



MEMORANDUM

FROM: Carrie A. Swain, Clerk
Board of Education

DATE: December 6, 2016

TO: Michael J. Dalton, City Clerk

SUBJECT: Notice of Committee Meetings – Thursday, December 8, 2016,
5:30 p.m., Wendell Cross School
Notice of Regular Meeting – Thursday, December 15, 2016
Waterbury Arts Magnet School, Atrium

The Committees of the Board of Education will meet on Thursday, December 8, 2016, 5:30 p.m. Wendell Cross School, 1255 Hamilton Avenue, Waterbury, CT.

AGENDA

SILENT PRAYER

PLEDGE ALLEGIANCE TO THE FLAG

1. Committee of the Whole/30 minutes ~ Principal's Report [BFC: G1/01] (no backup) – Joseph Amato.
2. Committee on Curriculum/15 minutes ~ Discussion: Wraparound Services Collaborative [BFC: G3/01] – D. Schwartz, P. Baim, Chemay Morales-James/Bridge to Success.
3. Committee of the Whole/10 minutes ~ Discussion: 2017-2018 School Year Calendar [BFC: n/a] – W. Zhuta.
4. Committee of the Whole/10 minutes ~ Discussion: Enrollment Trends [BFC: n/a] (to be distributed) – W. Zhuta.
5. Committee of the Whole/10 minutes ~ Update: Connecticut School-Based Diversion Initiative/Leader in Residence [BFC: G3/01] (to be distributed) – J. Davis.
6. Committee on School Facilities & Grounds/5 minutes ~ Use of school facilities by school organizations and/or City departments [BFC: n/a].
7. Committee on School Facilities & Grounds/5 minutes ~ Use of school facilities by outside organizations and/or waiver requests [BFC: n/a].
8. Superintendent's Notification to the Board/5 minutes: [BFC: n/a]
 - a. Athletic resignations effective immediately:
Palermo, Stephen – Intramural Soccer Coach, Duggan.
Palermo, Stephen – Rod Dixon Run Club.
 - b. Grant funded appointments effective immediately:
Callahan, Jessica – Grants Specialist, Competitive Grants Office, 30 hours p/week @ \$25.00 p/hour, non-union with benefits governed by UPSEU, funded by Title I and General Fund.
 - c. ESY appointments effective immediately:
Cassella, Andrea – Substitute Teacher, Regan School.
Williams, Kim – Teacher, Regan School.

d. Teacher new hires:

Name		Assignment		Step		Effective
Byrd	Diana	CHS	Business	MA+15	2	12/15/16
Russo	Stephanie	WHS	Special Ed	BA	2	1/3/17
Strumi	Manuela	Chase	Gr. 2	MA+15	2	12/8/16
Wells	Traci	CHS	ELA	6 th	6	12/5/16

e. Resignations:

Benedict (Coords), Elizabeth – NEMS Special Ed, effective 12/23/16.
Mangi, Theodore – Reed grade 7, effective 12/19/16.
Morse, Nicole – WSMS Social Worker, effective 12/23/16.

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

The programs and services that can help meet these needs are described as "wraparound services" and encompass physical health, mental health, behavioral supports, enrichment activities, and parent engagement. These services can be provided by schools, community organizations or government agencies. BTS partners have developed a better way for coordinating critical wraparound supports for our students - Boost!

BTS Boost! is both a place and a set of partnerships between schools and community partners. It is the philosophy that every child and every school is capable of excellence given the right conditions for learning – and that those conditions include supporting students and families in their out of school lives. It is also a commitment between the BTS partners to change the way they work together, by sharing data, using common strategies and having open communication. It is also a place – a set of 4 schools and over 90 community partners which have committed to fully implementing this belief. Boost! helps to ensure that children receive high quality supports and services to promote their physical, social, and emotional development that families are welcomed in schools and engaged in their children's educations, and that public and private resources for wraparound services are used efficiently and effectively.

By working together to maximize their effectiveness, and implement common strategies and programs, the partnership aims to ensure students are socially and emotionally ready for school, read well by grade three, and graduate from high school on time so they will be ready for the career of their choice.

#3

Carrie Swain

From: Will Zhuta
Sent: Wednesday, November 16, 2016 2:42 PM
To: 1 Board of Ed; noleary@waterburyct.org
Cc: KEVIN EGAN; Kathleen Ouellette; Robert Brenker; Darren Schwartz; Michele Buerkle; Jennifer Rose; Barbara Bouley
Subject: 2017-18 School Calendar
Attachments: 2017-18 Calendar Draft- A.xls; 2017-18 Calendar Draft- B.xls

Attached are two versions of the 2017-2018 School Year Calendar for your review and input.

The only differences between the two calendars are the following:

- A • **Election Day** –
 - No School and moved Professional Development Day to beginning of year
 - To avoid conflicts and logistical issues that arise with the public use of the school facilities on election day
- B • **Start of School Professional Development Days** -
 - instead of two days, the district will be offering 3 PD days at the start of school year (Election Day PD)
 - allow for better training and setting of expectation required to ensure a smooth opening

Please review and provide any feedback. I plan on placing the calendar on the Agenda for approval at the next meeting.

Thank You

Waterbury Public Schools

****DRAFT - 2017 ~ 2018 School Year Calendar - DRAFT****

"A"

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21st - New Teacher Orientation - 7hr.
 22nd - New Teacher Orientation - 7hr.
 23rd - Professional Development Day - 7hr.
 24th - Professional Development Day - 7hr.
 25th - Professional Development Day - 7hr.
 28th - First Day of School

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4th - Labor Day - No School
 13th - Open House Elem. 5-7pm - Early Dismissal
 13th - Open House H.S. 7-9pm - Early Dismissal
 13th - Early Dismissal - M.S. - Teacher Collab./PD
 20th - Open House M.S. 5-7pm - Early Dismissal
 20th - Early Dismissal - H.S. & Elem-Teacher Collab/PD

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6th - Professional Development - 7hr. - No School
 9th - Columbus Day - No School
 31st - End of the 1st MP: HS/MS/Elem

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7th - Election Day - No School
 9th - Grade Submission Ends - 9AM
 10th - Veteran's Day - No School
 17th - Distribute 1st MP Report Cards
 22nd - Early Dismissal - Thanksgiving Recess
 23rd & 24th - Thanksgiving Recess - No School
 28th - Pre-K & Kindergarten - End of 1st MP

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6th - Parent Conference Elem. 5-7pm - Early Dismissal
 6th - Parent Conference H.S. 7-9pm - Early Dismissal
 6th - Early Dismissal - M.S. - Teacher Collab. /PD
 6th - Pre-K & Kindergarten - Grade Submission Ends - 9AM
 12th - Pre-K & Kindergarten-Distribute 1st MP Report Cards
 13th - Parent Conference M.S. 5-7pm - Early Dismissal
 13th - Early Dismissal - H.S. & Elem-Teacher Collab/PD
 25th-29th - Winter Recess - No School

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1st - New Year's Day - No School
 2nd - School Resumes
 6th - Three King's Day
 11th - 17th - Mid Term Exams - Early Dismissal. HS Only
 15th - Martin Luther King Jr.'s Day - No School
 17th - Early Dismissal - Teacher Collaboration/PD
 17th - End of the 2nd MP: HS/MS/Elem
 25th - Grade Submission Ends - 9AM

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

1st - Distribute 2nd MP Report Cards
 14th - Early Dismissal - Teacher Collaboration/PD
 19th - President's Day - No School
 20th - Lincoln's Day (Observed) - No School

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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11	12	13	14	15	16	17
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5th - Pre K & Kindergarten - End of the 2nd MP
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 20th - Pre-K & Kindergarten-Distribute 1st MP Report Cards
 23rd - End of the 3rd MP: HS/MS/Elem
 28th - Early Dismissal - Teacher Collaboration/PD
 30th - Good Friday - No School

