Is school in session during this field trip? YES –it is a half day

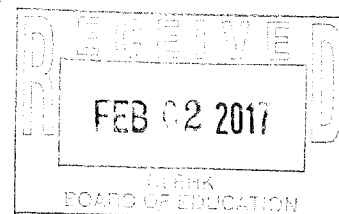
8) What unit in the curriculum does this field trip support?

THIS SUPPORTS THE MUSIC CURRICULUM AND THE PERFORMANCE STANDARDS SET.

9) What are the Common Core State Standards this field trip supports?

THIS SUPPORTS CONTENT STANDARDS #1-SING ENSEMBLE MUSIC FOR UP TO 4 PARTS, WITH OR
WITHOUT ACCOMPANIMENT; AND DEVELOPING ENSEMBLE SKILLS, AS WELL AS PERFORMANCE
IN A PUBLIC SETTING AS A PERFORMANCE FOR THE HOMELESS.

10) What are the guiding questions from the curriculum this field trip will answer?



HOW WILL THE STUDENTS SING UNDER THE PRESSURE OF A PUBLIC PERFORMANCE? CAN THE STUDENTS ACCURATELY SING THE MUSIC THEY HAVE STUDIED? HOW WILL THEY FUNCTION AND WORK TOGETHER AS AN ENSEMBLE?

11) What expected performances will be taught by this field trip?

THE STUDENTS WILL RISE TO THE OCCASION, AS THEY ALWAYS HAVE, OF SINGING WITH EXCELLENCE AND FULL KNOWLEDGE OF THE MUSIC THEY HAVE PREPARED AND FROM MEMORY. They will also get to see a professional musical on Broadway, which will broaden their scope of knowledge on performance practices.

12) How will you assess the learning that results from this field trip?

THE STUDENTS WILL COMPOSE A BRIEF RESPONSE ESSAY AFTER RETURNING FROM THIS TRIP.

13) Explain what educational value this field trip offers the students:

THE STUDENTS WILL GAIN MUCH KNOWLEDGE THROUGH EXPERIENCE- WORKING TOGETHER TO ACHIEVE MUSICAL EXCELLENCE IN A VERY HIGH PROFILE SETTING SUCH AS St. John the Divine Church, as well as attending a Broadway production.

14) Transportation: Type/name of Approved PUC Carrier

Peak Performance tours will provide the bus, which is included in the student fees.

15) Name(s) and phone number(s) of person(s) responsible for organizing this trip:

Name	Phone Number	Name	Phone Number
1. M.VAGNINI	203-518-1818	4	
2.		5.	
3		6	

16) Name(s) of person(s) supervising students. **NOTE: One (1) chaperone for every ten (10) students.**

Teacher(s) as chaperones: J. Jacovino (accompanist)

Aides(s) as chaperones: R. Jacovino

Parent(s) as chaperones: A. Yargeau, T. Dadamo, L. Fedrick, B. Marangio, N. Hutchinson

17) How is this trip financed: (If it's fund raising activities, list the fund raising activities. If it's a grant, give title and number of the grant, student contributions, etc.)

CONCERTS, STUDENT ACTIVITY FUNDS, AND INDIVIDUAL STUDENT FUNDING.

18) What is the approximate cost per pupil for this trip?

APPROX. \$162.-189. per STUDENT, depending on the number of students who attend.

19) Is any student excluded from attending this trip? Yes ☐ No ☒ If yes, explain why:

20) What is the approximate cost all chaperones?

0

21) How many substitutes are necessary? (If none specify)

Teacher	Subject/Grade	Teacher	Subject/Grade
1.M.VAGNINI	MUSIC 9-12	4.	
2.M. Case	Music 9-12	5.	
3.J. Jacovino	School accompanist	6.	

22) The medication(s) and/or procedure(s), as prescribed by the student(s) physician, will be provided while participating in the field trip

Yes ☒ No ☐

Signature of School Nurse

Date

23) This field trip request meets the needs of the BOE policy? Yes ☒ No ☐

Is this field trip recommended? Yes ☒ No ☐

Arrangements for students(s) medial needs have been made Yes ☒ No ☐

Signature of School Principal

Date

CENTRAL OFFICE RESPONSE

24) This field trip request has been reviewed and approved at the Superintendent's level ☒

This field trip request has been reviewed and is not approved ☐

Signature of Superintendent/Designee/ILD

Date

25) This field trip request required Board of Education action for out of state or overnight field trip was approved/denied by the Board of Education during its meeting of _____

Signature of BOE/Designee

Date



Bob Rogers Travel

Making Moments That Matter

WATERBURY ARTS MAGNET SCHOOL CHOIR
 MARIANNA VAGNINI DADAMO, DIRECTOR
 DESTINATION: NEW YORK CITY, NY
 DATES: APRIL 19, 2017

SUMMARY OF INCLUSIONS

- **Personal SERVICE and ATTENTION**
- Two (2) Deluxe 55 passenger, DVD and restroom equipped motor coaches
- **Gratuities** for your motor coach driver
- Group lunch at Pings
- Admission to **Beautiful: The Carole King Musical** (based on \$50 seats)
- Performance at **The Bowery Mission**
- **Assistance** with all PERFORMANCES
- One (1) **COMPLIMENTARY** Director package
- All taxes, service charges, and gratuities for restaurant and hotel facilities
- Bob Rogers Travel Tour Manual
- Insurance Coverage as Recommended by Student Youth Travel Association
- \$200,000 Consumer Protection Plan
- **Company Tour Director** - On-site trip coordinator who manages all trip details at your destination

NON-INCLUSIONS / OPTIONS

- Meals stated as student cost
- **BRT Drawstring bag** for every participant
- **Bob Rogers Travel Individual Payment System**
- **Group Travel Video Souvenir Package** - A great keepsake of a fabulous trip! Take pictures throughout your trip and upload or share them via Group Travel Video's mobile app. After your trip a souvenir video will be created, and each traveler will receive a DVD copy.

ESTIMATED TOUR PACKAGE COSTS:

85-89 Travelers:	\$164.00/person
80-84 Travelers:	\$168.00/person
75-79 Travelers:	\$172.00/person
70-74 Travelers:	\$176.00/person
65-69 Travelers:	\$182.00/person

January 26, 2017 - DH

Proposal Valid for 30 days



3440 Lacrosse Lane
 Naperville, IL 60564

Toll Free: 800 573-1423
 Fax: 630-321-4349
bobrogerstravel.com



Bob Rogers Travel

Making Moments That Matter

WATERBURY ARTS MAGNET SCHOOL CHOIR
 MARIANNA VAGNINI DADAMO, DIRECTOR
 DESTINATION: NEW YORK CITY, NY
 DATES: APRIL 19, 2017

SUGGESTED ITINERARY AS OF JANUARY 26, 2017

WEDNESDAY, APRIL 19

- | | | |
|-------|----|--|
| 6:45 | AM | Two (2) 55-PAX Kelly Transit motor coaches arrive at Waterbury Arts Magnet School ;
begin loading 16 South Elm Street Waterbury, CT 06706 |
| 7:45 | AM | Depart for New York City
(98 miles, 2.5 hours to account for traffic) |
| 10:15 | AM | Arrive in Chinatown at Ping's Restaurant
*Meet your professional BRT Tour Director here |
| 10:30 | AM | Enjoy a group lunch at Ping's
Menu to include: Crispy spring rolls, pan fried pork dumplings, sliced beef in garlic sauce,
peking style pork chops, general tso chicken, sautéed mixed vegetables, sweet and sour
chicken, vegetable lo mein, yeung chow fried rice, fortune cookies and drinks. |
| 11:30 | AM | Depart for the Bowery Mission |
| 11:45 | AM | Arrive and prepare for your performance |
| 12:00 | PM | A Special Performance by the Waterbury High school Choir at
the Bowery Mission |
| 12:45 | PM | Load motor coaches; depart for the Steven Sondheim Theatre
124 West 43rd Street, NY, 10036 |
| 1:30 | PM | Arrive at the Steven Sondheim Theatre |
| 2:00 | PM | Enjoy Beautiful: The Carole King Musical
<i>The inspiring true story of how Carole King became the soundtrack of a generation.</i> |
| 5:00 | PM | Load motor coaches; depart for home
(98 miles, 2.5 hours to account for traffic + 1 hour for a meal stop) |
| | PM | Dinner en route (student cost) |
| 8:30 | PM | Approximate arrival at Waterbury Arts Magnet School |

#10

REQUEST FOR FIELD TRIP

**ALL FIELD TRIP FORMS MUST BE FAXED (203-574-8010) OR EMAILED TO THE
SCHOOL'S INSTRUCTIONAL LEADERSHIP DIRECTOR.
ALL FIELD TRIPS REQUEST MUST INCLUDE THE APPROPRIATE COVER SHEET**

☒ **OUT OF STATE – MUST BE RECEIVED FIVE (5) WEEKS PRIOR TO TRIP**

☐ **IN STATE – MUST BE RECEIVED THREE (3) WEEKS PRIOR TO TRIP**

***This request must be approved prior to collecting or committing any funds such
as down payments or making definite arrangements.***

Date Submitted: January 20, 2017 Name of Travel Agency (if applicable): N/A

1) Requested by: M. Vagnini ,M.Case, P. Sterling MUSIC 6-12

Name of Staff Member

School

Grade level/Subject

2) How many students? 160

3) Name of destination: Concert/School Venues to compete and then Six Flags Amusement

4) City/State of destination: AGAWAM, MA

5) Departure: FRIDAY, JUNE 2, 2016 9 A.M.

Day

Date

Time

6) Return: FRIDAY JUNE 2 2016 9 P.M.

Day

Date

Time

7) Is school in session during this field trip? YES

8) What unit in the curriculum does this field trip support?

