

Welcome from the Gilmartin Student Council





John G. Gilmartin Elementary School

DONALD BURZLER, PRINCIPAL

JENNIFER DWYER, SUPERVISING VICE PRINCIPAL

Home of the Gilmartin Gators

Today I will pause
and remember my CLAWS

C– I Care for my community

L– I Listen and Learn

A– I Act Respectfully

W– I Work Cooperatively

S– I Stay Safe



I'm a Gilmartin Gator and I'm Prooooooooooud of It!

Sound Off



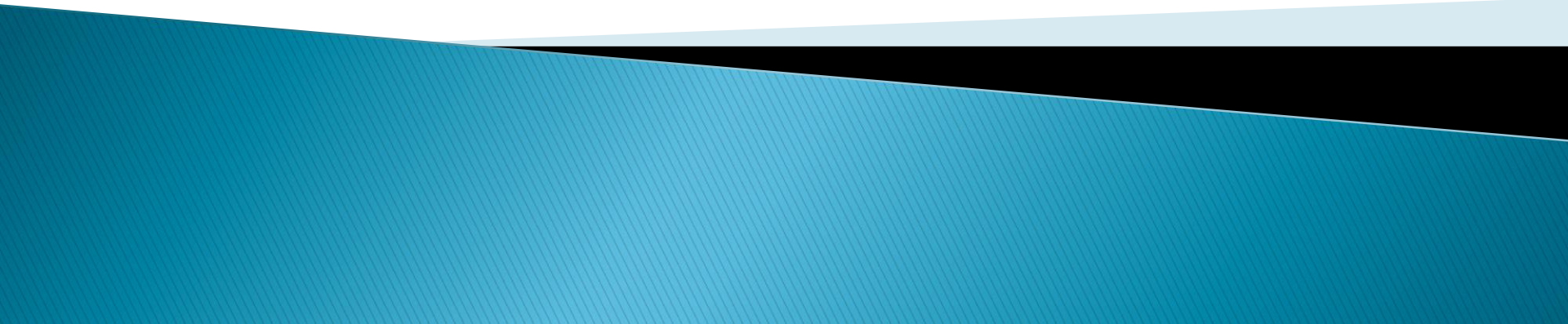
Improving Attendance & Recognition for Attendance



- ▶ Social Worker and Parent Liaison reached out to families of students deemed at risk for attendance to communicate resources and data on improved attendance.
- ▶ Acknowledging Mid-year Perfect attendance
- ▶ Celebrating AWESOME ATTENDANCE
 - Each Classroom that has a day of perfect attendance will receive a letter from AWESOME ATTENDANCE. Classes will earn rewards when all letters are gained.
- ▶ Bilingual informational packets distributed to all families.

Safety and Security

Measures Taken for Improvement



New and Improved Academics Schedules

- ▶ Revised block schedule to increase uninterrupted instruction.
- ▶ Schedule supports collaboration and coaching.

Kindergarten	First Grade	Grade 2	Grade 3	Grade 4	Grade 5
ELA Core 8:45-9:45	Specials 8:45-9:30	Intervention 8:45-9:30	Centers 8:45-9:25	Math 8:45-9:45	ELA Core 8:45-10:15
ELA Small Group 9:45-10:25	Intervention 9:35-10:20	ELA Core 9:30-10:30	Specials 9:30-10:15	ELA Core 9:45-10:45	Special 10:15-11:00
Foundations 10:25-10:55	ELA Core 10:20-11:20	ELA Small Group 10:30-11:15	Math 10:15-11:15	Recess 10:50-11:10	ELA Small Group 11:05-11:40
Lunch 11:00-11:25	ELA Small Group 11:20-12:00	Math 11:15-12:15	Intervention 11:15-12:00	Lunch 11:15-11:40	Lunch 11:45-12:10
Recess 11:30-11:50	Lunch 12:05-12:30	Lunch 12:20-12:45	Recess 12:05-12:25	ELA Small Group 11:45-12:30	Math 12:15-1:15
Intervention 12:00-12:45	Recess 12:30-12:50	Recess 12:50-1:10	Lunch 12:35-1:00	Specials 12:30-1:15	Centers 1:15-1:35
Math 12:45-1:45	Foundations 1:05-1:35	Special 1:15-2:00	ELA Core 1:00-2:00	Intervention 1:15-2:00	Recess 1:35-1:55
Special 2:00-2:45	Math 1:35-2:45	Foundations 2:00-2:45	ELA Small Group 2:00-2:45	Centers 2:00-2:45	Intervention 2:00-2:45

6-1	6-2	7-1	7-2	7-3	8-1	8-2
Social Studies 8:45-9:30	Social Studies 8:45-9:30	Reading 8:45-9:30 Brain Break 9:30-9:40	Science 8:45-9:30 Brain Break 9:30-9:40	Social Studies 8:45-9:30 Brain Break 9:30-9:40	Language Arts 8:45-9:30 Brain Break 9:30-9:40	Math 8:45-9:30 Brain Break 9:30-9:40
UA 9:30-10:15	UA 9:30-10:15	Math 9:40-10:25 Brain Break 10:25-10:30	Social Studies 9:40-10:25 Brain Break 10:25-10:30	Language Arts 9:40-10:25 Brain Break 10:25-10:30	Reading 9:40-10:25 Brain Break 10:25-10:30	Science 9:40-10:25 Brain Break 10:25-10:30
UA 10:15-11:00	UA 10:15-11:00	Lunch 10:35-10:55	Lunch 10:35-10:55	Lunch 10:35-10:55	Lunch 10:35-10:55	Lunch 10:35-10:55
Math 11:05-11:50	Language Arts 11:05-11:50	UA 11:00-11:45	UA 11:00-11:45	UA 11:00-11:45	UA 11:00-11:45	UA 11:00-11:45
Science 11:50-12:35	Reading 11:50-12:35	UA 11:45-12:30	UA 11:45-12:30	UA 11:45-12:30	UA 11:45-12:30	UA 11:45-12:30
Brain Break 12:35-12:55	Brain Break 12:35-12:55	Language Arts 12:30-1:15	Math 12:30-1:15	Reading 12:30-1:15	Science 12:30-1:15	Social Studies 12:30-1:15
Lunch 12:55-1:15	Lunch 12:55-1:15	Social Studies 1:15-2:00	Language Arts 1:15-2:00	Science 1:15-2:00	Math 1:15-2:00	Language Arts 1:15-2:00
Language Arts 1:15-2:00	Math 1:15-2:00	Science 2:00-2:45	Reading 2:00-2:45	Math 2:00-2:45	Social Studies 2:00-2:45	Reading 2:00-2:45
Reading 2:00-2:45	Science 2:00-2:45	Brain Break will now be embedded in the first two periods.				