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3rd - Grade Submission Ends - 9AM
 10th - Distribute 3rd MP Report Cards
 16th-20th - Spring Recess - No School
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1st - 14th - AP Exams
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** Pre-K - 8th-Grades due 5 days before last day
 ** Pre-K - 8th-Distribute Report Cards on last day
 ** H.S. Grade submission ends on last day
 Last Day of School shall be Early Dismissal
 8th - Last Day of School - Depending on Weather

Full Day Professional Development Day

Prepared by the Computer Technology Center

School Closed

School Day

Early Dismissal Professional Development Day

Draft as of 10/13/2016

Waterbury Public Schools

****DRAFT - 2017 ~ 2018 School Year Calendar - DRAFT****

"B"

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7th - Election Day - No School
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Full Day Professional Development Day

Prepared by the Computer Technology Center

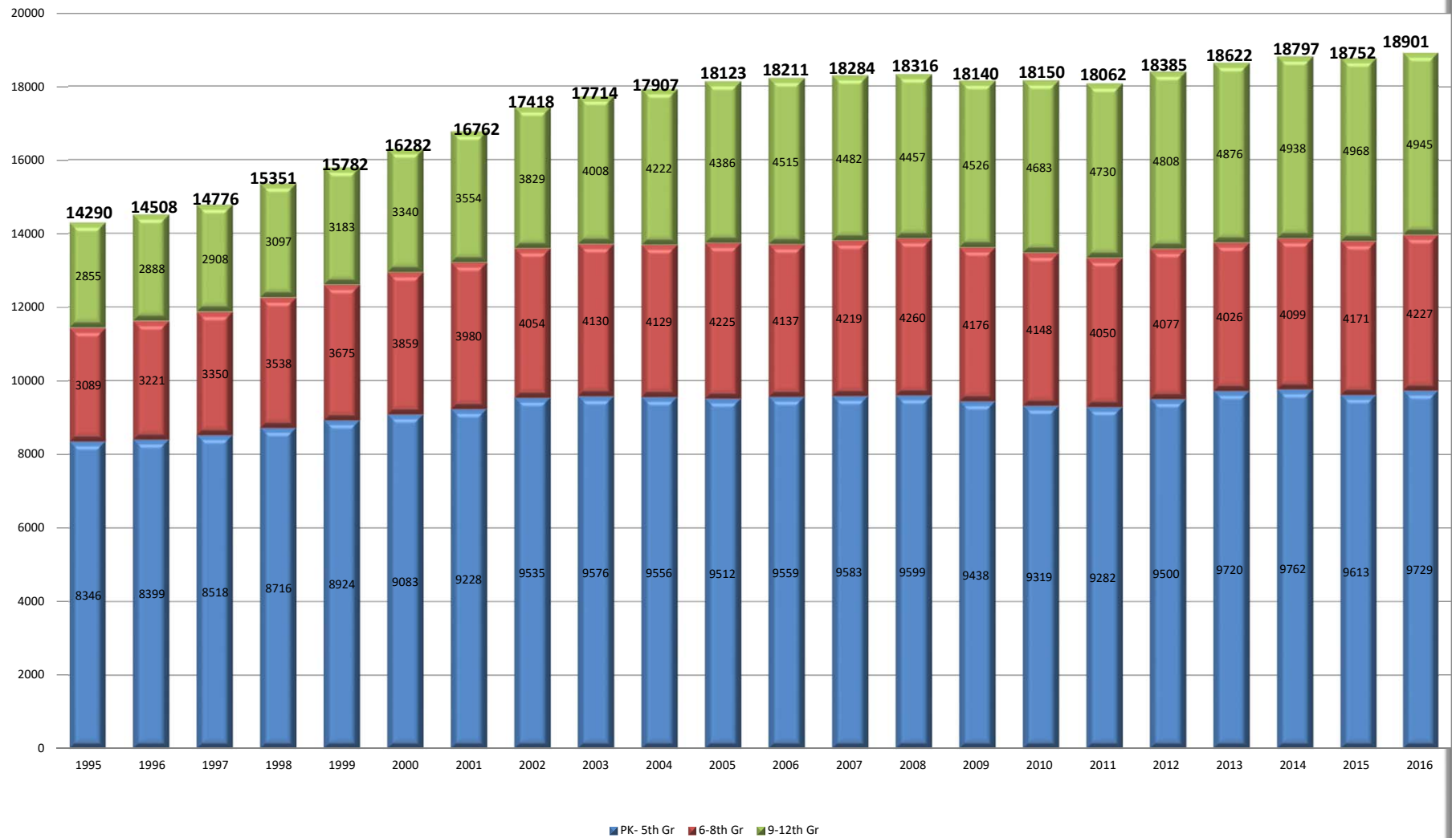
School Closed

School Day

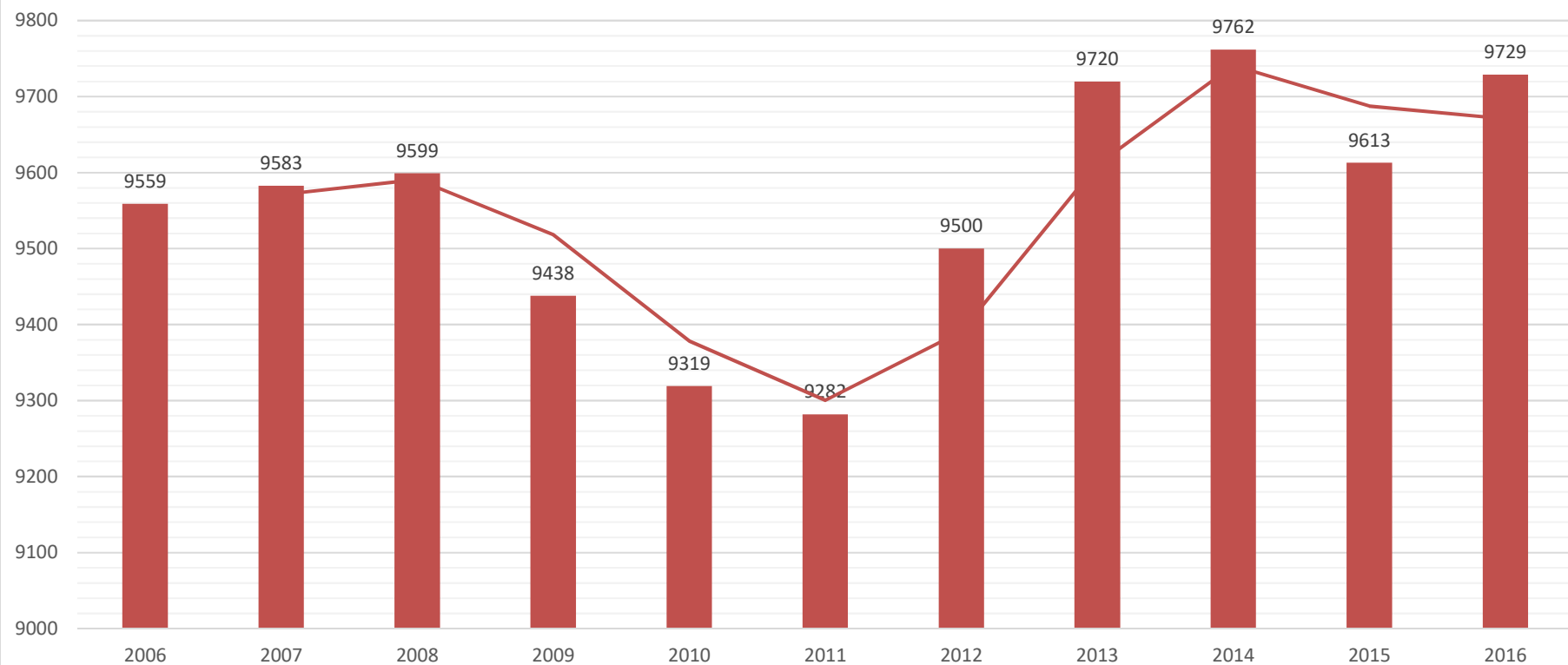
Early Dismissal Professional Development Day