THIS PERFORMANCE IS A COMPREHENSIVE ASSESSMENT OF SKILLS AND KNOWLEDGE ACQUIRED DURING THIS SCHOOL YEAR.

9) What are the Common Core State Standards this field trip supports?

STATE STANDARD #2 PERFORM (SELECT, ANALYZE, INTERPRET, REHEARSE, EVALUATE, REFINE AND PRESENT) DIVERSE ART WORKS IN EACH ART FORM.
CCT DOMAIN 4 INSTRUCTION FOR ACTIVE LEARNING (4C)
CCT DOMAIN 5 ASSESSMENT FOR LEARNING (5 A&B)

10) What are the guiding questions from the curriculum this field trip will answer?

HOW DO OUR STUDENTS HANDLE THE PRESSURE OF A MUSIC COMPETITION?
HOW DOES THE WAMS STRING ORCHESTRA, BAND AND MS CHORUS PERFORMANCE
COMPARE TO OTHER STRING ORCHESTRAS, BANDS AND CHORAL GROUPS FROM THIS

JAN 30 2017

BOARD OF EDUCATION

11) What expected performances will be taught by this field trip?

STUDENTS WILL BE ABLE TO RECOGNIZE AND APPRECIATE A HIGH QUALITY OF MUSICAL ACHIEVEMENT BY THEMSELVES AND THEIR PEERS. ALL GROUPS MUST MAINTAIN PROFESSIONALISM AND DISCIPLINE THROUGHOUT THE PERFORMANCE PROCESS.

12) How will you assess the learning that results from this field trip?

STUDENTS WILL WRITE A RESPONSIVE ESSAY ON THEIR EXPERIENCE OF THIS COMPETITION.

13) Explain what educational value this field trip offers the students:

A CHORAL AND INSTRUMENTAL MUSIC COMPETITION

14) Transportation: Type/name of Approved PUC Carrier

ALL STAR BUS COMPANY

15) Name(s) and phone number(s) of person(s) responsible for organizing this trip:

Name	Phone Number	Name	Phone Number
1. MVAGNINI	203-573-6300	4	
2. M.CASE	203-565-8095	5.	
3 P.STERLING	203-414-9144	6	

16) Name(s) of person(s) supervising students. **NOTE: One (1) chaperone for every ten (10) students.**

Teacher(s) as chaperones:
M.VAGNINI, M.CASE, P.STERLING

Aides(s) as chaperones: J. Jacovino

Parent(s) as chaperones: Mrs. Parker, Mrs. Patrick, Ms. Cruz, Mr. Walker, Mrs. Blake, Mr. Dadamo, Mrs. Canfield, Mr. Llanos, Mrs. Marchetti, Mrs. Sidotti, Mrs. Simmo-Kinzer, Mrs. Jennings, Mr. Hunter, Mrs. Jimenez, Mrs. Weaver, Mrs. James.

17) How is this trip financed: (If it's fund raising activities, list the fund raising activities. If it's a grant, give title and number of the grant, student contributions, etc.)

STUDENT FUNDS, SCHOOL MUSIC DEPT FUNDS

18) What is the approximate cost per pupil for this trip?

\$59.00. PER STUDENT plus expenses to cover busses.

19) Is any student excluded from attending this trip? Yes ☐ No ☒ If yes, explain why:

20) What is the approximate cost all chaperones?

\$35.00

21) How many substitutes are necessary? (If none specify)

Teacher	Subject/Grade	Teacher	Subject/Grade
M.VAGNINI	MUSIC 6-12	4.	
2. M.CASE	MUSIC 6-12	5.	
P.STERLING	MUSIC 6-12	6.	

22) The medication(s) and/or procedure(s), as prescribed by the student(s) physician, will be provided while participating in the field trip

Yes ☒ No ☐



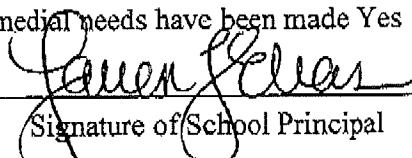
Signature of School Nurse

1/23/17
Date

23) This field trip request meets the needs of the BOE policy? Yes ☒ No ☐

Is this field trip recommended? Yes ☒ No ☐

Arrangements for students(s) medical needs have been made Yes ☒ No ☐



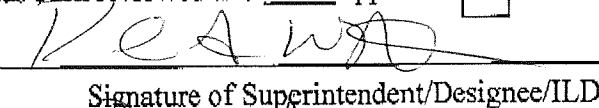
Signature of School Principal

1-24-17
Date

CENTRAL OFFICE RESPONSE

24) This field trip request has been reviewed and approved at the Superintendent's level ☒

This field trip request has been reviewed and is not approved ☐



Signature of Superintendent/Designee/ILD

1-25-17

Date

1/30/17

25) This field trip request required Board of Education action for out of state or overnight field trip was approved/denied by the Board of Education during its meeting of _____

Signature of BOE/Designee

Date

A copy of this request, when approved, will be returned to the School Principal.

Reflections from Music in the Parks 2017

Name _____ Date _____ Period _____

1. Describe the instrument or voice part you have and include the songs you had to sing or play.

2. Describe the ways that you contributed to the overall success of the competition and the day's events.

3. What do you think is the most important idea to be left with after participating in this competition? _____

#11

COMMITTEE ON SCHOOL FACILITIES & GROUNDS

WORKSHOP: Thursday, February 9, 2017 (Career Academy)
BOARD MEETING: Thursday, February 16, 2017

TO THE BOARD OF EDUCATION
 WATERBURY, CONNECTICUT

LADIES AND GENTLEMEN:

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

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

Approved:

 John Theriault

 Kathleen M. Ouellette, Ed. D.
 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: Gilman

☐ 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

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☒ Café/RoomsDATES REQUESTED: Wednesday, May 10, 2017FROM: 6 am/pm TO: 8 am/pmFOR THE FOLLOWING PURPOSES:College Planning Night for junior students
and parentsJennifer Formato
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

REQUEST FOR USE OF SCHOOL FACILITIES

School/City Personnel Use only

JAN 31 2017

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: W.A.M.S

☒ Auditorium

☐ Gymnasium

☐ Swimming Pool

☐ Café/Rooms

RECEIVED
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.

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~~
SAC
Sandy
2022
M. Clason
2022

FEB - 3 2017

SCHOOL PERSONNEL USE ONLY

DATE: 2/3/17

TO: SCHOOL BUSINESS OFFICE

FROM: Diana Mori

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)

D. Mori
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 HS.

☒ 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

SPM

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.

#12

COMMITTEE ON SCHOOL FACILITIES & GROUNDS

WORKSHOP: Thursday, February 9, 2017 (Career Academy)
BOARD MEETING: Thursday, February 16, 2017

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

LADIES AND GENTLEMEN:

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

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

REQUESTING WAIVERS:

P.A.L. Crosby gym: Friday, March 3rd 2:00-10:00pm (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 rd 5:30-9:00 pm
N. King	(sports awards ceremony) (snow date: 2/24/17)
Girl Scouts	Wilby café: Fri., April 28 th 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)

MONIES COLLECTED TO DATE:

\$ 66,138.75

Approved:

John Theriault

Kathleen M. Ouellette, Ed. D.
Superintendent of Schools

These activities are completed and have been billed:

Yeshiva Chabab

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 Program

ADDRESS

750 Chase Parkway Wby CT 06708

TELEPHONE #

800-604-2926

SCHOOL REQUESTED

Carver Acad.

DATES

3/11 & 3/18

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

6

CHILDREN

00

SIGNATURE OF APPLICANT

Blayne L. Millo

DATE

2/2/2017

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

Rhonda Morgan / 750 Chase Parkway Wby. CT / 800-796-4290

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. 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.

WATERBURY, CONNECTICUT

Caldwell School Business Office

Dist. Principal

Dist. Custodian

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 ProgramADDRESS 750 Chase Parkway Waterbury CT 06708 TELEPHONE # 800-604-2926
(street) (city) (state) (zip code)SCHOOL REQUESTED Crasby DATES 3/25 - 3/26 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 10 CHILDREN 75SIGNATURE OF APPLICANT Blayne S. Millo DATE 2/2/2017

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

Steven Alexandrou / 750 Chase Parkway Wby. CT / 631-235-2716In 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. BSM (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

USE OF BUILDING PERMIT

TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

Nugget Valley C.C.

GEAR UP Program

APPLICANT

Blayne Millo

NAME OF ORGANIZATION

ADDRESS

750 Chase Parkway Wilby, CT 06708

TELEPHONE #

800-604-3426

SCHOOL REQUESTED

Wilby

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 L. Millo

DATE

2/2/2017

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

Elvis Vasquez / 750 Chase Parkway Wilby CT / 203-841-8981

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

SCHEDULE OF RATES: CUSTODIAL FEES:

\$42/HR plus 1 HR service

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

USE OF BUILDING PERMIT

TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

Naugatuck Valley Community College

APPLICANT Blayze Millo NAME OF ORGANIZATION GEAR UP ProgramADDRESS 750 Chase Parkway Waterbury CT 06708 TELEPHONE # 860-604-2926
(street) (city) (state) (zip code)SCHOOL REQUESTED Kennedy DATES 3/25 & 3/26 ROOM(S) 3 Classrooms / Media CenterOPENING 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 10 CHILDREN 75SIGNATURE OF APPLICANT Blayze L. Millo DATE 2/2/2017

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

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

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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

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

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.

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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

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

APPLICANT/ORGANIZATION: 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 3rd

TIMES: 2pm - 10pm

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

1-25-17

Date

[Signature]

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) WB (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

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.