Revised Schedules

- ▶ Focus on Lunch and Recess
 - Added additional adult supervision
 - Reduction of overlapping grades within lunch room as safety precaution

Standard Day					
Lunch Inner Tables		Lunch Outer Tables		Recess	
10:35-10:55	8th	10:35-10:55	7th	10:50-11:10	4 th
11:00-11:25	Kindergarten	11:25-11:50	4th	11:30-11:50	Kindergarten
11:45-12:10	5th	12:05-12:30	1 st	12:05-12:25	3 rd
12:20-12:45	2nd	12:35-1:00	3 rd	12:30-12:50	1 st
12:55-1:15	6th			12:50-1:10	2 nd
				1:35-1:55	5 th

Intervention	
8:45-9:30	Grade 2
9:35-10:20	Grade 1
10:25-11:10	Prep
11:15-12:00	Grade 3
12:00-12:45	Kindergarten
12:45-1:15	Lunch
1:15-2:00	Grade 4
2:00-2:45	Grade 5

Specials	
8:45-9:30	Grade 1
9:30-10:15	Grade 3
10:15-11:00	Grade 5
11:00-11:45	Grade 7/8
11:45-12:30	Grade 7/8
12:30-1:15	Grade 4/6
1:15-2:00	Grade 2
2:00-2:45	Grade K

Early Dismissal 1:05				
	Middle School Block Periods	Lunch	Specials	Interventions
8:45-9:15	Period 1		Grade 1	Grade 2
9:15-9:45	Period 2		Grade 3/6	Grade 1
9:45-10:15	Period 3		Grade 5/6	Prep
10:15-10:45	Period 4	Grade 4 & 5	Grade 7/8	Grade 3
10:45-11:15	Period 5	Grade 6	Grade 7/8	Kindergarten
11:15-11:45	Period 6	Grade k & 2	Grade 4	Lunch
11:45-12:15	Period 7	Grade 1 & 3	Grade 2	Grade 4
12:15-12:45	Period 8	Grade 7 & 8	Kindergarten	Grade 5

2 Hour Delay- Arrival 10:35				
	Middle School Block Periods	Lunch	Specials	Interventions
10:45-11:15	Period 1	Grade 4 & 5	Grade 1	Grade 2
11:15-11:45	Period 2	Grade k & 2	Grade 3/6	Grade 1
11:45-12:15	Period 3	Grade 7 & 8	Grade 5/6	Prep
12:15-12:45	Period 4	Grade 6	Grade 7/8	Grade 3
12:45-1:15	Period 5	Grade 1 & 3	Grade 7/8	Kindergarten
1:15-1:45	Period 6		Grade 4	Lunch
1:45-2:15	Period 7		Grade 2	Grade 4
2:15-2:45	Period 8		Kindergarten	Grade 5

Creation of Duty Schedule

Duties Schedule 2015-2016

- ▶ Increased adult supervision with lunchroom and hall duties
- ▶ Working collaboratively with WTA to ensure compliance and equity

Recess Duty						
		A	B	C	D	E
11:30-11:50	Kindergarten	Vowe Conway	Jones Dali-Parker	Conway Caruso	Foster Jones	Vowe Foster
12:30-12:50	1 st	Griffin	Summa	Griffin	Summa	Klem
12:50-1:10	2 nd	Meaney	Trudeau	Meaney	Trudeau	Marino
12:05-12:25	3 rd	McKeeman	Orzechowski	Quatrano	McKeeman	Quatrano
10:50-11:10	4 th	Fenn	Zaccagnini	Fenn	Zaccagnini	Bulls
1:35-1:55	5 th	Carito	Battistrada	Petruzzi	Carito	Petruzzi

Lunch Duty					
	A	B	C	D	E
10:35-10:55	Holden	MacLennan	Kozieradzki	Melchionne	Pratt
11:00-11:30	Vorio	Holden	Genovese	MacLennan	Melchionne
12:55-1:15		Tracy	Taylor	Tracy	Taylor

Hall Duty					
	A	B	C	D	E
11:00-11:30	Pratt	Kozieradzki		Holden	Melchionne
11:45-12:15	MacLennan	Pratt		Vorio	Vorio
12:30-12:50	Battistrada	Klem		Taylor (until 1:00)	Tracy (until 1:00)
1:15-2:00	Allen/Foulds	Allen/Foulds	Caruso (1:15-1:35)	Genovese	
2:00-2:45	Nunez		Allen/Foulds		

Framework & Organizational Climate Improvements

- ▶ Revised PBIS tier one system with new electronic tracking system
- ▶ Increase interventions and proactive measures at all tiers
- ▶ Support Staff Meetings to discuss individuals and track intervention effectiveness and progress
- ▶ Development of a School Safety Plan
- ▶ Hall Gators to guide hall traffic
- ▶ Vice Principal's office moved to upstairs
- ▶ Support of School Governance and John Herman
- ▶ Staff training on tier one behavioral and academic interventions (PBISWorld.com)
- ▶ Bus drop off at different location
- ▶ Communicating consistent behavioral expectations to all staff



Gilmartin School Safety Action Plan

Developed by the Crisis Team & Supported by John Herman

Team Members: Lisa Bloom, Tanya Bulls, Jennifer Dwyer, Brenda Falcone, Lisa Marie Klem, & Colin Pratt

Gilmartin School's Safety Action Plan 2015-2016

Meeting Date: 11/20/15

Team Members: Jennifer Dwyer, Tanya Bulls, Brenda Falcone, Colin Pratt, Lisa Bloom, Lisa Marie Klem

Supported by: John Herman

Green – Immediate implementation **Blue** – Secondary implementation **Red** – District approval needed