Draft as of 10/13/2016

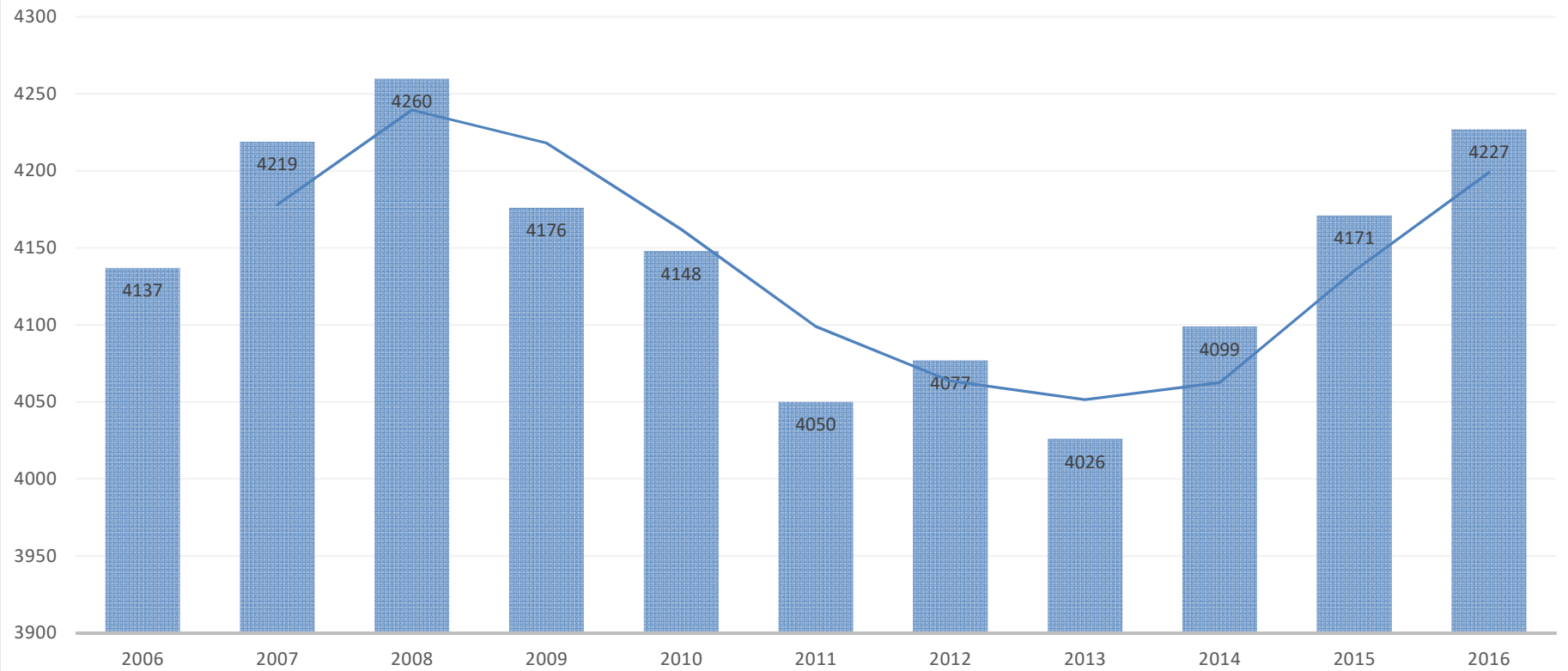
Waterbury Public Schools October 1 Comparison Enrollment 1995-2016



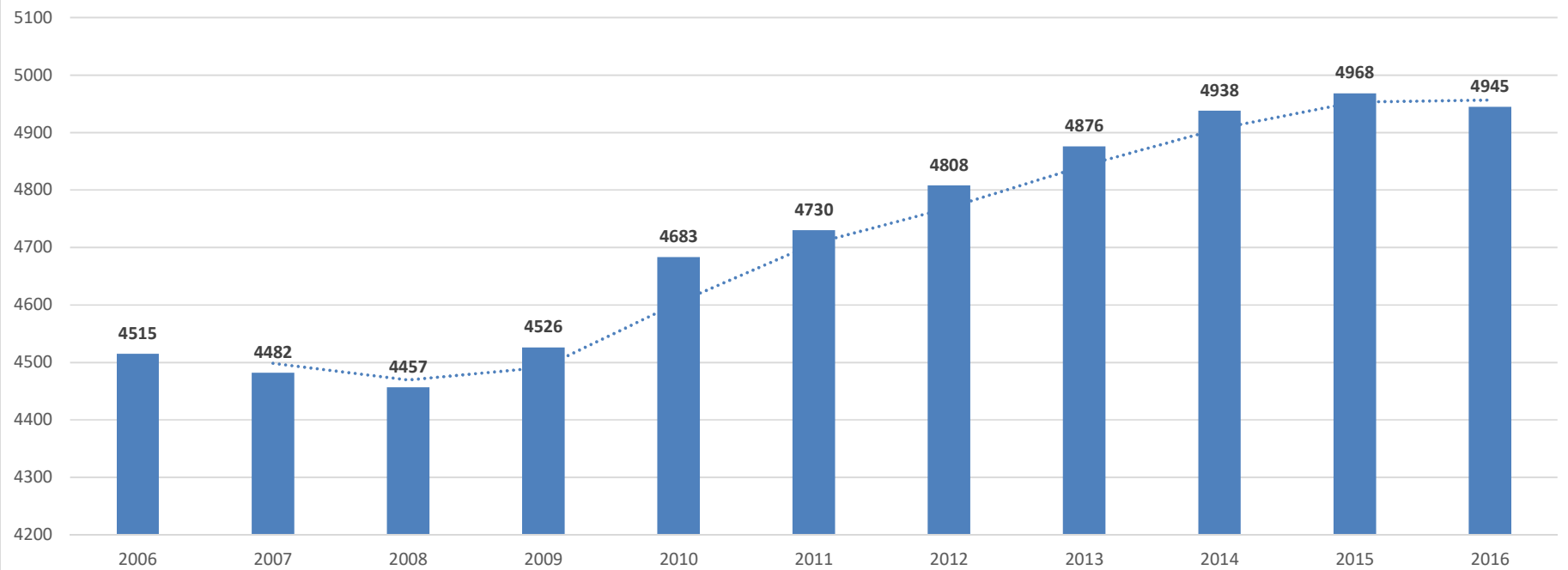
Waterbury Public Schools 10 Year Elementary School Enrollment 2006-2016