Snow date
February
24th

Thurs
Feb. 23

FEB - 6 2017

thing@gsnet.org

Tracy 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 Civil Servants of CT
ADDRESS 4 Mountain Laurel Dr (street) Waterbury (city) CT (state) 06704 (zip code) TELEPHONE # 203-510-0080
SCHOOL REQUESTED Woburn High School DATES 4/28/17 ROOM(S) Cafeteria only
OPENING TIME 4 PM CLOSING TIME 9 PM PURPOSE Special Adult & Home 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., Waterbury, CT 06704 (203-510-0080)

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 2 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. 574-5963 FIRE DEPT. 587-3452

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

KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8240 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 & 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*

#13



WATERBURY
Public Schools

Today's Students. Tomorrow's Leaders

Aird

Robotics After-School Program

Robotics Mentor

Current teacher

Enlightenment School

Examples of Duties:

- Provide instruction pertaining to student activities of the *FIRST* Robotics/*FIRST* LEGO League Program (FLL). Supervise students' building and testing FLL robots, and other FLL activities (e.g. student research and presentation). [Successful Mentor applicant will be introduced to robot building by experienced robotics teacher or trainer.]
- Promote students' development of 21st Century Skills (e.g., teamwork, problem-solving, communication/presentation skills, etc.) through FLL activities
- Coordinate pre- and post-program data collection from students and staff (Data collection instruments will be provided.)
- Collaborate with 21st CCLC Afterschool Coordinator and 21st CCLC Afterschool staff at Enlightenment School

Qualifications: Teacher Certification. Preference given to applicants currently working at Enlightenment school.

Days & Time:

2 days (to be determined) per week, 2 hours after end of school day (Follows district's after-school schedule)

Position may include Saturday field trip(s) (all day) to *FIRST* Robotics competition(s) and/or scrimmage(s).

Start Date: On or about Monday, February 13, 2017.

Duration of Program: Approximately 10 weeks

Salary: Per WTA contract

Closing Date for Applications: Friday, February 3, 2017



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

Digsby

HALL DUTY MONITOR Multiple Schools Job #750

GENERAL STATEMENT OF DUTIES:

The Hall Duty Monitor position is strictly non-instructional and works under the direct supervision of the Principal, House Principal or Vice Principal. The main job function is to monitor hallways and common areas to ensure students report to their assigned classrooms on time for scheduled classes

SPECIFIC EXAMPLES OF DUTIES:

- Direct students to the correct classrooms
- Escort students as necessary to their classroom or the administration office when students arrive late, or are wandering in the halls after the late bell has rung
- Routinely inspect exterior entry doors to ensure they are secure throughout the day
- Assist teachers in escorting disruptive students to the administration office for corrective action
- Verify the authenticity of hall pass in possession of students in the hall after the second bell has rung. If in doubt of authenticity of pass, escorts student to the administration office where administrators will take appropriate action
- Maintain communication via portable radios with the administration office and other hall monitors
- Inspect restrooms to ensure students are not loitering or damaging facilities. (same gender assistance may be required)
- Monitor the arrival and departure of school buses to ensure that students arrive and depart safely
- Assist in any other non-instructional directives from a supervisor
- Perform other duties as assigned by the building principal

MINIMUM QUALIFICATIONS:

High School Diploma required; Experience working with school age children required, preferably in a public or private school setting.

Desired Qualifications: Associate's Degree or equivalent; Background in military, corrections or similar experience; Experience in an urban school district and/or a multi-cultural environment.

SALARY/BENEFITS/WORK YEAR:

7-8 hours per day depending on school needs. Salary \$90 per day (school year). No benefits. This is a non-union, grant funded position that exists as long as funds are available.

APPLICATION PROCESS:

Applications must be submitted electronically under the Student Support Services tab at:
<http://www.applitrack.com/waterbury/onlineapp/default.aspx>

A copy of diploma or transcripts indicating degree or graduation and three references will be required before appointment.

Closing Date: Friday, June 24, 2016

Mr. Charles Digsby Jr.

79 dikeman st

Waterbury, CT 06704

charlesdigsbyjr@yahoo.com - (203) 6000560

Contents:

1. Online Application
2. Attachment: Resume

Prepared for: Anne Phelan
Waterbury Public Schools
Jan 30, 2017 9:54 AM

Waterbury Public Schools Online Application

Digsby, Charles - AppNo: 8692

Date Submitted: 6/23/2016

Personal Data

Name: Mr. Charles Digsby Jr.
(Title) (First) (Middle Initial) (Last) (Suffix)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: Charles Digsby
(Title) (First) (Middle Initial) (Last) (Suffix)

Email Address: charlesdigsbyjr@yahoo.com

Postal Address

Permanent Address	Present Address
Number & Street: 79 dikeman st	Number & Street:
Apt. Number:	Apt. Number:
City: Waterbury	City:
State/Province: CT	State/Province:
Zip/Postal Code: 06704	Zip/Postal Code:
Country: United States of America	Country:
Daytime Phone: (203) 6000560	Phone Number:
Home/Cell Phone: (203) 75355498	

Employment Desired

Closed Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 750 Student Support Services: Hall Duty Monitor at Multiple School Sites	6/23/2016	years

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Macy's Support Staff- Receiving		575 Union St Waterbury, CT 06704 203-757-1131		Dominick M. 203-757-1131 ext. 2553	
Date From - Date To:	07/2014 - 06/2016	Full or Part Time:	Part	Last Annual Salary:	9.60/hr
Reason for Leaving:	still employed				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position					

Waterbury Public Schools Online Application

Digsby, Charles - AppNo: 8692

Date Submitted: 6/23/2016

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Boys and Girls Club of Greater Waterbury Locker Room Attendant		1037 East main st Waterbury, CT 06705 230-756-8104		Pete Davis 203-802-2190	
Date From - Date To:	10/2006 - 06/2010	Full or Part Time:	Part	Last Annual Salary:	8.25/hr
Reason for Leaving:	left to pursue education.				
May we contact this employer?	Yes				
Responsibilities/ Accomplishments at this Position	Monitor children in locker room and prevent roughhousing and other dangerous behavior. Keep the Locker room clean. Shut off lights at the end of the day.				

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: W.F. Kaynor Technical high school, Waterbury Ct
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Date Conferred or Expected
Naugatuck Valley Community college	01/2011 05/2014	General Studies Hrs:	Hrs:	Associates	05/2014

Overall GPA	Undergraduate /4	Graduate /4
Major GPA	/4	/4

Highest Degree Attained **Number of graduate hours beyond your highest degree:** **Grad Program Of Study**

Associates

List honors, awards or distinctions you have earned:

Waterbury Public Schools Online Application

Digsby, Charles - AppNo: 8692

Date Submitted: 6/23/2016

Certification

Do you hold National Board for Professional Teaching Standards certification? **Yes**

Do you hold or anticipate a Connecticut certificate? **No**

* Have you applied for a Connecticut certificate? **No**

* List the date you applied for certification:

* Have you received a deficiency statement? **No**

If pending, date test taken

* Have you passed the Basic Skills Exam? **No**

* Have you passed the Content Area Exam? **No**

Do you hold a current out-of-state certificate? **No**

State	Type	Certificate Number	Expiration Date	Current?

List your out-of-state certified teaching/administration fields:

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Describe the skills or attributes you believe are necessary to be outstanding when working in student support services.

I am Patient and prefer to think over all my known options before acting on something.

2. How would you address a wide range of issues in your groups?

Ensure that the group is calm and under control and then try to find the most effective solutions to the most serious issues first, using solutions that solve multiple issues at once if possible, then work my way through the issue until all of them are resolved.

Language Skills

Do you know any language other than English? **No**

Waterbury Public Schools Online Application

Digsby, Charles - AppNo: 8692

Date Submitted: 6/23/2016

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Kenneth Byars	Travis Notice
School/Org:		Boys And Girls Club of Greater Waterbury
Current Position:		Teen Director
Home Phone:		
Cell Phone:	203-558-9256	203-217-1611
Work Phone:		
Mailing Address:		
Email:		
Relationship to Candidate:	Church Member	Friend/coworker
Years Known:	24	18

	Reference 3 of 3	
Name:	Tristan White	
School/Org:		
Current Position:		
Home Phone:		
Cell Phone:	203-519-9871	
Work Phone:		
Mailing Address:		
Email:		
Relationship to Candidate:	coworker/ family member	
Years Known:	24	

Referrals

How did you hear about employment with us?

Other: Family member

Present Assignment

School

Grade

Subject(s)/Content Area(s)

Assignment Choice

Please indicate School Choice

☒ Walsh

☒ Walsh

Waterbury Public Schools Online Application

Digsby, Charles - AppNo: 8692

Date Submitted: 6/23/2016

Qualifications

Please list any additional experience or qualifications you have for consideration of this position.

Additional Information

Disclosures

Contract Status

* Are you currently under contract?

No

If Yes, which district?

If Yes, when does it expire?

When may your present employer be contacted?

Professional Status

* Have you obtained tenure status in any other School District?

No

If Yes, where?

If Yes, when?

* Have you ever been denied tenure?

No

If Yes, explain:

* Have you ever had a teaching certificate or teaching license revoked or suspended?

No

If Yes, explain:

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

No

If Yes, explain:

* Are you a relative of any board member, administrator, or supervisor who is currently serving the School District?

No

Name:

Waterbury Public Schools Online Application

Digsby, Charles - AppNo: 8692

Date Submitted: 6/23/2016

Disclosures continued

Position:

Relationship:

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?

Yes

List any accommodations:

Retiree Status

Connecticut law places certain restrictions on the employment of individuals who are collecting benefits from the State Teachers Retirement System.