Problem Area	Possible Solution
Students out of classroom	<ul style="list-style-type: none"> Mandatory pass system with consistent consequences (mandatory office referral) More administrator presence Protocol for alerting office of students leaving classroom (develop communication system) Office to utilize log of responders accepting calls Immediate All Call Made for Student to return Hallway sweep Call Lockdown / Shelter in Place if excessive number of students are in hallway without permission Escort classes Hallway monitor Cameras in hallways throughout the school
Obscene Language	<ul style="list-style-type: none"> Revamp PBIS Tiered System – ensure consistency Flowchart Morning meeting / develop positive relationships Social skills groups
Vandalism	<ul style="list-style-type: none"> Cameras in hallways throughout the school Hallway monitor Mandatory pass Morning meeting / develop positive relationships Social skills groups
Legal Offenses (drugs, weapons, etc.)	<ul style="list-style-type: none"> Contact police Mandatory office referral
Arrival / Dismissal	<ul style="list-style-type: none"> Cameras in hallways throughout the school Revise bus duty assignments Utilize paraprofessionals Implement PBIS reteach of arrival / dismissal expectations
Cafeteria behavior	<ul style="list-style-type: none"> Cameras in hallways and cafeteria throughout the school Utilize PBIS developed cafeteria protocol consistently Administrator circulating throughout the cafeteria Lunch aides circulating throughout the cafeteria – utilize floorplan Hold people accountable for utilizing PBIS system Utilize television for educational programs / incentives Look at switching recess and lunch order Bathroom pass system

Gilmartin School's Safety Action Plan 2015-2016

Problem Area	Possible Solution
Bullying	<ul style="list-style-type: none"> Follow district policy consistently
Cell phones	<ul style="list-style-type: none"> All teachers must consistently follow policy No cell phone use If a cell phone is being utilized then a teacher may request it and lock it up until the end of the day. If a student refuses, then it is an automatic office referral. Staff model cell phone policy, exception for Crisis Team
Gum / candy / drinks	<ul style="list-style-type: none"> Follow district policy consistently No open containers of drinks will be allowed outside of cafeteria
Dress Code	<ul style="list-style-type: none"> Follow district policy consistently Follow middle school contract Staff model professional attire Specific PBIS incentive for dress code compliance
Physical aggression	<ul style="list-style-type: none"> Follow district policy consistently Automatic office referral
Emotional needs	<ul style="list-style-type: none"> Utilize mental health staff Full time School Counselor for proactive developmental social skills and life skills Tier 1 instruction and support for PreK-8th grade Utilize crisis team Involve community agencies as needed Breakfast Club to start students off in positive manner. Address issues that may come up. Development of Reset Room to deescalate students when agitation is first present
Classroom disruption	<ul style="list-style-type: none"> Revamp PBIS Tiered System – ensure consistency Flowchart Bring in additional training (Rob Davis & Shannon Dos Santos)
Defiance / disrespect	<ul style="list-style-type: none"> Revamp PBIS Tiered System – ensure consistency Further develop CICO Flowchart Breakfast Club to start students off in positive manner. Address issues that may come up Morning meeting / develop positive relationships Social skills groups
Structures	<ul style="list-style-type: none"> Crisis Response Plan including when to evacuate room and creating coverage for teachers on Crisis Team Revamp PBIS Tiered System Teacher Training on Classroom Management Strategies EIP Meeting structures revisited Develop teacher resource binder to be systematically unrolled at staff meetings

Next Steps:

1. Team will meet weekly to begin implementation and evaluate tier intervention
2. Schedule emergency faculty meeting to review this action plan
3. Meet with School Governance Council to discuss plan and parent involvement with plan on December 1, 2015 at 5:30
4. Maintain communication with John Herman regarding plan and effectiveness

Items in Full Implementation

Within 29 school days, 35% of the plan was implemented with fidelity. Another 39% is being implemented within the next 2 weeks.

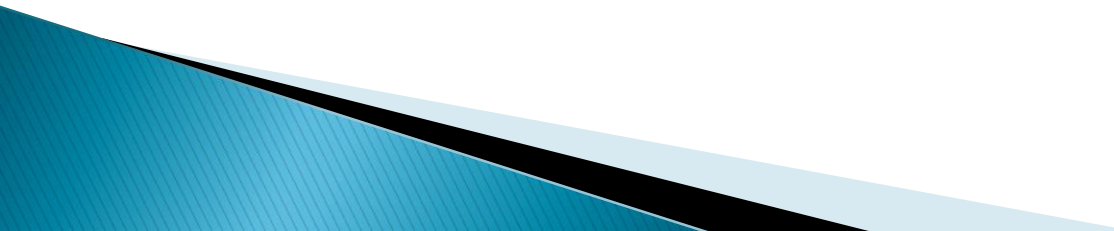
► Items in Full Implementation

- Mandatory pass system with consistent consequences
- Protocol for alerting office of students leaving classroom
- Hallway sweeps regularly
- Call Lockdown/ Shelter in Place when needed
- Revised and improved bus duty assignments
- Retaught arrival/ dismissal PBIS expectations
- Switching recess and lunch order as appropriate
- Bathroom pass system for café period
- Follow district policy/protocol consistently
- Tier 1 preventative classroom instruction for social issues and bullying taught by social worker and guidance counselor
- Tier 2/Tier 3 interventions used as appropriate for social issues
- Follow middle school contract created by teachers and administrators
- Utilize mental health staff
- Breakfast Club with select students to start day off in positive manner and address issues that may come up.

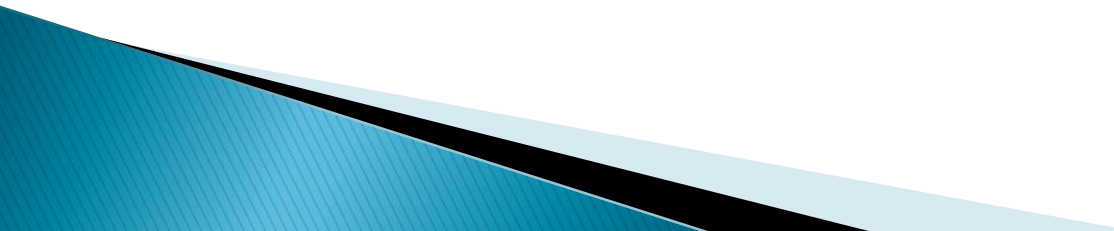
Items Partially Implemented

- ▶ More administrator presence
- ▶ Office to utilize log of responders accepting calls
- ▶ Immediate “All Call” made for student to return
- ▶ Escort of classes by all teachers
- ▶ Cameras in hallways throughout the school
- ▶ Revamp PBIS Tiered System – ensure consistency
- ▶ Utilize paraprofessionals at dismissal
- ▶ Utilize PBIS developed cafeteria protocol with consistency
- ▶ Staff members circulating throughout the cafeteria at all times with reduced number of students
- ▶ In addition, lunch aides circulating throughout the cafeteria utilizing floorplan
- ▶ Café workers responsible for utilizing PBIS system
- ▶ Social skills groups by support staff
- ▶ All teachers must consistently follow policies set up by the District
- ▶ If a cell phone is being utilized then a teacher may request it and lock it up until the end of the day. If a student refuses, then it is an automatic office referral.
- ▶ Additional Tier 1 training (Rob Davis 1/27/16 & Shannon Dos Santos)
- ▶ Further develop CICO
- ▶ Expand teacher PBIS resource binder of resources to be systematically unrolled at staff meetings
- ▶ Development of Reset Room to deescalate students when agitation is first present
- ▶ Staff model cell phone policy, exception for Crisis Team