Waterbury Public Schools 10 Year Middle School Enrollment 2006-2016



Waterbury Public Schools 10 Year High School Enrollment 2006-2016

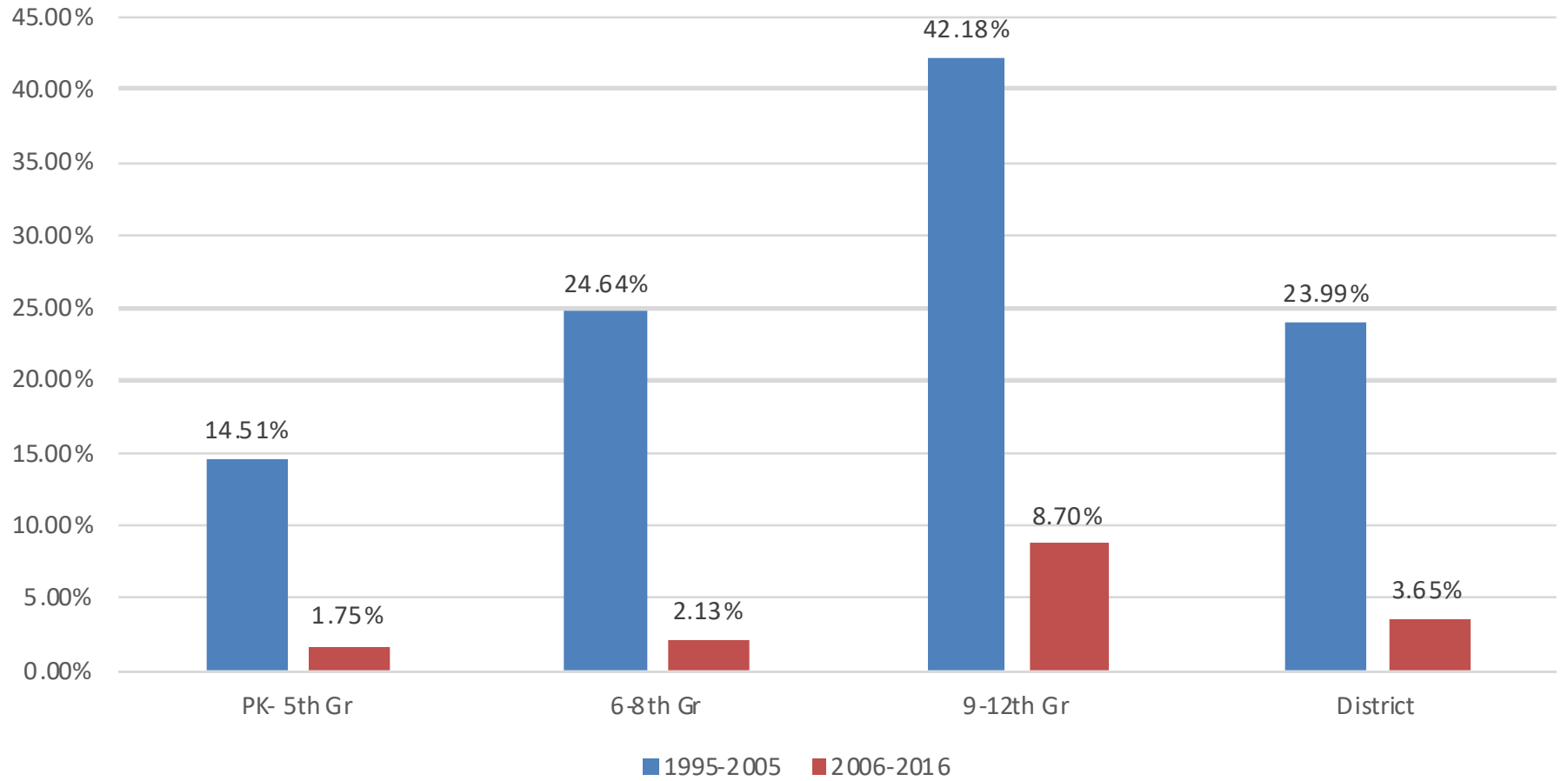


Waterbury Public Schools

Enrollment Report

	<i>PK- 5th Gr</i>		<i>6-8th Gr</i>		<i>9-12th Gr</i>		<i>District</i>	
<i>Year</i>	<i>Enrollment</i>	<i>Percentage Inc/Dec</i>	<i>Enrollment</i>	<i>Percentage Inc/Dec</i>	<i>Enrollment</i>	<i>Percentage Inc/Dec</i>	<i>Enrollment</i>	<i>Percentage Inc/Dec</i>
1995	8346		3089		2855		14290	
1996	8399	0.63%	3221	4.10%	2888	1.14%	14508	1.50%
1997	8518	1.40%	3350	3.85%	2908	0.69%	14776	1.81%
1998	8716	2.27%	3538	5.31%	3097	6.10%	15351	3.75%
1999	8924	2.33%	3675	3.73%	3183	2.70%	15782	2.73%
2000	9083	1.75%	3859	4.77%	3340	4.70%	16282	3.07%
2001	9228	1.57%	3980	3.04%	3554	6.02%	16762	2.86%
2002	9535	3.22%	4054	1.83%	3829	7.18%	17418	3.77%
2003	9576	0.43%	4130	1.84%	4008	4.47%	17714	1.67%
2004	9556	-0.21%	4129	-0.02%	4222	5.07%	17907	1.08%
2005	9512	-0.46%	4225	2.27%	4386	3.74%	18123	1.19%
2006	9559	0.49%	4137	-2.13%	4515	2.86%	18211	0.48%
2007	9583	0.25%	4219	1.94%	4482	-0.74%	18284	0.40%
2008	9599	0.17%	4260	0.96%	4457	-0.56%	18316	0.17%
2009	9438	-1.71%	4176	-2.01%	4526	1.52%	18140	-0.97%
2010	9319	-1.28%	4148	-0.68%	4683	3.35%	18150	0.06%
2011	9282	-0.40%	4050	-2.42%	4730	0.99%	18062	-0.49%
2012	9500	2.29%	4077	0.66%	4808	1.62%	18385	1.76%
2013	9720	2.26%	4026	-1.27%	4876	1.39%	18622	1.27%
2014	9762	0.43%	4099	1.78%	4938	1.26%	18799	0.94%
2015	9613	-1.55%	4171	1.73%	4968	0.60%	18752	-0.25%
2016	9729	1.19%	4227	1.32%	4945	-0.47%	18901	0.79%
1995-2005	1166	14.51%	1136	24.64%	1531	42.18%	3833	23.99%
2006-2016	170	1.75%	90	2.13%	430	8.70%	690	3.65%
1995-2016	1383	14.22%	1138	26.92%	2090	42.26%	4611	24.40%

Population Growth Rates



CONNECTICUT SCHOOL-BASED DIVERSION INITIATIVE (SBDI) Waterbury Public Schools



Connecticut School-Based
Diversion Initiative



Child Health and
Development Institute
of Connecticut, Inc.



Waterbury Public Schools
Today's Students, Tomorrow's Leaders



SBDI Overview

- CT School-Based Diversion Initiative is designed to reduce juvenile justice involvement among youth with emotional/behavioral health challenges.
- SBDI implementation is jointly funded and overseen by four state agencies: the Judicial Branch Court Support Services Division (CSSD), the Connecticut Department of Children and Families (DCF), the State Department of Education (SDE), and the Department of Mental Health and Addiction Services (DMHAS). The Child Health and Development Institute (CHDI) is the coordinating center for SBDI.
- The initiative was presented to the Waterbury Board of Education on January 14, 2016.
- Current SBDI schools include Wilby High School, Kennedy High School, Wallace Middle School, North End Middle School.

The SBDI Model

SBDI is an effective strategy to increase access for students and families to mental health prevention supports and treatment services in the school and local community by helping schools to meet the following **goals**:

- **Reduce** the number of suspensions, expulsions, and discretionary school-based arrests
- **Build** knowledge and skills among teachers, administrators, school staff, and school resource officers to recognize and manage behavioral health crises in the school, and access needed community resources
- **Link** youth who are at-risk of arrest to appropriate school- and community-based services and supports

Source: <http://www.ctsbdi.org/sbdi-model/>

Implementing Appropriate Interventions

- Approximately 65% of WPS Middle School Staff “Disagreed” with the idea that Juvenile Justice/ Detention is the right setting for students who have mental health needs. (Source: The Connecticut SBDI Needs Assessment 2016)

SBDI works with local middle and high schools to:

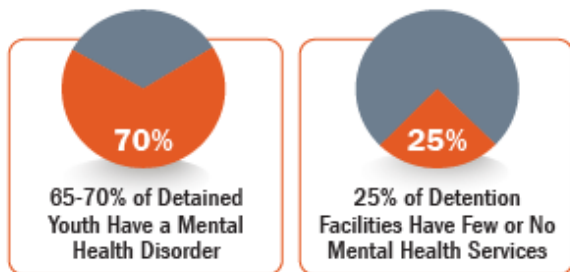
- Provide training to help school personnel identify children with behavioral health needs
- Build connections between schools and effective community-based mental health services, as an alternative to arrest, suspension and/or expulsion
- Revise schools’ policies and practices to increase capacity for responding to the mental health needs of all students

School to Prison Pipeline



- Schools are one of the primary referral sources to the mental health and juvenile justice systems.
- Research shows that youth with mental health needs are more likely to come into contact with the juvenile justice system. Many children who are arrested in schools have unmet behavioral health needs.