If you are currently collecting such benefits, or have applied for such benefits, please indicate here:

-

The Waterbury Public Schools have a vital interest in providing its employees with a safe, healthful and efficient work environment. It is the City's policy to maintain a work place free from drug and/or alcohol misuse and abuse. Employment will be subject to a satisfactory background check, a post-offer medical examination (if required for the position that is offered) and a drug screening in accordance with state and federal law. Your agreement with this form is your consent to the drug test.

* I agree

Yes

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records.

* Are you eligible to work in the United States?

Yes

* Have you ever had any indicated finding of child abuse filed in your name?

No

If yes, explain, giving dates:

* Does your name appear on any Sex Offender Database in any state or country?

No

Waterbury Public Schools Online Application

Digsby, Charles - AppNo: 8692

Date Submitted: 6/23/2016

Equal Opportunity Employer

Waterbury Public Schools is an Equal Opportunity Employer. Waterbury Public Schools ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Waterbury Public Schools has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

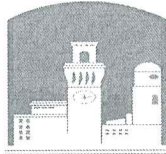
Applicant's Acknowledgment and Agreement

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law or Civil Service Rules and Regulations.

I voluntarily give the Civil Service Commission of the City of Waterbury, CT, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

I, Charles Digsby, agree to all of the terms above.

☒ I agree



WATERBURY
Public Schools

Today's Students, Tomorrow's Leaders

*TISO
Rehire*

Instructional Tutor - English Language Arts (ELA)

General Statement of Duties: Under the direction of the K-5 ELA Supervisor and the supervision of the School Principal and Vice Principal, tutors provide educational support/intervention to students who are academically at-risk in ELA

Specific Example of Duties:

- Works with the teachers and reading specialists/facilitators to establish remedial groups and focus areas for instruction.
- Performs daily Tier III interventions for at risk students in ELA (Tier II only if room permits).
- Maintains a daily intervention log of students receiving services which would include focus for instruction, materials used, attendance, progress, concerns, and other observations as appropriate.
- Conducts biweekly (Tier II) and/or weekly (Tier III) progress monitoring and adjusts interventions as appropriate.
- Collaborates with the classroom teacher and reading specialists/facilitators in creating and monitoring appropriate academic interventions and assessment based on data and best practice.
- Communicates/discusses student progress and concerns with the classroom teacher, parents, administrators, and reading specialists/facilitator.
- Participates in data team meetings as appropriate.
- Participates in PD opportunities provided by the ELA department.

Qualifications: Bachelor's degree required. Valid state of CT elementary teaching certificate preferred. Must also possess the ability to maintain and foster a creative educational environment conducive to learning and participation. Applicant should be able to demonstrate sensitivity and respect for the needs and feelings of all children. Applicant should utilize patience, empathy and positive expectations while employing scientifically research-based reading interventions for at-risk students.

SALARY/BENEFITS/WORK YEAR:

Work Year/Hours of Work: Part time, every day Monday-Friday, up to 19 hours per week (during school hours) to a maximum of 28 weeks. Work schedule is based upon the needs of the students and professional development opportunities.

Salary: \$25.00 per hour No Benefits

Note: This is a Part-Time, grant funded position which will exist as long as funds are available

APPLICATION PROCESS:

To submit an application, please visit

<http://www.applitrack.com/waterbury/onlineapp/jobpostings/view.asp>, click on the “Tutors” category and scroll to the position job title. Please submit a copy of a diploma or transcripts indicating a Bachelor’s degree with application.

CLOSING DATE: Applications will be accepted until the position is filled.

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

21st Century STEAM After-School Programs

Teacher

Driggs, Walsh & Washington School Openings

Days & Time: Monday – Thursday, 2.5 hours after end of school day.
Follows district's after-school schedule.

Qualifications: Elementary or Middle School Certification

Preference given to applicants currently working in available schools.

Salary: Per WTA contract

Closing Date for Applications: Friday, January 20, 2017

21st Century STEAM After-School Programs

Teacher Enlightenment & North End Middle School Openings

Days & Time: 3 days (to be determined) per week, 2 hours after end of school day.
Follows district's after-school schedule.

Qualifications: Elementary or Middle School Certification
Preference given to applicants currently working in available schools.

Salary: Per WTA contract

Closing Date for Applications: Friday, January 20, 2017

21st Century STEAM After-School Programs

P.E. Teacher

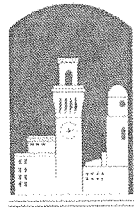
Driggs, Walsh, Washington & NEMS School Openings

Days & Time: Monday – Thursday, 2.5 hours after end of school day.
Follows district's after-school schedule.

Qualifications: Elementary or Middle School Certification
#044 Certification Preferred
Preference given to applicants currently working in available schools.

Salary: Per WTA contract

Closing Date for Applications: Friday, January 20, 2017



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

RECREATION SPECIALIST - BOE

General Statement of Duties:

The Recreation Specialist is responsible for organizing, and conducting after-school recreational programs within the scope of the 21st Century Community Learning Center Curriculum. The Recreation Specialist works under the direct supervision of the Lead Teacher and Recreation Site Coordinator.

Specific Examples of Duties:

- Conducts gym activities/programs for small and large groups of students;
- Provides guidance for multiple classes to include but not limited to: arts and crafts, music, dance, drama/theater, bowling, etc.
- Assists teachers in educational settings providing homework support, transferring of students between activities, and other duties as assigned;

Required Qualifications: High School Diploma or GED required.

Preferred Qualifications: Ability to adapt the activity to include all the students in the program; must be able to communicate and maintain effective relationships with staff and students; experience in an urban school district and/or multi-cultural environment preferred.

Hours of Work: Follows school schedule for after school activities for 2 ½ hours (generally 2:30 – 5:00 p.m.) each work day. Program may include some Saturday field trips and an extended school year. Scheduling flexibility may be available.

Salary: \$12.00 per hour, no benefits.

This is a grant funded, non-union position that exists as long as grant funds are available.

APPLICATION PROCESS:

Applications must be submitted electronically under the Student Support Services tab at:
<http://www.applitrack.com/waterbury/onlineapp/default.aspx>

Closing Date: Tuesday, January 24, 2017

*An Equal Opportunity/Affirmative Action Employer M/F/H/V
Candidates from diverse racial, ethnic and cultural backgrounds are encouraged to apply.*

Rec. Specialist

Hezekiah J Johnson

226 Beecher Ave

Waterbury , CT 06705

hezey7@gmail.com - (203) 721-3483

Contents:

1. Online Application

Prepared for: Anne Phefan
Waterbury Public Schools
Feb 2, 2017 10:05 AM

Waterbury Public Schools Online Application

Johnson, Hezekiah - AppNo: 10070

Date Submitted: 1/19/2017

Personal Data

Name: Hezekiah J Johnson
 (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: (First) (Middle Initial) (Last)

Email Address: hezey7@gmail.com

Postal Address

Permanent Address Number & Street: 226 Beecher Ave Apt. Number: City: Waterbury State/Province: CT Zip/Postal Code: 06705 Country: United States of America Daytime Phone: (203) 721-3483 Home/Cell Phone: (203) 721-3483	Present Address Number & Street: Apt. Number: City: State/Province: Zip/Postal Code: Country: Phone Number:
--	---

Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 907 Student Support Services: Recreation Specialist - BOE at Multiple Schools	1/19/2017	years

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Macy's Warehouse Packer		475 Knotter Drive Cheshire, CT 06410 203-271-5300		MS Terry Piniero 203-808-0211 terrypiniero@gmail.com	
Date From - Date To:	09/2015 - 01/2017	Full or Part Time:	Part	Last Annual Salary:	11:10
Reason for Leaving:	Still employed				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	I work in the shipping department at Macy's warehouse. My job is to make sure that every package is accounted for and that every machine is working smoothly. I recently got appointed to Ambassador. As an Ambassador my job was to greet all the new employees and show them around the building. I tried my best to make them feel comfortable and have knowledge of the building they are working in.				

Waterbury Public Schools Online Application

Johnson, Hezekiah - AppNo: 10070

Date Submitted: 1/19/2017

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Crosby High School, Waterbury, CT
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Date Conferred or Expected
Naugatuck Valley Community's College	06/2015 05/2017	Liberal Arts & Sciences Hrs: 36	Hrs:	Associates Degree	05/2017

	Undergraduate	Graduate
Overall GPA	3.23/4	/4
Major GPA	3.23/4	/4
Highest Degree Attained	Number of graduate hours beyond your highest degree:	Grad Program Of Study
None	47.50	Liberal Arts & Sciences

List honors, awards or distinctions you have earned:

Certification

Do you hold National Board for Professional Teaching Standards certification? **No**
Do you hold or anticipate a Connecticut certificate? **No**

* Have you applied for a Connecticut certificate? **No**
* List the date you applied for certification:
* Have you received a deficiency statement? **No**

* Have you passed the Basic Skills Exam? **No**
* Have you passed the Content Area Exam? **No**

If pending, date test taken

Waterbury Public Schools Online Application

Johnson, Hezekiah - AppNo: 10070

Date Submitted: 1/19/2017

Certification (cont.)

Do you hold a current out-of-state certificate? No

State	Type	Certificate Number	Expiration Date	Current?
-------	------	--------------------	-----------------	----------

List your out-of-state certified teaching/administration fields:

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Describe the skills or attributes you believe are necessary to be outstanding when working in student support services.

I think the best skill you need to have while working in student support services is patience. While working with kids I feel you need to be able to have patience in order to actually connect and help them. Most children are really hyper because they are young and if you have complete patience they will respond in a positive matter.

Another good skill to have is communication. I feel like it's important to be able to talk to the kids and show them things that they never knew before. Talking can go a long way and especially with kids.

2. How would you address a wide range of issues in your groups?

I would set them aside one by one and discuss the issue. I would listen to what they have to say first then give them my opinion.