Items To Be Implemented

- ▶ PBIS Flowchart as teacher resource
 - ▶ Utilize television for educational programs as PBIS incentive during cafe
 - ▶ Letter to parents explaining phone/locker policy distributed and added to school website
 - ▶ Staff model professional attire.
 - ▶ Specific PBIS incentive for dress code compliance
 - ▶ Crisis Response Plan including when to evacuate room, relocation of those students and creating coverage for responders on Crisis Team
 - ▶ EIP meeting structures implemented according to District
- 

Measures to Increase Building Safety

- ▶ Increasing security measures
 - ▶ Ensuring compliance to protocols
 - ▶ Updated emergency procedures
 - ▶ Key cards coming
 - ▶ Cameras, gate for main office, and vestibule being installed
 - ▶ Locks for lockers purchased and distributed for all middle school students
- 

In Collaboration with Our Behavior Technician

- ▶ Started in-school club basketball team for middle school students. (Classroom behavior is the condition that must be met in order to stay on the team.)
- ▶ Conduct a girls group and a boys group separately in the D.R.3E.A.M. Lounge (lobby area underneath stairs) – students who have been identified by teachers and administration as students with potential and leadership abilities, but exhibiting behaviors that are disruptive to the learning environment.
- ▶ Set up times with Mrs. Conway kindergarten class where I am going to be reading to the kindergarten students.
- ▶ To reinforce some school rules and PBIS expectations – I organized a group of middle school students to model behavior for elementary students. For example, we have students stand in a straight line quietly, standing on the right side of the hallway, stopping at the gator signs on the floor. We are doing this with the intention of helping the younger elementary students learn how to walk in the halls.
- ▶ Collaborated with Gilmartin Parent Teacher Group to assist with family involvement, by instituting the Behavior Progress Award that will be given out monthly at the student of the month events. This strategy was put in place to motivate and encourage some of our students who are repeated level 1 & 2 offenders, who do not earn student of the month, but with this strategy, it gives them a chance to receive some form of an award. This serves as an extrinsic motivating factor, hopefully turning into an intrinsic motivating factor.
- ▶ Presence – I make myself available and visible to serve as a deterrent and a preventative factor for behavior. I am accessible to teachers and respond to classroom behavior, to ensure safety of both students and staff.
- ▶ Check the bathrooms on a periodic basis to ensure safety and to prevent vandalism of school property.
- ▶ Support Administration in any way that I can to ensure the safety of everyone in the building – both students and staff!
- ▶ I help make the building a friendly, loving, and more community based environment, for I am the only minority male that is in the building!
- ▶ Protect the integrity of the Waterbury Public District, by supporting building principal and vice principal, the instructional leadership director, the superintendent, and the Board of Education!

Building Community

- ▶ Thanks to a very active Gilmartin Parent Teacher Group and School Governance Council, we are celebrating and building community.



Afterschool Programs



Yearbook Committee

GREATER WATERBURY YMCA



WATERBURY
Public Schools

Today's Students, Tomorrow's Leaders

EDUCATION is the
MOST POWERFUL WEAPON

..... which you can use to

CHANGE THE WORLD.



NELSON MANDELA

PRESIDENT OF SOUTH AFRICA AND POLITICAL ACTIVIST

#2



September 18, 2015

Stefanie Porcaro
235 Birch Street,
Waterbury CT. 06704

Dear Stefanie:

We are pleased to inform you that your FY2016 Regional Initiative Grant (REGI) project application was recommended for funding after a thorough and thoughtful review process. You have been awarded a REGI matching grant in the amount of \$5,000. The Arts & Culture Collaborative, Waterbury Region and the Department of Economic and Community Development (DECD), Connecticut Office of the Arts (COA) congratulate you on your successful REGI project proposal.

During this pilot FY16 REGI grant program, the ACC received 17 applications and grants were awarded to 10 applicants totaling \$35,000. All REGI grant funds have been provided by the Connecticut Office of the Arts and the National Endowment for the Arts, as specified on your grant contract.

The ACC will be preparing REGI grant contracts for our region and you should expect to receive your contract by email in the near future. We ask for your patience as we work to prepare the necessary documents for your review and signature. Your grant payment will be made only after we receive your fully executed REGI contract, however, if you or your organization owe a final report for any DECD/COA grant program, your REGI grant payment may be delayed. Please contact Diane Ploch at dploch@waterburyregionarts.com or 203-757-0701, Ext. 316 should you have additional questions.

Congratulations on your REGI grant award! Your grant project contributes to the goals of our agencies and supports the state's local and regional creative economies.

Congratulations and best wishes.

Sincerely,

Diane Ploch

Diane Ploch
Administrator, Arts & Culture Collaborative

A handwritten signature in blue ink, appearing to read 'Kristina Newman-Scott'.

Kristina Newman-Scott
Director of Culture, CT Office of the Arts



P.O. Box 1469/83 Bank St., Waterbury, CT 06721
203-757-0701, Ext. 316

FY2016 Regional Initiative Grant Contract

This is a State of Connecticut and Federally funded grant contract

Name of Individual / Organization (hereafter referred to as the "Grantee"): Waterbury Public Schools
Grantee Mailing Address: 236 Grand Street; Waterbury, CT 06702

Name of Project Contact Person: Stefanie Porcaro
Phone Number: 203-228-4051
Email: sporcaro@waterbury.k12.ct.us
For Organizations Only – Federal Identification Number:
For Individual's Only – Social Security Number:
For Project Fiscal Agent Only – Mailing Address and Contact Information:

Date Issued: October 29, 2015

Funding Period: October 1, 2015 through September 30, 2016

Total Grant Amount:	\$ 5,000.00
Sub-total grant funds from the State of Connecticut, Office of the Arts (COA):	3,847.85
Sub-total grant funds from the National Endowment for the Arts (NEA):	1,152.15

Minimum Grant Match (to be satisfied by any combination of cash or in-kind sources):	\$ 1,250.00
---	--------------------

If a signed original contract is not returned within 60 days of the above contract date, the contract may be void and all award funding may be forfeited. A copy of the fully executed contract will be sent to you by the Arts & Culture Collaborative, Waterbury Region, hereinafter referred to as the "Grantor," which is a Designated Regional Service Organization in partnership with the Connecticut Office of the Arts.