Mental Health in the Juvenile Justice System
Of the **2 Million Youth** Arrested Each Year in the U.S.:



- Approximately 65% to 70% of youth in juvenile detention have a diagnosable behavioral health condition.

Phases of Implementation

- The Office of Juvenile Justice and Delinquency Prevention (OJJDP) proposes a "five-phase Reduction Model" which provides a step-by-step model to guide reduction efforts:
 - PHASE I Identification
 - PHASE II Assessment/Diagnosis
 - PHASE III Intervention
 - PHASE IV Evaluation
 - PHASE V Monitoring Ongoing Reduction Activities

Phase I- Identification

Look at data to determine trends

- WPS utilizes the District Dashboard to collect, review and analyze data related to student discipline
- Use of Chronic Absentee Team (CAT) to identify and plan for at-risk students
- Over the last 4 years, the general trend in the district for number of school based arrests has been variable
- 25% Decrease in arrests for 2015-2016 school year (n=249) from the 2014-2015 school year (n= 336)
- So far there has been an 18% decrease in arrest for the 2016-2017 school since last year this time
- Category of Arrests 2015-2016: Fighting (Physical altercation, Physical aggression and Assault/Battery) accounts for highest percentage- 50% (121) of total arrest. Controlled substance is next category at 30 incidents

Phase II- Assessment/Diagnosis

Conduct a thorough examination of contributing factors

- Participation in **Waterbury Disproportionate Minority Contact Committee (DMC)**- Collaboration between Center for Children's Advocacy, National Center for Children's Law and Policy, WPS, DCF, Justice Dept., Community Agencies. On a monthly basis team reviews data related to patterns of juvenile justice involvement of youth in different systems. This group seeks to identify patterns of discipline, assess the mechanisms that contribute to DMC, discuss probable explanations for trends and develop practical remedies.

Phase III- Interventions

- Review of **Graduated Response Model** to respond to student misconduct.
- An arrest is a Level 4 Intervention (highest level) and is only used when a student has gone through multiple tiered interventions or their behavior escalates to a point that poses a risk to the safety of student body.
- Review and Amend Memorandum of Agreement between Waterbury Public Schools and Waterbury Police Department
- Factors Considered in Making an Arrest:
 - Severity of Incident/Level of Harm Caused
 - Did student de-escalate and/or follow redirection
 - Were previous interventions (i.e.. mediations) offered to student
 - Student's past discipline history
 - Presence of special education or mental health needs
 - Requests of other parties (i.e.. parent/guardian) for police involvement

Phase III- Interventions (...cont'd)

- Use of **Civil Citation** process to refer students to **Juvenile Review Board**.
- **Juvenile Review Board (JRB)** facilitated by Waterbury Youth Services- community-based service in which the panel is reflective of the population of the community served. The JRB incorporates a Restorative Justice approach, that addresses the needs of the offender, the victim, and the community.
- Increase collaboration between referring schools and JRB
- 66 Incidents diverted from juvenile court to JRB last school year from 9/1/15-4/28/16

Phase III- Interventions (...cont'd)

- Collaboration with **Project Safe Neighborhood (PSN)** facilitated by WPD and DCF which seeks to divert juvenile offenders from the formal justice system. PSN provides support and assistance to youth to develop the competencies that will enable them to effect necessary changes in their behavior to avoid re-offending in the future.
- 129 Arrest Cases diverted to Project Safe Neighborhood as of 5/15/16
- ❖ Total of 195 cases diverted from formal court through diversion programs
- ❖ In addition, of all referrals that are sent to juvenile court, 25% are dismissed by the State's Attorney or discharged from Judicial with a warning without appearing in court.

Phase III- Interventions (...cont'd)

- Participate in Local Interagency Service Team, a venue for community-level interagency coordination and formal communication and planning between state agencies and local communities around juvenile justice issues.
- Support WPD Youth Division school-based presentations
- Partner with **Emergency Mobile Psychiatric Services (EMPS)** to respond to students in crisis
- Established monthly meeting with Wellmore Behavioral Health for service provision consultations
- Creating programs with Waterbury Youth Services to address mental health and social needs of our students.

Phase III- Interventions (...cont'd)

- Trainings
 - School Resource Officers received Crisis Intervention Teams for Youth, specialized training on addressing the unique needs of adolescents with mental health issues
 - SBDI schools trained in Effective Classroom Behavior Management, Becoming a Trauma-Informed School, Identifying Mental Health Symptoms, Promoting Positive School Climate
 - Behavior Techs, Prevention Specialists, Middle School Truancy Specialists, High School Attendance Counselors and administrators trained in Restorative Justice, Conflict Resolution, Partnering with Behavioral Health and Juvenile justice Systems.

Phase IV- Evaluation

No single factor explains the trends of delinquent behavior, but it is rather the result of many different social constructs. Future evaluation to focus on multivariate data collection to identify areas of concern.

- **Needs Assessments-** Assess level of competence of staff in various areas
- **Offender Surveys-** Follow-up meetings with youth who are arrested
- **Review of Arrest Reports-** Intimate knowledge of factors involved in each arrest
- **Administrator Interviews-** Anecdotal explanations for trends in various buildings
- Partner with **CHDI** in Discipline Policy Consultation



Jaclyn Davis

Leader In Residence

Waterbury Public Schools

jdavis@waterbury.k12.ct.us

3465 East Main Street

Waterbury, CT 06705

COMMITTEE ON SCHOOL FACILITIES & GROUNDS

WORKSHOP:

BOARD MEETING: Thursday, December 1, 2016

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
R. O'Neill	Carrington café: Wed., Feb. 8 th 6:30-8:30 pm (Anti Bulleying/ Laser Light Show Family Night)
M. A. Marold	Reed café, gym & classrms.: Sat., Jan. 14 th 8am-2pm (2 nd Annual Dr. Martin Luther King, Jr. Youth Day)
J. Hilbert Sch. Governance Council	Wilby LCC rm. And Library, hallway: Thurs., May 4, 2017 6:00-8:00 pm (Wilby Showcase)
D. Bakewell	Sprague gym: Tues., Dec. 13 th 4:45-8:00 pm (Family Literacy Night)

Approved:

John Theriault

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

Hook

NOV 29 2015

SCHOOL PERSONNEL USE ONLY

DATE Nov. 29, 2016

TO: SCHOOL BUSINESS OFFICE

FROM:

R. O'Neill

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

NAME OF SCHOOL REQUESTED: Carrington

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED: Wed. Feb 8, 2016

FROM: 6:30 am/pm

TO: 8:30 am/pm

FOR THE FOLLOWING PURPOSES:

Anti Bullying / Laser Light Show
Family Night.

**NO
SNOW
DATE
YET.*

R. O'Neill
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.

SCHOOL PERSONNEL USE ONLY

NOV 30 2015

DATE:
November 29, 2016

TO: SCHOOL BUSINESS OFFICE

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

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

NAME OF SCHOOL REQUESTED: Waterbury Career Academy

☐ Auditorium x ☒ Gymnasium ☐ Swimming Pool x ☐ Café/Rooms
(12)

DATES REQUESTED: _____
Saturday, January 14, 2017 (Snow Date January 21, 2017)

FROM: 8 a.m. am/pm TO: 2 p.m. am/pm

FOR THE FOLLOWING PURPOSES:

2nd Annual Dr. Martin Luther King Jr. "Each One.. Teach One" Youth Day_ Unity and Self – Sufficiency is the theme. **Needed supplies 15-20 tables for vendors and community participation, computers, projectors and screens in classrooms for presentations.

Mary Ann Marold
Education Liaison to
Government, Business and
Community

Mary Ann Marold
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.