Language Skills

Do you know any language other than English? No

Professional References

Reference 1 of 3	
Name:	Rachael DiPietro
School/Org:	Naugatuck Valley Community College
Current Position:	Advisor
Home Phone:	
Cell Phone:	1-914-715-5878
Work Phone:	
Mailing Address:	
Email:	RDIPietro@nvcc.commnet.edu
Relationship to Candidate:	Advisor
Years Known:	1

Waterbury Public Schools Online Application

Johnson, Hezekiah - AppNo: 10070

Date Submitted: 1/19/2017

Referrals

How did you hear about employment with us?

District Employee

Additional Information

I am a very good worker and I work really well with children. I tend to be a good listener and children seem to give me the same respect in return.

Disclosures

Contract Status

* Are you currently under contract?

No

If Yes, which district?

If Yes, when does it expire?

When may your present employer be contacted?

Professional Status

* Have you obtained tenure status in any other School District?

No

If Yes, where?

If Yes, when?

* Have you ever been denied tenure?

No

If Yes, explain:

* Have you ever had a teaching certificate or teaching license revoked or suspended?

No

If Yes, explain:

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

No

If Yes, explain:

* Are you a relative of any board member, administrator, or supervisor who is currently serving the School District?

No

Name:

Waterbury Public Schools Online Application

Johnson, Hezekiah - AppNo: 10070

Date Submitted: 1/19/2017

Disclosures continued

Position:

Relationship:

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation? Yes

List any accommodations:

Retiree Status

Connecticut law places certain restrictions on the employment of individuals who are collecting benefits from the State Teachers Retirement System.

If you are currently collecting such benefits, or have applied for such benefits, please indicate here: -

The Waterbury Public Schools have a vital interest in providing its employees with a safe, healthful and efficient work environment. It is the City's policy to maintain a work place free from drug and/or alcohol misuse and abuse. Employment will be subject to a satisfactory background check, a post-offer medical examination (if required for the position that is offered) and a drug screening in accordance with state and federal law. Your agreement with this form is your consent to the drug test.

* I agree Yes

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records.

* Are you eligible to work in the United States? Yes

* Have you ever been convicted of an offense against the law (including military offenses), are you now under charges of any offense against the law? No

If yes, explain, give details below. Show: date, charge, place, court and disposition:

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

* Have you ever had any indicated finding of child abuse filed in your name? No

If yes, explain, giving dates:

* Does your name appear on any Sex Offender Database in any state or country? No

Waterbury Public Schools Online Application

Johnson, Hezekiah - AppNo: 10070

Date Submitted: 1/19/2017

Equal Opportunity Employer

Waterbury Public Schools is an Equal Opportunity Employer. Waterbury Public Schools ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Waterbury Public Schools has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

Applicant's Acknowledgment and Agreement

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law or Civil Service Rules and Regulations.

I voluntarily give the Civil Service Commission of the City of Waterbury, CT, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

I, Hezekiah Johnson, agree to all of the terms above.

☒ I agree

Ms. Maria F Marcal

18 Viola st

Oakville, CT 06779

mariamarc@sbglobal.net - (860) 274-0956

Rec Spec.

Contents:

1. Online Application
2. Attachment: Resume

Prepared for: Anne Phelan
Waterbury Public Schools
Feb 1, 2017 2:14 PM

Waterbury Public Schools Online Application

Marcal, Maria - AppNo: 10098

Date Submitted: 1/24/2017

Personal Data

Name: Ms. Maria F Marcal
(Title) (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: (Title) (First) (Middle Initial) (Last)

Email Address: mariamarcal@sbcglobal.net

Postal Address

Permanent Address

Number & Street: 18 Viola st
Apt. Number:
City: Oakville
State/Province: CT
Zip/Postal Code: 06779
Country: United States of America
Daytime Phone: (860) 274-0956
Home/Cell Phone: (203) 733-6398

Present Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Phone Number:

Employment Desired

Closed Vacancy Desired:

JobID: 907 **Student Support Services: Recreation Specialist - BOE at Multiple Schools**

Date Last
Submitted
1/24/2017

Experience in
Similar Positions
5 years

Experience

Please list ALL relevant work experience
beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Watertown Public Schools Paraprofessional		Polk School Oakville, CT 860-945-4840		Lisa Fekete 860-945-4840	
Date From - Date To:	04/0012 - 01/2017	Full or Part Time:	Part	Last Annual Salary:	17.89
Reason for Leaving:	Still working/looking for more hours				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Working as a paraprofessiononal in the cafeteria at Polk School. I support instruction, behavior management and have an essential role to play especially in the elementary school setting. As a paraprofessional I work with students of all needs.				

Waterbury Public Schools Online Application

Marcal, Maria - AppNo: 10098

Date Submitted: 1/24/2017

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Patty Cakes Learning Center Teachers assistant		262 Main Street Oakville, CT 860 274 5995		Patty Ricciardi 203 841 7755	
Date From - Date To:	- 08/2015	Full or Part Time:	Part	Last Annual Salary:	\$10 hour
Reason for Leaving:	Summer Program and worked as needed				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	My responsibilities were to support the preschool teacher. Following directions and sharing feedback on activities with the teacher are communication responsibilities. Classroom setup and equipment for daily instruction. We had daily or weekly curriculum themes that require changes in seating, tables and equipment. As an assistant I took small groups of kids or worked one-on-one with particular students during educational instruction. Helped the head teacher focus on providing overall direction and monitoring of the entire class.				

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Crosby High School, Waterbury, CT
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Date Conferred or Expected
CT - Eastern Connecticut State University	09/1992 05/1986	Sociology Hrs:	Social Relations Hrs:	BA	05/1986

	Undergraduate	Graduate
Overall GPA	/4	/4
Major GPA	/4	/4
Highest Degree Attained	Number of graduate hours beyond your highest degree:	Grad Program Of Study
BA/BS/etc.		

List honors, awards or distinctions you have earned:

Waterbury Public Schools Online Application

Marcal, Maria - AppNo: 10098

Date Submitted: 1/24/2017

Certification

Do you hold National Board for Professional Teaching Standards certification? **No**

Do you hold or anticipate a Connecticut certificate? **No**

* Have you applied for a Connecticut certificate? **No**

* List the date you applied for certification:

* Have you received a deficiency statement? **No**

If pending, date test taken

* Have you passed the Basic Skills Exam? **No**

* Have you passed the Content Area Exam? **No**

Do you hold a current out-of-state certificate? **No**

State	Type	Certificate Number	Expiration Date mm/dd/yyyy	Current?

List your out-of-state certified teaching/administration fields:

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Describe the skills or attributes you believe are necessary to be an outstanding teacher.

N/A

2. How would you address a wide range of skills and abilities in your classroom?

N/A

3. Please provide a brief statement of your educational philosophy and your long range goals in education.

N/A

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Describe the skills or attributes you believe are necessary to be outstanding when working in student support services.

A student support services provider needs to love children first and foremost and see each child with potential to do and to be great. Students who need support services often are lacking self confidence and motivation and often the support. The support staff has to be an advocate for the student consistently coaching motivating and inspiring the student and those whom come in contact with this individual.

Waterbury Public Schools Online Application

Marcal, Maria - AppNo: 10098

Date Submitted: 1/24/2017

Statement continued

2. How would you address a wide range of issues in your groups?

It is a good idea to know your students well. Ask a lot of questions about their child's needs and their needs and their child as well.

Language Skills

Do you know any language other than English? Yes

Language(s): Portuguese
Oral Level: Fluent
Written Level: Polite

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Norma P <i>Perusse</i>	Patty Ricciardi
School/Org:		Patty Cakes Learning Center
Current Position:	Now she's retired	Owner
Home Phone:	203-743-2338	
Cell Phone:	203-297-3408	
Work Phone:		860 274 5995
Mailing Address:	Bethel, CT	Oakville CT
Email:		
Relationship to Candidate:	Co worker	Manager
Years Known:	20 years	3 Years
	Reference 3 of 3	
Name:	Lisa Fikete	
School/Org:	Polk Elem. School	
Current Position:	Principal	
Home Phone:		
Cell Phone:		
Work Phone:	860 945 4840	
Mailing Address:	Oakville CT	
Email:		
Relationship to Candidate:	Principal/employee	
Years Known:	2 Years	

Referrals

How did you hear about employment with us?

District Employee	Other: Nicolette Marcal	
-------------------	-------------------------	--

Waterbury Public Schools Online Application

Marcal, Maria - AppNo: 10098

Date Submitted: 1/24/2017

Qualifications

Please list any additional experience or qualifications you have for consideration of this position.

Additional Information

Disclosures

Contract Status

- * Are you currently under contract?
If Yes, which district?
If Yes, when does it expire?
When may your present employer be contacted?

No

Professional Status

- * Have you obtained tenure status in any other School District?
If Yes, where?
If Yes, when?
- * Have you ever been denied tenure?

No

Yes

If Yes, explain:

- * Have you ever had a teaching certificate or teaching license revoked or suspended?

No

If Yes, explain:

- * Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

No

If Yes, explain:

- * Are you a relative of any board member, administrator, or supervisor who is currently serving the School District?

No

Name:

Waterbury Public Schools Online Application

Marcal, Maria - AppNo: 10098

Date Submitted: 1/24/2017

Disclosures continued

Position:

Relationship:

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?

Yes

List any accommodations:

Retiree Status

Connecticut law places certain restrictions on the employment of individuals who are collecting benefits from the State Teachers Retirement System.