1. Purpose:

This Regional Initiative Grant (REGI) is awarded to support the specific activities as outlined in the Grantee's FY2016 REGI project proposal.

2. Expenditure of Grant Funds and the Grant Funding Period:

Funds from this award can only be applied toward the Grantee's project expenses that occur between October 1, 2015 and September 30, 2016, which is the FY2016 REGI Grant Funding Period.

3. Payment Schedule:

After execution and receipt of this contract, the Grantee will receive a single payment of the full amount of this contract.

4. Final Report Requirements:

The Grantee is expected to submit a final report within 60 days of completion of their project. If a final report has not been submitted to the Grantor within 60 days of the end of the grant period, the Grantee will not be able to apply for any future grants from the Connecticut Office of the Arts and/or the Grantor of this contract. The Grantee will be expected to provide:

- A completed Final Report.
- Estimated audience totals from the funded project (including estimated ages).
- A final budget to account for all project income and expenses that also verify the required Grant Match.

- Copies of event and marketing materials that acknowledge the support of the Grantor, the COA, and the NEA. See Section 7 (Contributor Recognition), below.

5. Program Monitoring and Evaluation:

The Grantor may conduct an evaluation of the funded project. This evaluation may include site visits by representatives of the Grantor or its partners to observe the project and the Grantee's project management and implementation.

6. Required Approval for Project Changes:

The Grantee is required to seek written approval from the Grantor prior to implementing project changes only if:

- a. The Grantee undertakes significant change(s) to the major project activities as outlined and described in the Grantee's FY2016 REGI application;
- b. The allocation and use of REGI grant funds toward project expenditures must be changed by a factor of plus or minus twenty-five percent (+/- 25%) from the financial details as specified on the Grantee's FY2016 REGI Project Budget submitted as a part of your application.

A formal request for approval of any such changes as described above should be made as early as possible but **by no later than July 25, 2016**. If requested project changes are approved by the Grantor and represent substantive changes to the original project proposal, the Grantor may require a formal amendment to this contract.

7. Contributor Recognition:

The Grantee agrees to provide the Grantor with acknowledgement of REGI funding support in all project-related promotional materials (i.e. brochures, posters, programs, flyers, newsletters, media releases, website, etc.). Such acknowledgement must be fulfilled through either one or both of the methods described here:

- a. Inclusion of the logos of the Arts & Culture Collaborative, Waterbury Region, and the Connecticut Department of Economic and Community Development, Office of the Arts. Logos are available for the Designated Regional Service Organization by contacting the Arts & Culture Collaborative office at dploch@waterburyregionarts.com or 203-757-0701, Ext. 316 and for the State of Connecticut at <http://www.cultureandtourism.org/cct/cwp/view.asp?a=3946&q=464456>.
- b. Inclusion of the phrase "supported in part by the Arts & Culture Collaborative, Waterbury Region, in partnership with the Connecticut Department of Economic and Community Development, Office of the Arts, and the National Endowment for the Arts."

For information on how to credit the CT Office of the Arts, download the Credit & Publicity Kit plus logo types available at: <http://www.cultureandtourism.org/cct/cwp/view.asp?a=3946&q=464456>

8. Accounting and Financial Review:

A complete and accurate record of the project's income and expenses must be maintained by the Grantee. The Grantor reserves the right to request a copy of the project's financial records at any time.

9. Return of Unexpended Funds & Extension of the Grant Period:

Any portion of the grant award that is unexpended at the completion of the grant period must be returned to the Grantor for return to the State of Connecticut. If the Grantee needs to extend the grant period in order to complete the project as described in the Grantee's application, the Grantee may request a contract extension by contacting the Grantor **by no later than August 1, 2016**. Extensions are not automatically granted and will not be permitted after August 1, 2016.

10. Loss of Grant Award:

The following actions may result in revocation of the grant funds:

- The Grantee moves the location of the project to a location outside of the Grantor's region;
- The project is not completed within the Grant Funding Period;
- Failure to follow the general project outline as described in the Grantee's FY2016 REGI project proposal submission;
- Failure to comply with any term or condition as described in this contract;
- If any statement made in the grant proposal is determined by the Grantor, in its sole judgment, to be false.

Acceptance of Grant Terms and Conditions:

Signature: _____ Date: _____

Printed name & title of official signing for the Grantee:

Signature: _____ Date: _____
Printed name & title of official signing for the Grantor:

Grant
Application

Page 1

FY2016 Regional Initiative Grant Program

Application: SECTION I

Your Basic Project Information

1. Applicant Information

Name of Applicant	Stefanie Porcaro
Organization's official name if different from above	Waterbury Public schools
Address	236 Grand street
City	Waterbury
State	ct
Zip	06702
Main Phone Number	574-8000
Fax Number	(No response)
General Email (if available)	(No response)
Website (if available)	http://www.waterbury.k12.ct.us/

Application Contact Person

First Name	Stefanie
Last Name	Porcaro
Title	Visual Arts teacher
Phone	203-228-4051
Email	sporcaro@waterbury.k12.ct.us

2. Project Title

Project Art Night

3. Provide your project's goals and a description of the community that will participate in your project.

Include a simple outline of the main activities you will undertake within a specified timeframe.

The goal of "Project Art Night", an intergenerational advocacy event, is to increase parent and student participation in, and appreciation for arts and arts education in the Waterbury Public School district. Project Art Night event will offer participants the opportunity to work with partnering teaching artist to create a large-scale artwork for their school along with additional art station activities. Waterbury proposes to pilot/conduct "Art Night", at 5 of its 20 elementary schools. Schools will be chosen, based on proximity to other participating schools and school's current depth of practice in arts based learning. The projected community that will participate is estimated to the population of students and parent/guardians who are serviced at each school. There are approximately 400-600 students at each school. This project is designed in the hope of expanding "Art Night" events to all of the schools in the future. Project activities include:

Months 1-3 after grant award

Confirm Project Coordinator and Finalize Selection of Participating Schools, Identify school-based Art Teachers participating in the project, and CT Teaching Artists. Arrange and Conduct common planning time meetings for Art Teachers and Teaching Artists.