DEC - 1 2015

SCHOOL PERSONNEL USE ONLY

DATE: 12/1/16

TO: SCHOOL BUSINESS OFFICE
FROM: Jennifer Hilbert, School Governance Council

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

NAME OF SCHOOL REQUESTED: Wilby High School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

☒ LCC and Library, 1st Floor Hallways

DATES REQUESTED: Thursday, May 4, 2017

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

FOR THE FOLLOWING PURPOSES:

The School Governance Council is holding the Wilby Showcase, an annual event for rising eighth graders and their families.

Jennifer Hilbert
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.

DEC - 6 2015

Book

SCHOOL PERSONNEL USE ONLY

DATE: 12-6-16

TO: SCHOOL BUSINESS OFFICE

FROM: D. Bakewell

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

NAME OF SCHOOL REQUESTED: Sprague

☐ Auditorium

☒ Gymnasium

☐ Swimming Pool

☐ Café/Rooms

DATES REQUESTED: Tuesday, Dec. 13, 2016

FROM: 4:45 am/pm TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

Family Literacy Night

Mariane Bakewell

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 PAH

COMMITTEE ON SCHOOL FACILITIES & GROUNDS

WORKSHOP:

BOARD MEETING: Thursday, December 1, 2016

**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>
Triple Threat Dance Studio Jeffrey Pelletier	Rotella aud., café, gym: Sat., June 3, 2017 11am-7pm (Dance Recital)
Taft Pointe Condo Assoc. Karina Smith	WSMS café: Mon., Jan. 23 rd 6:00-8:30 pm (association meeting)

REQUESTING WAIVERS:

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

Ct. Rivers Boy Scouts Brian Fasci	WSMS café & 2 rms.: Jan. 2017 thru Jan. 2018 1 st Monday each month for District Leaders Roundtable Meetings 6:30-8:30 pm
--------------------------------------	--

MONIES COLLECTED TO DATE:

\$ 22,386.50

Approved:

John Theriault

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

These activities are completed and have been billed:

Yeshiva Chabab
Sacred Heart H.S.
Holy Cross H.S.
USA Wildcats Cheerleading

Fax: 863-574-8632

Mailing address: 25 Hidden Place
Cheshire, CT 06410SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

DEC - 5 2015

APPLICANT Jeffrey Pelletier NAME OF ORGANIZATION Triple Threat Dance
 ADDRESS 1261 Meriden Rd Waterbury CT 06705 TELEPHONE # 203 910 9234
 (street) (city) (state) (zip code)

SCHOOL REQUESTED Patella DATES June 3, 2017 ROOM(S) Auditorium, Cafe + Gym
 OPENING TIME 10am CLOSING TIME 7pm PURPOSE Dance recital

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 500-700 (2 shows) CHILDREN 200

SIGNATURE OF APPLICANT Jeffrey Pelletier DATE 11/2/2016

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

Jeffrey Pelletier 25 Hidden Pl. Cheshire, CT 06410 (203) 910 9234

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. (P) (PLEASE INITIAL)

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

RENTAL FEES: \$1000/4 hrs or \$200/HR ea. add hr.

MISCELLANEOUS FEES: \$52/HR (Tech)

SECURITY DEPOSIT \$ 500. 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: A SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE _____

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

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

DATE OK'D AT SCHOOL

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#

DEC - 6 2015

Book

APPLICANT Taft Pointe Condominium Association, Inc. NAME OF ORGANIZATION Taft Pointe Condominium
ADDRESS Taft Pointe Waterbury CT 06708 TELEPHONE # 860-259-1046
(street) (city) (state) (zip code)
SCHOOL REQUESTED West Side Middle DATES 1/23/17 ROOM(S) Cafeteria
OPENING TIME 6:00 PM CLOSING TIME 8:30 PM PURPOSE Association Meeting
ADMISSION (if any) NONE CHARGE TO BE DEVOTED TO N/A
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 20 CHILDREN 0
SIGNATURE OF APPLICANT Karina Smith DATE 12/5/16

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

Karina Smith 413 East Street Suite 2 Plainville CT 06062, 860-259-1046

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. KS (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ 500 INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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

Monday
January
23rd

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#

DEC 5 2015

APPLICANT Brian Fasci NAME OF ORGANIZATION Boy Scouts
ADDRESS 60 Darlin St East Hartford 06108 TELEPHONE # 860 913 2700
(street) (city) (state) (zip code)

SCHOOL REQUESTED West Side Middle DATES _____ ROOM(S) Cafe & Music Room

OPENING TIME 6:30 CLOSING TIME 8:30 PURPOSE District leader Roundtable

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 40 CHILDREN 0

SIGNATURE OF APPLICANT [Signature] DATE 12-3-16

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

Brian Fasci 60 Darlin St East Hartford CT 06107 860 372 0031

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

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ [Signature] INSURANCE COVERAGE [Signature] YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

#86

Callahan

**GRANTS SPECIALIST
COMPETITIVE GRANTS OFFICE
Job #828**

General Statement of Duties: To provide assistance of a complex and confidential nature, and to provide technical assistance with grants seeking, project and budget development, and document preparation for the Waterbury Public Schools Grant Writer. Reports directly to the Grant Writer.

Specific Examples of Duties:

- Research grant opportunities using office software programs, Internet, email alerts and/or other resources.
- Review and evaluate grant opportunities for fit with district and office priorities.
- Conduct research related to grant proposals, and compile data from various sources, as requested.
- Prepare charts, graphs, and other graphic representations of information for proposals and reports.
- Assist with budget calculations and prepare grant budget documents.
- Maintain a computer database of grant partners and prospective grant prospects.
- Maintain the office grant/project deadline calendar.
- Handle specific requests related to entitlement grants.
- Promote and model respectful professional climate/relationships.
- Utilize excellent customer service/interpersonal skills in dealing with office contacts, other office staff, district and municipal personnel, grantor representatives, grant partner representatives, community agencies, and the community at large.
- Manage reception area. Answer telephones, screen incoming calls, and provide information to callers using in-depth knowledge of the office and its function.
- Handle U.S. mail and inter-office mail. Screen letters, memos, reports, and materials to determine action required; make related recommendations to Grant Writer.
- Type, revise, or otherwise prepare documents including grant applications, revisions and reports.
- Compose routine letters and memos for the Grant Writer.
- Create and maintain grants related logs, records, and files. Maintain grant related electronic and hard copy files as required by the Grant Writer.
- Arrange and coordinate meetings including attendees, meeting space, equipment, refreshments.
- Order and receive all office purchases.
- Manage maintenance and repair of all office equipment.
- Supervise other staff such as interns or temporary help, as directed by the Grant Writer.
- Perform other related work as required by the Grant Writer.

Qualifications:

- **Required:** Associate's Degree or at least thirty college credits; experience working in grants, development, philanthropy, or a related field; proficiency in use of PCs with Microsoft Windows operating system and Office programs including WORD, Excel, PowerPoint, and Outlook; the ability to work independently with great attention to detail; ability to prioritize work, to self-motivate, and to use time effectively; ability to quickly learn new skills; ability to work as part of a team; ability to perform basic mathematical computations with speed and accuracy; ability to interact effectively with all stakeholders; ability to maintain confidentiality and to demonstrate consistent good judgment, tact and courtesy; excellent written and verbal communication skills.

In addition to the above qualifications:

- **Preferred:** Bachelor's Degree; experience with Adobe, and experience in an urban school district and/or a multi-cultural environment.

Work Year/Hours of Work: 12 months, 35 hours per week.

Salary/Benefits: \$25.00 - \$30.00 per hour. This is a non-union position. Fringe benefits are governed by the UPSEU Unit #69 Collective Bargaining Agreement. This is a grant funded position that exists as long as funds continue to be available.

Application Process:

Applications must be submitted electronically under the Office: Professional & Clerical 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: Until filled.