If you are currently collecting such benefits, or have applied for such benefits, please indicate here:

-

The Waterbury Public Schools have a vital interest in providing its employees with a safe, healthful and efficient work environment. It is the City's policy to maintain a work place free from drug and/or alcohol misuse and abuse. Employment will be subject to a satisfactory background check, a post-offer medical examination (if required for the position that is offered) and a drug screening in accordance with state and federal law. Your agreement with this form is your consent to the drug test.

* I agree

Yes

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records.

* Are you eligible to work in the United States?

Yes

* Have you ever had any indicated finding of child abuse filed in your name?

No

If yes, explain, giving dates:

* Does your name appear on any Sex Offender Database in any state or country?

No

Waterbury Public Schools Online Application

Marcal, Maria - AppNo: 10098

Date Submitted: 1/24/2017

Equal Opportunity Employer

Waterbury Public Schools is an Equal Opportunity Employer. Waterbury Public Schools ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Waterbury Public Schools has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

Applicant's Acknowledgment and Agreement

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law or Civil Service Rules and Regulations.

I voluntarily give the Civil Service Commission of the City of Waterbury, CT, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

I, Maria Marcal, agree to all of the terms above.

☒ I agree



Maria F. Marcal
18 Viola Street
Oakville, CT 06779
860-274-0956 or 203-733-6398
mariamarcal@sbcglobal.net

Work History

April 2012-Present Para Professional-Polk Elementary School, Oakville CT

Responsibilities include supervising students, maintaining a safe, orderly lunchroom and encouraging positive, non-threatening environment. Ability to respond to emergency situations calmly, quickly and compassionately.

2007-2011 Office Manager-Glacier Cooler, Danbury CT

Administrative responsibilities include overseeing daily factory production, employees, reports, payroll, and accounts receivable/payable. Purchase orders, Billing, invoicing research and resolve discrepancies in billing, banking deposits, mail/post office general office duties, shipping.

2004-2006 Accounting Immediate-Pyramid Services Inc., Danbury CT

Prepared daily balance sheet for posting to general ledger and handling monthly banking reconciliation. Responsible for preparing/printing monthly invoices. Also conducted collection activities including telephone and correspondence work. Prepared bank deposits and related lockbox activities. Daily interaction with clients, working with internal departments and management to resolving accounting issues. Prepared and updated various departmental, including accounts not paid over 60 days.

2002-2004 Assistant to Corporate Report Mgr- National Retail Services Danbury CT

Computer operator to responsible for meeting deadlines. Working with special reports on Excel. Supervision of entering call data forms for monthly reports. Designing templates using Validation Design.

2000-2002 Inclearing Clerk-Shawmut Gateway Bank, Newtown, CT

Responsible for the processing and balancing of Inclearing checks to be posted to Gateway bank and from other banks. Prepared balance sheets for posting to general ledger, researches and resolves exception items charged for clearinghouse or Federal Reserve banks. Balanced general ledger account and made adjustments with corresponding banks. Promotion to Proof Operator. Skills acquired were processing forms for the branches and made corrections for customers and tellers. Supervision of Department in Senior Clerk's absence.

Skills

Experience in personal computers and trained in Excel, knowledge of Crystal Reports, Lotus Notes, Microsoft Word, Windows 95, 98 200 and XP. Word Perfect, Data Processing, conversion of files, Accounting Software: Macola, Typing 50 wpm. I am fluent in Portuguese, Spanish and English.

Education

Eastern Connecticut State University, Willimantic
B.A in Sociology and Applied Social Relations
References available upon request

Rec. Spec

Ms. Myrانيا G Shepherd

76 Transit Street

Waterbury, CT 06704

smyrania29@gmail.com - (203) 5684846

Contents:

1. Online Application

Prepared for: Anne Phelan
Waterbury Public Schools
Feb 2, 2017 10:09 AM

Waterbury Public Schools Online Application

Shepherd, Myrania - AppNo: 9233

Date Submitted: 1/11/2017

Personal Data

Name: Ms. Myrania G Shepherd
(Title) (First) (Middle Initial) (Last)
Other name(s) under which transcripts, certificates, and former applications may be listed:
Other: (Title) (First) (Middle Initial) (Last)
Email Address: smyrania29@gmail.com

Postal Address

Permanent Address

Number & Street: 76 Transit Street
Apt. Number:
City: Waterbury
State/Province: CT
Zip/Postal Code: 06704
Country: United States of America
Daytime Phone: (203) 5684846
Home/Cell Phone: (203) 5684846

Present Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Phone Number:

Employment Desired

Closed Vacancy Desired:

JobID: 907 **Student Support Services: Recreation Specialist - BOE at Multiple Schools**

**Date Last
Submitted**
1/11/2017

**Experience in
Similar Positions**
-

Experience

Please list ALL relevant work experience
beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Freeman Companies Intern		36 John Street Hartford, CT 06106 8602519550		Rohan Freeman 8602519550	
Date From - Date To:	04/2016 - 10/2016	Full or Part Time:	Part	Last Annual Salary:	\$15.00/hr
Reason for Leaving:	Temporary Intern				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Completed administrative tasks throughout engineering office.				

Waterbury Public Schools Online Application

Shepherd, Myrania - AppNo: 9233

Date Submitted: 1/11/2017

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Naugatuck Valley Community College Student Worker		750 Chase Pkwy Waterbury, CT 06708 2035758000		Deirdre D'Amore 2035758000 ddamore@nv.edu	
Date From - Date To:	09/2015 - 07/2016	Full or Part Time:	Part	Last Annual Salary:	\$9.60/hr
Reason for Leaving:	Temporary Student Worker				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Completed administrative tasks throughout STEM office of Naugatuck Valley Community College.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Zimmmation Youth Program Coordinator		30 Church Street Waterbury, CT 06702 2035748050		Tyrell Zimmerman	
Date From - Date To:	06/2015 - 08/2016	Full or Part Time:	Part	Last Annual Salary:	\$10.00/hr
Reason for Leaving:	Temporary youth program coordinator				
May we contact this employer?	No				
Responsibilities/Accomplishments at this Position	Coordinated summer program for disadvantaged and at risk girls from ages 12 to 18.				

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Wilby High School Waterbury, CT
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

No education was entered.

Overall GPA	Undergraduate /4	Graduate /4
Major GPA	/4	/4
Highest Degree Attained	Number of graduate hours beyond your highest degree:	Grad Program Of Study
None		

List honors, awards or distinctions you have earned:

Waterbury Public Schools Online Application

Shepherd, Myrانيا - AppNo: 9233

Date Submitted: 1/11/2017

Certification

Do you hold National Board for Professional Teaching Standards certification? **No**

Do you hold or anticipate a Connecticut certificate? **No**

* Have you applied for a Connecticut certificate? **No**

* List the date you applied for certification: **No**

* Have you received a deficiency statement? **No**

If pending, date test taken

* Have you passed the Basic Skills Exam? **No**

* Have you passed the Content Area Exam? **No**

Do you hold a current out-of-state certificate? **No**

State	Type	Certificate Number	Expiration Date	Current?

List your out-of-state certified teaching/administration fields:

Waterbury Public Schools Online Application

Shepherd, Myrania - AppNo: 9233

Date Submitted: 1/11/2017

Extracurricular Activities

No activities entered.

Please provide more details regarding your experience or interest in your selected extra curricular activities. For instance, provide details on any experience as a participant at the high school or college level or as a director, coach, supervisor, or sponsor.

Statement

Brief statement why you should be considered for this position:

Brief outline of pertinent data not requested herein which in your opinion would support your candidacy for this position:

Do you currently hold an extra-compensatory position? If yes, describe position.

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Describe the skills or attributes you believe are necessary to be outstanding when working in student support services.

I have years of experience working with youth that are in Waterbury. My mother and I have founded our own youth and advocacy group that helps bring awareness to mental health within our community. Being the president of this group I have had the chance to enhance my communication skills with other youth in our community that helps to listen to their needs and expectations.

2. How would you address a wide range of issues in your groups?

Observe, analyze, and solve. Those are always the steps I feel are necessary to address and issue, big or small.

Language Skills

Do you know any language other than English? No

Waterbury Public Schools Online Application

Shepherd, Myrania - AppNo: 9233

Date Submitted: 1/11/2017

Professional References

	Reference 1 of 3
Name:	Josephine Bennett
School/Org:	We STAND
Current Position:	Advisor
Home Phone:	2035960395
Cell Phone:	2037686203
Work Phone:	
Mailing Address:	
Email:	josephinebt6@gmail.com
Relationship to Candidate:	Advisee
Years Known:	4

Referrals

How did you hear about employment with us?

District Employee

Additional Information

Disclosures

Contract Status

* Are you currently under contract?

No

If Yes, which district?

If Yes, when does it expire?

When may your present employer be contacted?

Professional Status

* Have you obtained tenure status in any other School District?

No

If Yes, where?

If Yes, when?

* Have you ever been denied tenure?

No

If Yes, explain:

* Have you ever had a teaching certificate or teaching license revoked or suspended?

No

Waterbury Public Schools Online Application

Shepherd, Myrانيا - AppNo: 9233

Date Submitted: 1/11/2017

Disclosures continued

If Yes, explain:

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

No

If Yes, explain:

* Are you a relative of any board member, administrator, or supervisor who is currently serving the School District?

No

Name:

Position:

Relationship:

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?

Yes

List any accommodations:

Retiree Status

Connecticut law places certain restrictions on the employment of individuals who are collecting benefits from the State Teachers Retirement System.

If you are currently collecting such benefits, or have applied for such benefits, please indicate here:

-

The Waterbury Public Schools have a vital interest in providing its employees with a safe, healthful and efficient work environment. It is the City's policy to maintain a work place free from drug and/or alcohol misuse and abuse. Employment will be subject to a satisfactory background check, a post-offer medical examination (if required for the position that is offered) and a drug screening in accordance with state and federal law. Your agreement with this form is your consent to the drug test.