Month 2-4 after grant award

Art Teachers and Teaching Artists collaborate to develop lessons for stations at art night, parent survey and concept for large-scale art piece will be decided upon as indicators to identify student and family measure of project success.

Month 3 and forward after grant award

Schedule events in evening for one hour from 6-7 pm. Parent Liaison to promote "Art Night" events by school communications such as Newsletters, flyers, and district Community Relations Coordinator.

Month 3 and/or forward after grant award, at events

Setup of activity stations, Art Teacher/Teaching Artist and volunteers leading arts activities on the designated "Art Nights". Advocacy booth, raffle prizes, and light refreshments for "Art Night" setup by parent liaison. Document number of students, parents/family members, and others who attend each "Art Night".

Month 3 and forward after events are held, and prior to June 2016

Request project staff on-site, to informally report any observed carryover of lessons learned by students and/or families at "Arts Night".

4. Project Start Date (MM/DD/YYYY)

10/01/2015

Project End Date (MM/DD/YYYY)

05/30/2016

Page 2

5. Provide a list of the project's main partners (provide contact information for each).

5.a. Briefly describe your project's main partners.

Waterbury Public school district will be partnering with one CT teaching artist per site school. Ct Teaching artist will be selected after the

grant has been awarded.

6. Identify the Designated Regional Service Organization to which you are applying (choose from drop down menu).

Arts & Culture Collaborative, Waterbury Region

6.a. Provide a list of the Town or Towns where the project's main activities will occur.

All Project Art Night events will be held within the Waterbury Public School District, Waterbury, CT.

7. A Financial Overview

7.a. If the applicant is an arts organization (private or public), enter the total amount of your Annual Operating Budget. Use figures from your most recently completed fiscal year.

All other applicants should enter "N/A".

n/a

7.b. Total Grant Request amount: \$

5000

7.c. Project Budget

Use the Project Budget Template provided. Complete and upload this document on the main Task Page.

Application: SECTION 2

Created: 07/20/2015

Last updated: 07/23/2015

Understanding & Engaging Your Community

Page 1

1. Provide a brief explanation of how you know that your project proposal is relevant to the community you wish to engage.

Tell the reviewer why your proposed project activities appropriately reflect the mutual needs or desires of the community and how you will be successfully engage participants.

In the 2014-2015 school year there are no documented Art engagement or Art Advocacy nights held at any school site in the district. Thus "Project Art Night" is needed within our district to enunciate a greater awareness and appreciation for the arts for parents and students of the Waterbury Public School District. As the majority of Waterbury School district is considered to be of low economic status, or an underserved population, more often than not parents wish to provide extracurricular experiences for their students, but lack the financial means to support their students interests. Waterbury public schools feels inclined to develop an art night experience to help to carve a stronger foothold in our students journey of creating as a way of life. Waterbury public schools also firmly believes in the continued development of inquiry based art activities that promote 21st century skills, such as critical thinking, problem solving, creativity, innovation, communication and collaboration. Those of which will be highlighted in the events 21st century learning activities, advocacy table, and participation in creating a collaborative large-scale artwork with a CT teaching artist. Moreover, Waterbury Public Schools believes that educating families about art is an integral part for our students whom we strive to prepare for high school completion, and college or careers of their choice.

2. How will your project increase equal access to arts and culture?

By holding "Art Nights" in several site schools district wide, we can further expose students and parents to rewarding experiences developed by teaching artists and art educators. Through the proposed project we will expose urban students who generally have little opportunity to experience the arts first-hand, to innovative interactive arts lessons, and to the kinds of unfamiliar art supplies these students rarely if ever see or use. For many students appealing to multiple intelligences through art activities will open or increase access to arts and culture as a vehicle for learning. It is also worth noting the importance of offering these services to our student's parents. As our Waterbury Public School parents become more actively engaged in "project art night" and further educated on the importance of creating, they are more likely to support and encourage their student's involvement in future art activities within school and the larger community.

3. How will your project deepen participation in the arts and creative activities and experiences?

Holding "Project Art Night" events at participating schools throughout the district will deepen participation in the arts on several levels. Project Art Night will allow arts educators to work in partnership with teaching artists to deepen their expertise of a specific medium, while

learning and developing new and inventive ways to deliver inquiry based art activities to their students. Thus providing these activities and demonstrations will strengthening students ability to recognize, appreciate, interpret and understand information presented through visible actions, objects and symbols, natural or man made. Additionally, for our intergenerational families working along side Ct teaching artist to create the large-scale artwork that will later be permanently installed at the school will further deepen their commitment to living a creative lifestyle, while developing a more authentic connection between home and school. Project art night holds value in continued development of this grassroots campaign to educate parents, inspire students and further revitalize the arts in Waterbury public schools.

4. Provide a brief explanation of how your project will apply the arts in new and imaginative ways.

Waterbury Public schools proposed Project Art night event seeks to develop a greater perception of living a creative lifestyle. In doing so each "Project Art Night" event held at the participating schools will be curated organically between art educator and teaching artist of a specific expertise. Together these two artists will provide authentic 21st century art lessons incorporating critical thinking and problem solving, visual literacy, flexibility and adaptability, and inquiry based learning. Project art night's site-specific learning environment theme and development of a large-scale and intergenerational art project will be permanently hung within the school building, further promoting parents and students as lifelong learners and practitioner. Additionally, each Project art night event will create space for advocacy and information pertaining to local area arts events and classes, as well as home made art kits for parents to facilitate art lessons at home.

5. Provide an explanation of how the project will be made accessible to persons with varying abilities.

Waterbury Public schools embrace inclusion as a standard operating procedure. Project leaders will make accommodations as needed for all students and parents with varying abilities. In advance of each "Project Art Night" project leaders will consult with each school's special education personnel (including Occupational Therapists, Physical Therapists, and special education teachers) to develop engaging arts activities that are differentiated, meeting the needs of all learners.