Mrs. Jessica L Callahan

63 Cayuga Dr.

Watertown, CT 06795

jessica.callahan@uconn.edu - (203) 704-7184

Contents:

1. Online Application
2. Attachment: Cover Letter or Letter of Intent
3. Attachment: Resume

Prepared for: Anne Phelan
Waterbury Public Schools
Dec 2, 2016 12:32 PM

Waterbury Public Schools Online Application

Callahan, Jessica - AppNo: 9170

Date Submitted: 8/23/2016

Personal Data

Name: Mrs. Jessica L Callahan
 (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: jessica.callahan@uconn.edu

Postal Address

Permanent Address	Present Address
Number & Street: 63 Cayuga Dr.	Number & Street:
Apt. Number:	Apt. Number:
City: Watertown	City:
State/Province: CT	State/Province:
Zip/Postal Code: 06795	Zip/Postal Code:
Country: United States of America	Country:
Daytime Phone: (203) 704-7184	Phone Number:
Home/Cell Phone: (203) 704-7184	

Employment Desired

Closed Vacancy Desired: JobID: 828 **Office: Professional & Clerical:** Grants Specialist **Date Last Submitted:** 8/23/2016 **Experience in Similar Positions:** years

Position Desired: **Experience in Similar Positions:**

Office: Professional & Clerical

1. Grants Specialist 7 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	
Teddy Bear Treehouse Learning Center Supervisor		200 South Main Street Seymour, CT 06483 203-888-2900		Ann Marie Violano 203-888-2900 teddybear_tlc@att.net Owner/Director	
Date From - Date To:	03/2013 - 05/2015	Full or Part Time:	Full	Last Annual Salary:	
Reason for Leaving:	Presently employed- seeking to utilize education, experience in more challenging role				
May we contact this employer?	No				
Responsibilities/ Accomplishments at this Position	Assists with administrative duties. Supervise six classrooms ranging from infant care to pre-kindergarten. Facilitate efficient communication between center and parents to inform of children's progress. Maintain proper staffing to ensure efficient center programming. Monitor staff performance and report growth and areas of opportunity to upper management.				

Waterbury Public Schools Online Application

Callahan, Jessica - AppNo: 9170

Date Submitted: 8/23/2016

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
North American Family Institute, Touchstone Adolescent Development Specialist		11 Country Place Litchfield, CT 06759 860-567-8309		William Dalton 860-567-3809 Supervisor	
Date From - Date To:	09/2011 - 03/2013	Full or Part Time:	Full	Last Annual Salary:	
Reason for Leaving:	Inconsistent scheduling, excessive carrying of shifts interfered with personal education goals				
May we contact this employer?					
Responsibilities/Accomplishments at this Position	Provided milieu counseling to 16 girls ages 12-17 from various at-risk backgrounds in a residential setting. Understanding of regional community concerns. Assisted with teaching youth basic living skills.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Planned Parenthood of Southern New England Center Manager		1229 Albany Ave. Hartford, CT 06112 860-728-0203		Irene Poinelli 203-728-0203 District Manager	
Date From - Date To:	06/2010 - 09/2011	Full or Part Time:	Full	Last Annual Salary:	
Reason for Leaving:	Temporary position				
May we contact this employer?					
Responsibilities/Accomplishments at this Position	Conducted administrative duties including payroll, staff meetings, and delivering performance reviews. Managed diverse staff of Clinicians and Medical Assistants. Partnered with other community resources and agencies to build community presence (temporary position).				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Public Allies Public Ally		2470 Fairfield Ave. Bridgeport, CT 06605 (203) 764-2031		Tyler Driscoll 860-268-3940 Program Manager	
Date From - Date To:	08/2009 - 06/2010	Full or Part Time:	Full	Last Annual Salary:	
Reason for Leaving:	Temporary Position- Completed year of service through national AmeriCorps program				
May we contact this employer?					
Responsibilities/Accomplishments at this Position	Completed 1700 hours of AmeriCorps service and leadership training through Public Allies Connecticut. Participated in weekly professional trainings which included grant writing, fundraising, community organizing, asset based community development, public speaking, youth development, and diversity issues. Also worked simultaneous job at internship through Public Allies.				

Waterbury Public Schools Online Application

Callahan, Jessica - AppNo: 9170

Date Submitted: 8/23/2016

Education

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

High School Attended: Wilby
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 - University of Connecticut	08/2014 05/2016	Public Administration Hrs:	Nonprofit Management Hrs:	Master of Public Administration	05/2016
CT - University of Connecticut	08/2010 05/2014	Urban and Community Studies Hrs:	Anthropology Hrs:		05/2014

	Undergraduate	Graduate
Overall GPA	3.4/4	3.5/4
Major GPA	3.3/4	3.1/4
Highest Degree Attained	Number of graduate hours beyond your highest degree:	Grad Program Of Study
MA/MS/etc.		Public Administration, Nonprofit Management

List honors, awards or distinctions you have earned:

Key to the City of Waterbury for community involvement, Bastow and Binnie award for academic merit, community involvement, and excellence while at UConn

Statement

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

1. Please explain how your past personal and professional experience make you a quality candidate for the position for which you are applying.

My educational background, which includes a Bachelor's Degree in Urban and Community Studies from the University of Connecticut, has given me a solid background in the multiple dimensions of urban and community life and how it is impacted by economics, education, history, geography, politics, and public policy. I have recently received my Master's Degree in Public Administration and obtained an additional Certificate in Nonprofit Management. Please review my attached resume for more details on the following qualifications:

- ¢ Awarded Bastow and Binnie award for academic merit, community involvement, and excellence while at UConn
- ¢ Wrote grants to secure funding for capacity building activities while Regional Coordinator at Northwestern CT Area Health Education Center
- ¢ Built and maintained relationships with neighborhood resources to increase outreach at Planned Parenthood in Hartford's North End

Waterbury Public Schools Online Application

Callahan, Jessica - AppNo: 9170

Date Submitted: 8/23/2016

Language Skills

Do you know any language other than English? No

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Dr. Ruth Glasser	William Dalton
School/Org:	University of Connecticut	North American Family Institute
Current Position:	Faculty	
Home Phone:		
Cell Phone:	203-578-5008	860-459-6018
Work Phone:		
Mailing Address:		
Email:	ruth.glasser@uconn.edu	
Relationship to Candidate:	Administrative Assistant at UConn	Previous supervisor
Years Known:	4	4
	Reference 3 of 3	
Name:	Tyler Driscoll	
School/Org:	Public Allies CT	
Current Position:	Teach for America	
Home Phone:		
Cell Phone:	860-268-3940	
Work Phone:		
Mailing Address:		
Email:		
Relationship to Candidate:	Previous Supervisor/Director	
Years Known:	5	

Referrals

How did you hear about employment with us?

Other: Indeed.com

Qualifications

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

Waterbury Public Schools Online Application

Callahan, Jessica - AppNo: 9170

Date Submitted: 8/23/2016

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

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, Jessica Callahan, agree to all of the terms above.

☒ I agree

Jessica L. Callahan

63 Cayuga Dr., Watertown, CT 06795
203-704-7184
jessica.callahan@uconn.edu

August 23rd, 2016

Waterbury Public Schools
236 Grand Street
Waterbury, CT 06702

RE: Employment Opportunity- Grants Specialist

To Whom this May Concern,

I'm contacting you regarding the position of Grants Specialist for Waterbury Public Schools. I am very interested in further discussing this opportunity with you. My related work experience and education have prepared me to be a strong candidate for this position, and I am eager to leverage my skills to contribute to your team.

My educational background, which includes a Bachelor's Degree in Urban and Community Studies from the University of Connecticut, has given me a solid background in the multiple dimensions of urban and community life and how it is impacted by economics, education, history, geography, politics, and public policy. I have recently received my Master's Degree in Public Administration and obtained an additional Certificate in Nonprofit Management. Please review my attached resume for more details on the following qualifications:

- Awarded Bastow and Binnie award for academic merit, community involvement, and excellence while at UConn
- Wrote grants to secure funding for capacity building activities while Regional Coordinator at Northwestern CT Area Health Education Center
- Built and maintained relationships with neighborhood resources to increase outreach at Planned Parenthood in Hartford's North End

With my education, experience, and passion for public service, I can be a valuable addition to your organization. I'd be happy to provide greater detail about my skills and experience during an interview. I will make myself available to meet with you at your earliest convenience. You can reach me at the phone number or email listed above. I look forward to hearing from you.