* I agree

Yes

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records.

* Are you eligible to work in the United States?

Yes

* Have you ever had any indicated finding of child abuse filed in your name?

No

If yes, explain, giving dates:

Waterbury Public Schools Online Application

Shepherd, Myrania - AppNo: 9233

Date Submitted: 1/11/2017

Legal Information continued

* Does your name appear on any Sex Offender Database in any state or country?

No

Equal Opportunity Employer

Waterbury Public Schools is an Equal Opportunity Employer. Waterbury Public Schools ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Waterbury Public Schools has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

Applicant's Acknowledgment and Agreement

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law or Civil Service Rules and Regulations.

I voluntarily give the Civil Service Commission of the City of Waterbury, CT, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

I, Myrania Shepherd, agree to all of the terms above.

☒ I agree

Athletic Coaching Positions

- * Do you have a current unexpired Connecticut Coaching Permit (600-INTERSCHOLASTIC/INTRAMURAL COACH)?
- * Is your First Aid Certificate current and unexpired?
- * Is your CPR Certificate current and unexpired?
- * Do you have your original certificate of completion for Module 15 from the Connecticut Coaching Education Program (CCEP) (Head Injury Training)?

Rec Spec

Miss Sonia M Sousa

113 Summit rd

Prospect, CT 06712

sonias78@yahoo.com - (203) 7583629

Contents:

1. Online Application

Prepared for: Anne Phelan
Waterbury Public Schools
Feb 2, 2017 10:15 AM

Waterbury Public Schools Online Application

Sousa, Sonia - AppNo: 10077

Date Submitted: 1/19/2017

Personal Data

Name: Miss Sonia M Sousa
(Title) (First) (Middle Initial) (Last)
Other name(s) under which transcripts, certificates, and former applications may be listed:
Other:
(Title) (First) (Middle Initial) (Last)
Email Address: sonias78@yahoo.com

Postal Address

Permanent Address	Present Address
Number & Street: 113 Summit rd	Number & Street:
Apt. Number:	Apt. Number:
City: Prospect	City:
State/Province: CT	State/Province:
Zip/Postal Code: 06712	Zip/Postal Code:
Country: United States of America	Country:
Daytime Phone: (203) 7583629	Phone Number:
Home/Cell Phone: () 5924942	

Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 907 Student Support Services: Recreation Specialist - BOE at Multiple Schools	1/19/2017	years

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Kid's First Daycare Teacher-helper		216 Long Hill Cross Rd Shelton, CT 06484 2039269998		Laura 2032755836	
Date From - Date To:	04/2016 - 07/2016	Full or Part Time:	Part	Last Annual Salary:	
Reason for Leaving:	School and distance				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Taking care of multiple children of varies ages. Coming up with activities to do inside and outside. In charge of closing hours and pickup on some days as well.				

Waterbury Public Schools Online Application

Sousa, Sonia - AppNo: 10077

Date Submitted: 1/19/2017

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Dr. Mulligan Babysitter		115 Summit Rd Prospect, Ct 06712 2032324831		Dr Mulligan 2032324831	
Date From - Date To:	09/2012 -	Full or Part Time:	Part	Last Annual Salary:	
Reason for Leaving:	Have not left				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Watch two children. Cook, put to bed, place on the bus etc.				

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Woodland Regional High School, Beacon Falls, CT
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Date Conferred or Expected
CT - Quinnipiac University	08/2016 01/9999	Occupational Therapy Hrs:	Hrs:		05/2016

	Undergraduate	Graduate
Overall GPA	/4	/4
Major GPA	/4	/4
Highest Degree Attained	Number of graduate hours beyond your highest degree:	Grad Program Of Study
None		Occupational Therapy

List honors, awards or distinctions you have earned:

Waterbury Public Schools Online Application

Sousa, Sonia - AppNo: 10077

Date Submitted: 1/19/2017

Certification

Do you hold National Board for Professional Teaching Standards certification? **No**

Do you hold or anticipate a Connecticut certificate? **No**

* Have you applied for a Connecticut certificate? **No**

* List the date you applied for certification: **No**

* Have you received a deficiency statement? **No**

If pending, date test taken

* Have you passed the Basic Skills Exam? **No**

* Have you passed the Content Area Exam? **No**

Do you hold a current out-of-state certificate? **No**

State	Type	Certificate Number	Expiration Date	Current?
				No

List your out-of-state certified teaching/administration fields:

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Describe the skills or attributes you believe are necessary to be outstanding when working in student support services.

Some skills and attributes I think are necessary to be outstanding when dealing with students are the following; patience, support, and understanding. I believe that support has to be one of the most important and desired things when dealing with children. We adults like children always need a "cheerleader" to support us during all aspects of life. Patience and understanding are two things that go hand and hand when dealing with children especially support services. Without these three things child support services

2. How would you address a wide range of issues in your groups?

To address a wide range of issues in my groups I will use the three things I mentioned above regarding dealing with students.

Communication is essential when dealing with a wide range of issues and understanding and patience also tie in with addressing issues.

Language Skills

Do you know any language other than English? **Yes**

Language(s): Portuguese and Spanish

Oral Level: Literate

Written Level: Polite

Waterbury Public Schools Online Application

Sousa, Sonia - AppNo: 10077

Date Submitted: 1/19/2017

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Laura	Dr Mulligan
School/Org:	Kids First Learning Center	Woodland Regional Highschool (vice-principal)
Current Position:		
Home Phone:		
Cell Phone:	2032755836	2032324831
Work Phone:		
Mailing Address:		
Email:		
Relationship to Candidate:	Boss	
Years Known:	4 Mo'nths	4

Referrals

How did you hear about employment with us?

Other: Ucon student email

Additional Information

I am a full time student at school, and unfortunately would need something flexible. As of now Fridays and weekends I would be completely available.

Disclosures

Contract Status

* Are you currently under contract?

No

If Yes, which district?

If Yes, when does it expire?

When may your present employer be contacted?

Professional Status

* Have you obtained tenure status in any other School District?

No

If Yes, where?

If Yes, when?

* Have you ever been denied tenure?

No

If Yes, explain:

Waterbury Public Schools Online Application

Sousa, Sonia - AppNo: 10077

Date Submitted: 1/19/2017

Disclosures continued

* Have you ever had a teaching certificate or teaching license revoked or suspended? No

If Yes, explain:

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment? No

If Yes, explain:

* Are you a relative of any board member, administrator, or supervisor who is currently serving the School District? No

Name:

Position:

Relationship:

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation? Yes

List any accommodations:

Retiree Status

Connecticut law places certain restrictions on the employment of individuals who are collecting benefits from the State Teachers Retirement System.

If you are currently collecting such benefits, or have applied for such benefits, please indicate here: -

The Waterbury Public Schools have a vital interest in providing its employees with a safe, healthful and efficient work environment. It is the City's policy to maintain a work place free from drug and/or alcohol misuse and abuse. Employment will be subject to a satisfactory background check, a post-offer medical examination (if required for the position that is offered) and a drug screening in accordance with state and federal law. Your agreement with this form is your consent to the drug test.

* I agree Yes

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records.

* Are you eligible to work in the United States? Yes

* Have you ever been convicted of an offense against the law (including military offenses), are you now under charges of any offense against the law? No

Waterbury Public Schools Online Application

Sousa, Sonia - AppNo: 10077

Date Submitted: 1/19/2017

Legal Information continued

If yes, explain, give details below. Show: date, charge, place, court and disposition:

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

* Have you ever had any indicated finding of child abuse filed in your name?

No

If yes, explain, giving dates:

* Does your name appear on any Sex Offender Database in any state or country?

No

Equal Opportunity Employer

Waterbury Public Schools is an Equal Opportunity Employer. Waterbury Public Schools ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Waterbury Public Schools has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

Applicant's Acknowledgment and Agreement

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law or Civil Service Rules and Regulations.

I voluntarily give the Civil Service Commission of the City of Waterbury, CT, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

I, Sonia Sousa, agree to all of the terms above.

☒ I agree

Rec. Spec.

Mr. Najee S Torpey

76 Transit Street

Waterbury, CT 06704

najeetorpey@yahoo.com - (203) 2786070

Contents:

1. Online Application

Prepared for: Anne Phelan
Waterbury Public Schools
Feb 2, 2017 10:03 AM

Waterbury Public Schools Online Application

Torpey, Najee - AppNo: 10071

Date Submitted: 1/19/2017

Personal Data

Name: Mr. Najee S Torpey
(Title) (First) (Middle Initial) (Last)
Other name(s) under which transcripts, certificates, and former applications may be listed:
Other:
(Title) (First) (Middle Initial) (Last)
Email Address: najeeatorpey@yahoo.com

Postal Address

Permanent Address		Present Address
Number & Street:	76 Transit Street	Number & Street:
Apt. Number:		Apt. Number:
City:	Waterbury	City:
State/Province:	CT	State/Province:
Zip/Postal Code:	06704	Zip/Postal Code:
Country:	United States of America	Country:
Daytime Phone:	(203) 2786070	Phone Number:
Home/Cell Phone:	(203) 2786070	

Employment Desired

Open Vacancy Desired:		Date Last Submitted	Experience in Similar Positions
JobID: 907	Student Support Services: Recreation Specialist - BOE at Multiple Schools	1/19/2017	years

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Walmart Cap 2 associate		910 Wolcott Street Waterbury, CT 06704 203-759-1000		Robert Jones 914-433-1309	
Date From - Date To:	03/2016 - 01/2017	Full or Part Time:	Part	Last Annual Salary:	\$13500
Reason for Leaving:	I am still currently employed by this company				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Unload trucks with heavy freight, provide top-notch customer service, assist in stocking product, I have received numerous rewards (pins) for exceeding expectations in a variety of fields				

Waterbury Public Schools Online Application

Torpey, Najee - AppNo: 10071

Date Submitted: 1/19/2017

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Wilby High School Waterbury, CT

Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Date Conferred or Expected
Naugatuck Valley Community College	08/2013 12/2015	Pre-nursing Hrs: 12-15	Hrs:	N/a	12/2018

	Undergraduate	Graduate
Overall GPA	/4	/4
Major GPA	/4	/4
Highest Degree Attained	Number of graduate hours beyond your highest degree:	Grad Program Of Study
None		

List honors, awards or distinctions you have earned:

Certification

Do you hold National Board for Professional Teaching Standards certification? **Yes**

Do you hold or anticipate a Connecticut certificate? **No**

* Have you applied for a Connecticut certificate? **No**

* List the date you applied for certification:

* Have you received a deficiency statement? **No**

If pending, date test taken

* Have you passed the Basic Skills Exam? **No**

* Have you passed the Content Area Exam? **No**

Waterbury Public Schools Online Application

Torpey, Najee - AppNo: 10071

Date Submitted: 1/19/2017

Certification (cont.)