6. How will you promote or market your project to the community?

All school sites participating in "Project Art Night" will enlist the help of their Parent Liaison, and the district's School/Community Relations Coordinator to develop a straightforward but effective plan for marketing each event. Strategies may include flyers, school newsletters, phone calls to families, social media, and newspaper coverage.

Application: SECTION 3

Created: 07/20/2015

Last updated: 07/23/2015

Getting the Job Done

Page 1

1. Briefly describe the Connecticut artist or artists that will be involved in your project. What is the artist's or artists' role within the project and why are they a good fit for this project?

CT Teaching Artists will be selected once grant has been approved. The Project Coordinator and school-based Art Teachers from participating schools will seek out to partner with CT artist of specific expertise that will further illuminate and inspire both parents and students to create art. Each Teaching Artist, however, will have the following credentials:

Demonstrate expertise working as professional artists, and exhibit a strong commitment to working with youth and alongside educators to curate lessons exploring 21st century skill and approaches to arts in education. An understanding of operational supplies budgets, and ability to conceptualize and develop a large-scale community art project. Availability to work during school hours, as well as one evening. Familiarity teaching experiences with diverse age groups and educational settings is a plus.

2. Upload a sample of the selected project artist's work that is directly relevant to your proposed proposal. This can be done on the main Task Page.

3. Describe the applicant's and other key partners' professional experience that will help the team to successfully carry out the project.

All of the Art Teachers participating in the proposed project from the Waterbury Public Schools will be State Certified Art Teachers with experience working with the participating schools' student population and school community. This professional experience will inform their collaborative art activity planning with the Teaching Artists who may be less familiar with the specific student population and community at large. Art Teachers and Teaching Artists work together during 5 hours of professional development and collaboration time, to develop successful and rewarding art activities for the parents and students in each school. Additional key staff will include but are not limited to site school Parent Liaison, School and community Relations personnel, Program Coordinator, school staff and parent volunteers, Special Education professionals, and school administration.

4. How will you know if your project is a success?

Project art night will have determined success on several levels. Emotionally, Art Teachers and Teaching Artists, along with school officials will know that our project is a success when they come to our "Project Art Night" and they see parents and students happily engaging in

art activities with smiles on their faces. The arts educators and teaching artists will know it is a success when the students begin creating a dialogue with their teachers that demonstrates increased arts exposure and understanding and/or increased 21st century skills attainment. The completed large-scale art project, created during art night in partnership with the ct teaching artist permanently displayed within the school, will also serve as a constant reminder of the power that community arts hold. Lastly, a small questionnaire will be developed and suggested to be completed at the end of each Art Night, having students and parents complete and hand in evaluating the night, and activities. In closing, teachers throughout the school, Parent Liaisons, and school administrators will be asked to report incidences of this informally to the Art Teachers and the Project Coordinator as additional evidence of project success.

FY2016 Regional Initiative Grant Program: PROJECT BUDGET

APPLICANT NAME: Waterbury Public Schools

SEE FY16 REGI PROJECT BUDGET INSTRUCTIONS !

Form will round figures to the nearest dollar. Enter projected income & expense amounts for your proposed project. Describe budget details using lines provided.

Projected
Income &
ExpensesProjected Grant Match:
Allocate Projected Income
amounts below to satisfy your
required grant match.

PROJECT INCOME

1. Grants from Federal Government	\$	
2. Other CT State Grants (Do NOT include REGI request - see below)	\$	
3. Your Regional Initiative Grant Request	\$	5,000
4. Grants from Local Government	\$	
5. Contributions from Individuals	\$	
6. Contributions from Private Foundations	\$	
7. Contributions from Businesses	\$	
8. In-Kind Contributions (summarize descriptions below):		
50 art night Volunteers X 2hrs X 20/hr	\$	2,000
Paint brushes, pencils, crayons, other reuseable common Art supplies:	\$	500
6 school community relations/parent liaisons x 5hrs x 25/hr	\$	725
5 school based teachers Collaboration time x 5hrs x 32/hr	\$	800
9. Admissions / Ticket Sales / Program Revenue	\$	
10. Membership Dues	\$	
11. Other Earned Income (summarize descriptions below):		
	\$	
	\$	

TOTAL PROJECT INCOME (plus In-Kind)

\$9,025

YOUR GRANT MATCH:

\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	2,000
\$	500
\$	725
\$	800
\$	
\$	
\$	

\$4,025

Total Grant Match

PROJECT EXPENSES

1. Salaries: a. Administrative	\$	850
b. Programmatic or Technical	\$	
c. Other (summarize descriptions below):		
	\$	
2. Outside Services: a. Programmatic & Technical	\$	
b. Instructors / Artists	\$	1,750
c. Other (summarize descriptions below):		
	\$	
3. Supplies: Administrative & Program	\$	2,325
4. Telephone / Postage / Shipping	\$	
5. Space Rental / Occupancy Costs	\$	
6. Marketing / Publicity / Advertising	\$	75
7. Printing & Publication	\$	
8. All Other Expenses (summarize descriptions below):		
	\$	
	\$	
	\$	
	\$	

TOTAL PROJECT EXPENSES (plus In-Kind)

\$9,025

Projected Grant Allocations:
How will you spend the grant?

\$	
\$	3,525
\$	
\$	
\$	
\$	
\$	
\$	500
\$	
\$	
\$	
\$	
\$	
\$	

\$4,025

COA USE ONLY ■ Minimum Required Match:

\$1,250

Match may be any combination of cash or in-kind (non-cash).



STATE OF CONNECTICUT

STATE BOARD OF EDUCATION



November 20, 2015

Dr. Kathleen Ouelette, Superintendent
Waterbury Public Schools
236 Grand Street
Waterbury, CT 06702

Dear Dr. Ouelette:

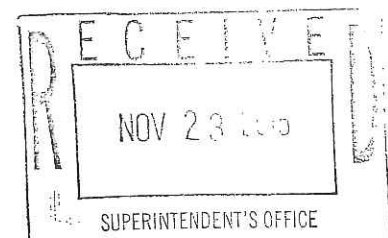
The Connecticut State Department of Education (CSDE) would like to extend an invitation to Waterbury Public Schools to participate in the **Connecticut School-Based Diversion Initiative (SBDI)**. SBDI is designed to improve school capacity and outcomes for students with emotional or behavioral challenges by working collaboratively with the school to meet three primary goals: reduce the number of discretionary in-school arrests and out-of-school suspensions; build knowledge and capacity among school staff to recognize and manage behavioral health incidents; and link youth who are at-risk of arrest to appropriate school and community-based services and supports.