Thank you in advance for your consideration.
Jessica Callahan

Jessica Callahan

Administration/Management

(203)704-7184 – jessica.callahan@uconn.edu – www.linkedin.com/in/callahanjessica

Seeking career in Public Administration to apply diverse skills obtained through experience and education. Efficient and detail-oriented professional comfortable at multi-tasking and able to provide outstanding administrative support. Excellent verbal and written communication skills, and knowledgeable in various technological applications.

EDUCATION

**University of
Connecticut**
2014-2016

MASTER OF PUBLIC ADMINISTRATION

Focus on Public Policy and Public Administration. Also received Certificate in Nonprofit Management.

Relevant courses include: Quantitative Methods for Public Policy, Policy Analysis, Economic Analysis for Public and Nonprofit Organizations, Financial Management for Public Organizations, Grant Writing and Fund Development, and Program Evaluation and Development

**University of
Connecticut**
2009-2014

BACHELOR OF ART, URBAN AND COMMUNITY STUDIES

Studied cities, communities, and neighborhoods through analytical techniques, archival research, quantitative and qualitative methods. Assisted Dr. Ruth Glasser with "Agricultural History of the City of Waterbury", displayed at Mattatuck Museum. Undergraduate Assistant to the Urban and Community Studies department from 2012-2014.

EXPERIENCE

**Teddy Bear
Treehouse
Learning Center**
Seymour, CT
2013 – present

SUPERVISOR

Conducts administrative duties including staffing, payroll, staff meetings, and delivering performance reviews. Maintains and organizes all records in accordance with state regulations, and ensuring confidentiality. Working knowledge of town demographics and community needs. Develops marketing tools. Works with various community resources to support center, including local nonprofits, police/fire, and DCF. Prides self in facilitating effective, timely communication.

NAFI, CT
Litchfield, CT
2011-2013

ADOLESCENT DEVELOPMENT SPECIALIST

Provided milieu counseling to 16 girls ages 12-17 from various at-risk backgrounds in a residential setting. Understanding of regional community concerns. Assisted with teaching youth basic living skills.

**Planned
Parenthood**
Hartford, CT
2010-2011

CENTER MANAGER

Conducted administrative duties including payroll, staff meetings, and delivering performance reviews. Managed diverse staff of Clinicians and Medical Assistants. Partnered with other community resources and agencies to build community presence (temporary position).

OTHER EXPERIENCE

**Northwestern CT
Area Health
Education Center**
Waterbury, CT
2009-2010

YOUTH HEALTH SERVICE CORPS REGIONAL COORDINATOR

Built and maintained relationships with local non-profit organizations and health care facilities. Managed public relations with media and local government officials, and wrote grant proposals to secure funding. Planned volunteer events and internship opportunities to expose high school students to health careers.

**Public
Allies/AmeriCorps**
Hartford, CT
2009-2010

PUBLIC ALLY

Completed 1700 hours of AmeriCorps service and leadership training through Public Allies Connecticut. Participated in weekly professional trainings including grant writing, fundraising, community organizing, asset based community development, public speaking, youth development, and diversity issues.

ABOUT ME

Accomplishments and Skills

Recipient of "The Key to the City of Waterbury" for community service and other scholarships for community involvement. Can type 90wpm with 0 errors. Fluent in all Microsoft Office applications, including Excel and Publisher. Proficient in SPSS and STATA software. Proficient in grant databases, including Pivot. Working knowledge of fundraising databases. Working knowledge of some GIS applications. CPR/First Aid Certified.

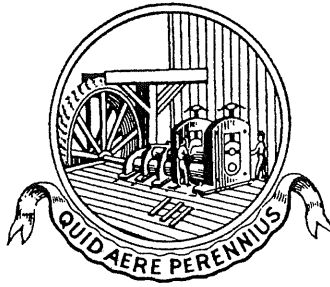
Professional Affiliations and Memberships

2014-Present Member, American Society for Public Administration
2014-Present Member, Hartford Young Professionals and Entrepreneurs
2013-Present Member, Young Professionals of Waterbury Region

Communications



Packet week ending: 12/6/16



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

November 25, 2016

Yesenia Gonzalez
233 Knollwood Circle
Waterbury, CT 06704

Dear Ms. Gonzalez:

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 #2017223) at \$9.71 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 Monday, November 28, 2016 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 November 29, 2016 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.

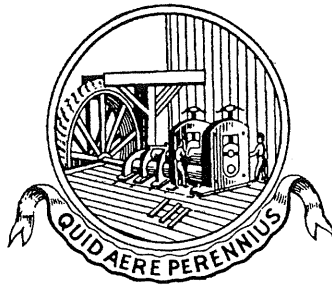
We look forward to working with you.

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



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

November 28, 2016

Diana Gomez Giraldo
925 Oronoke Rd., 29E
Waterbury, CT 06708

Dear Ms. Gomez Giraldo:

We are pleased to receive your acceptance of our offer of employment for the position of Food Service Worker for the Department of Education – Food Service (Requisition #2017226) at \$13.18 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.

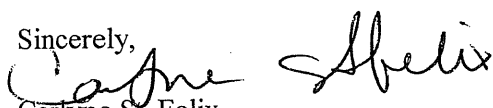
We have scheduled your orientation for Monday, November 28, 2016 at 11:15 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be November 29, 2016 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

Carrie Swain

From: Robert Goodrich <rgoodrich@racce.net>
Sent: Tuesday, November 29, 2016 3:58 PM
To: ANN SWEENEY; Carrie Swain; CHARLES L. STANGO; CHARLES PAGANO; ELIZABETH BROWN; FELIX RODRIGUEZ; JUANITA HERNANDEZ; JOHN THERIAULT; JASON VAN STONE; KAREN HARVEY; Kathleen Ouellette; noleary@waterburyct.org; THOMAS VAN STONE SR.; aldermangiacomi@waterburyct.org; alderwomancummings@waterburyct.org; Anthony.DAmelio@housegop.ct.gov; Hartley@senatedems.ct.gov; Jeffrey.Berger@cga.ct.gov; Joe.Markley@cga.ct.gov; Rep. Butler, Larry; gerald.reyes@att.net; matthews72nd@gmail.com; Tyrell Zimmerman; rdwade2002@longhillbc.org; alderwomancotto@waterburyct.org
Subject: Valuable Resource and Forum on ESSA
Attachments: Funding-Formula-Guidebook-2016 (1).pdf

Superintendent, Board of Education Commissioners, and members of the Waterbury Delegation,

I have attached a document that may be a valuable resource for our shared battle on school funding. I hope to see as many of you as possible at the ESSA Forum tomorrow being held at the L.O.B. in Hartford.

Regards,

--

Robert M. Goodrich

R.A.C.C.E.

Radical Advocates for Cross-Cultural Education

(203) 597-7456

rgoodrich@racce.net

Like us on Facebook: www.facebook.com/RACCEWtby

Twitter: [@raccewtby](https://twitter.com/raccewtby)

Website: racce.net

“The obligation of anyone who thinks of himself as responsible is to examine society and try to change it and to fight it – at no matter what risk. This is the only hope society has. This is the only way societies change...”

~James Baldwin~



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

December 5, 2016

Sean Allen
107 Chipper Rd.
Waterbury, CT 06704

Dear Mr. Allen:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I (Req. #2017081A) at \$14.48 per hour. Please contact Shannon Sullivan, Acting School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, December 8, 2016 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 December 9, 2016 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
Shannon Sullivan, Acting Schl Inspector
Dr. Quелlette, Supt. of Schools