Do you hold a current out-of-state certificate? No

State	Type	Certificate Number	Expiration Date	Current?

List your out-of-state certified teaching/administration fields:

Statement

Tip: Use your word processor to copy and paste in your answers. Copy your answers from the word processor and then hit CTRL+V for PC or OpenApple+V for Mac to paste.

1. Describe the skills or attributes you believe are necessary to be outstanding when working in student support services.

I am able to grasp students' attention to focus on school work in a way that fits them best. My very first job was one of the same exact nature, and my supervisor described me as being one of the top tutors and would have me fill in as a gym teacher on numerous occasions, I would be called upon as a counselor when a student would act out, etc. I take my work very serious and always demonstrate a profession attitude in the work place.

2. How would you address a wide range of issues in your groups?

An appropriate method of communication is always the basis when it comes to resolution of most issues, in my opinion. Always remain open to all ideas and remain professional at all times.

Language Skills

Do you know any language other than English? Yes

Language(s): Italian
Oral Level: Polite
Written Level: Polite

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Robert Jones	Betsy Vega
School/Org:	Walmart	Woodrow Wilson Elementary School
Current Position:	Supervisor	Teacher
Home Phone:		203-574-3469
Cell Phone:	914-433-1309	
Work Phone:		
Mailing Address:		
Email:		
Relationship to Candidate:	Current supervisor	Prior teacher as well as assigned teacher to work under during summer school
Years Known:	1	13

Waterbury Public Schools Online Application

Torpey, Najee - AppNo: 10071

Date Submitted: 1/19/2017

Professional References cont.

Reference 3 of 3		
Name:	Jhevaun Gordon	
School/Org:	YMCA	
Current Position:	Wellness Center advisor	
Home Phone:		
Cell Phone:	203-568-5612	
Work Phone:		
Mailing Address:		
Email:		
Relationship to Candidate:	Former co worker	
Years Known:	5	

Referrals

How did you hear about employment with us?

District Employee

Additional Information

Disclosures

Contract Status

* Are you currently under contract? No

If Yes, which district?

If Yes, when does it expire?

When may your present employer be contacted?

Professional Status

* Have you obtained tenure status in any other School District? No

If Yes, where?

If Yes, when?

* Have you ever been denied tenure? No

If Yes, explain:

* Have you ever had a teaching certificate or teaching license revoked or suspended? No

Waterbury Public Schools Online Application

Torpey, Najee - AppNo: 10071

Date Submitted: 1/19/2017

Disclosures continued

If Yes, explain:

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment? No

If Yes, explain:

* Are you a relative of any board member, administrator, or supervisor who is currently serving the School District? No

Name:

Position:

Relationship:

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation? Yes

List any accommodations:

Retiree Status

Connecticut law places certain restrictions on the employment of individuals who are collecting benefits from the State Teachers Retirement System.

If you are currently collecting such benefits, or have applied for such benefits, please indicate here: -

The Waterbury Public Schools have a vital interest in providing its employees with a safe, healthful and efficient work environment. It is the City's policy to maintain a work place free from drug and/or alcohol misuse and abuse. Employment will be subject to a satisfactory background check, a post-offer medical examination (if required for the position that is offered) and a drug screening in accordance with state and federal law. Your agreement with this form is your consent to the drug test.

* I agree Yes

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records.

* Are you eligible to work in the United States? Yes

* Have you ever been convicted of an offense against the law (including military offenses), are you now under charges of any offense against the law? No

If yes, explain, give details below. Show: date, charge, place, court and disposition:

Waterbury Public Schools Online Application

Torpey, Najee - AppNo: 10071

Date Submitted: 1/19/2017

Legal Information continued

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

* Have you ever had any indicated finding of child abuse filed in your name? No

If yes, explain, giving dates:

* Does your name appear on any Sex Offender Database in any state or country? No

Equal Opportunity Employer

Waterbury Public Schools is an Equal Opportunity Employer. Waterbury Public Schools ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Waterbury Public Schools has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

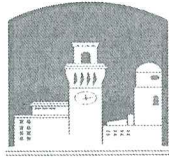
Applicant's Acknowledgment and Agreement

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law or Civil Service Rules and Regulations.

I voluntarily give the Civil Service Commission of the City of Waterbury, CT, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

I, Najee Torpey, agree to all of the terms above.

☒ I agree



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

*TISO
Rehire*

Instructional Tutor - English Language Arts (ELA)

General Statement of Duties: Under the direction of the K-5 ELA Supervisor and the supervision of the School Principal and Vice Principal, tutors provide educational support/intervention to students who are academically at-risk in ELA

Specific Example of Duties:

- Works with the teachers and reading specialists/facilitators to establish remedial groups and focus areas for instruction.
- Performs daily Tier III interventions for at risk students in ELA (Tier II only if room permits).
- Maintains a daily intervention log of students receiving services which would include focus for instruction, materials used, attendance, progress, concerns, and other observations as appropriate.
- Conducts biweekly (Tier II) and/or weekly (Tier III) progress monitoring and adjusts interventions as appropriate.
- Collaborates with the classroom teacher and reading specialists/facilitators in creating and monitoring appropriate academic interventions and assessment based on data and best practice.
- Communicates/discusses student progress and concerns with the classroom teacher, parents, administrators, and reading specialists/facilitator.
- Participates in data team meetings as appropriate.
- Participates in PD opportunities provided by the ELA department.

Qualifications: Bachelor's degree required. Valid state of CT elementary teaching certificate preferred. Must also possess the ability to maintain and foster a creative educational environment conducive to learning and participation. Applicant should be able to demonstrate sensitivity and respect for the needs and feelings of all children. Applicant should utilize patience, empathy and positive expectations while employing scientifically research-based reading interventions for at-risk students.

SALARY/BENEFITS/WORK YEAR:

Work Year/Hours of Work: Part time, every day Monday-Friday, up to 19 hours per week (during school hours) to a maximum of 28 weeks. Work schedule is based upon the needs of the students and professional development opportunities.

Salary: \$25.00 per hour No Benefits

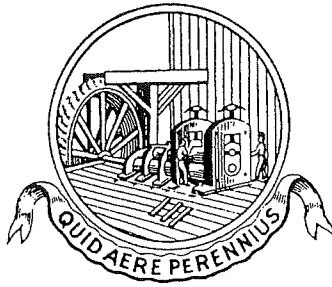
Note: This is a Part-Time, grant funded position which will exist as long as funds are available

Communications



Packet week ending: _____

1/31/17



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.

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.

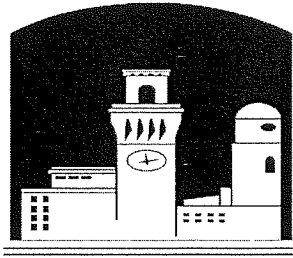
Again, welcome to the City of Waterbury.

Sincerely,

Carlyne St. Felix
Human Resources Generalist

CSF/sd

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



WATERBURY

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

Today's Students. Tomorrow's Leaders

Melissa Baldwin

Special Education Department

236 Grand St. 2nd 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

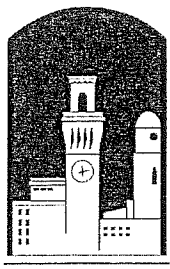
Dear Honorable Aldermen and Commissioners:

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., 3rd Floor
Waterbury, CT 06702

Phone: 203-597-3433 Fax: 203-574-6703
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

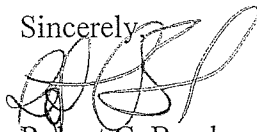
Dear Honorable Aldermen and Commissioners:

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

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.

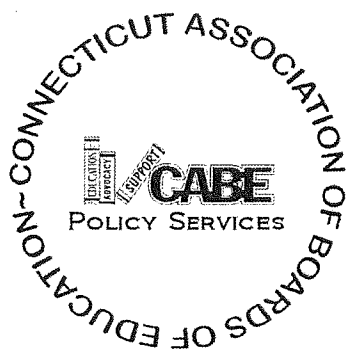
Please feel free to contact the Policy Department at 860-571-7446 with any questions or concerns.

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@cafe.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 CAFE 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.

CAFE’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.

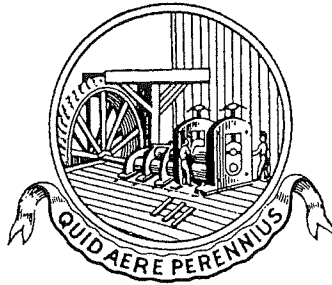
At a minimum, districts must permit participation by the general public and the school community (including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) in the development,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