Through Governor Malloy's Second Chance Society legislation, funding and support for SBDI has been expanded to serve up to 24 schools in six districts each year of the biennium. The CSDE is specifically interested in working in districts with schools that had a high number of in-school arrests during the 2014-15 school year. This initiative is supported through funding, technical assistance and guidance provided by four state agencies: Court Support Services Division of the Judicial Branch, Department of Children and Families, Department of Mental Health and Addiction Services, and the CSDE. It is offered at no cost to schools. As an additional incentive, funding includes a \$50,000 stipend, to offset the cost of a staff member dedicated to the initiative. Each designated staff member will act as a Leader in Residence, receive training in the SBDI methodology to prepare him/her as a district coach/champion and receive direct support from the Child Health and Development Institute (CHDI), the coordinating center for SBDI.

Specifically, SBDI engages administrators and staff in professional development trainings and targeted workgroups, provides consultation around school disciplinary policies and service referral practices, and assists in developing and implementing a graduated response model of discipline intervention. These activities will incorporate principles of diversion and restorative practices to assist schools in developing additional strategies and supports for students. To date, 21 schools across 10 school districts have received consultation and training in arrest diversion, recognition of mental health symptoms, and improved access to mental health services, with very positive results. School-based court referrals decreased 45 percent and referrals to Emergency Mobile Psychiatric Services (EMPS) crisis intervention services by schools have increased 94 percent, indicating increased access to appropriate community-based services as an alternative to juvenile justice involvement among these schools.

Box 2219 • Hartford, Connecticut 06145

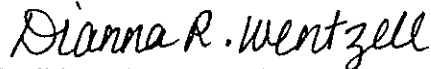
An Equal Opportunity Employer



Dr. Kathleen Ouelette
November 20, 2015
Page 2

The CSDE looks forward to your participation in this innovative solution to reduce discretionary discipline and police involvement through engagement with SBDI, in the 2015-16 school year. Please review the enclosed information. You will be contacted by **Tianna Hill (860-679-6293)** or **Yecenia Casiano (860-679-2336)**, coordinators with the CHDI, by **November 30, 2015**, to schedule a time to further discuss this opportunity.

Sincerely,

A handwritten signature in black ink that reads "Dianna R. Wentzell". The signature is written in a cursive style with a large, stylized 'D' and 'W'.

Dr. Dianna R. Wentzell
Commissioner of Education

DRW:sn

Enclosure: Connecticut School-Based Diversion Initiative Information Packet



Connecticut School-Based Diversion Initiative

Key Concepts: Presentation to Waterbury Board of Education

January 11, 2016

BACKGROUND:

- Although overall rates of juvenile arrests are declining, *in-school arrests* continue to be a growing concern in Connecticut, particularly among youth of color and youth with unmet mental health needs.
- In the 2014-15 school year, **20%** of juvenile court referrals were from school-based incidents.

SBDI GOALS:

- The Connecticut School-Based Diversion Initiative (**SBDI**) is a school-level intervention designed to prevent youth from entering the juvenile justice system by helping schools to:
 - a. **Reduce** use of in-school arrests, out-of-school suspensions, and other exclusionary discipline practices
 - b. **Build** knowledge and skills among key school professionals to recognize and manage behavioral health crises in the school, and access needed community resources
 - c. **Link** youth who are at-risk of arrest to appropriate school and community-based services and supports

KEY ACTIVITIES:

- **Customized Professional Development in Mental Health and Juvenile Justice.** Teachers, support staff (guidance, social workers, school psychologists), administrators, and school resource officers receive *training, technical assistance, and support* for implementing diversion principles and practices.
 - Training and workgroup topics include: Effective Classroom Behavior Management; Understanding Adolescent Development and Recognizing Child Trauma; and Promoting Positive School Climate, among other topics. Staff engage in a learning collaborative model with peers across the state.
- **Referral and Service Coordination.** SBDI helps schools *understand and access* existing mental health services and supports in their community to more effectively meet the needs of students and their families.
 - Partnerships include (but are not limited to): community-based behavioral health service providers, local law enforcement, students and families, youth service bureaus, community collaboratives (e.g. systems of care, LISTs), Juvenile Review Boards, Disproportionate Minority Contact team.
- **School Disciplinary Policy Consultation.** SBDI *builds capacity* among a team of key stakeholders to enhance school disciplinary policies to align with diversion values.
 - Components include: Development of a graduated response model; implementation of restorative practices; and integration of an expanded school mental health framework.

OUTCOMES: SBDI has been implemented in 21 schools across 10 Connecticut school districts. Schools **reduced court referrals by 45%** on average in their first year of participation and **increased EMPS referrals by 94%**. Many schools have sustained or even further improved these outcomes over time.

FUNDING AND SUPPORT: SBDI is provided at **no cost** to schools. A *stipend is available* to districts to support a staff program coordinator to guide implementation through the Leader in Residence position. SBDI was originally developed as a component of the MacArthur Foundation Models for Change Mental Health/Juvenile Justice Action Network and is currently funded and overseen by four state agencies: the Judicial Branch's Court Support Services Division (CSSD), the Department of Children and Families (DCF), the State Department of Education (SDE), and the Department of Mental Health and Addiction Services (DMHAS) as a component of *Governor Malloy's Second Chance Society legislation*. The Child Health and Development Institute (CHDI) coordinates SBDI implementation.

CONTACT INFORMATION: Jeana Bracey, PhD, phone: 860-679-1524, email: bracey@uchc.edu





Connecticut School-Based Diversion Initiative

Project Coordinators: Jeana R. Bracey, Ph.D., Yecenia Casiano, MS, Tianna Hill, MSW, and Jeffrey J. Vanderploeg, Ph.D.

Although overall rates of juvenile arrests are declining, in-school arrests continue to be a growing concern in Connecticut, particularly among youth of color and youth with unmet mental health needs. The Connecticut School-Based Diversion Initiative (SBDI) is a school-level intervention designed to prevent youth from entering the juvenile justice system by helping schools meet the following **goals**, to:

- **Reduce** use of in-school arrests, out-of-school suspensions, and other exclusionary discipline practices
- **Build** knowledge and skills among key school professionals 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

KEY ACTIVITIES:

- **Community Coalition Building/Linking to Mental Health Resources.** SBDI helps schools understand and access existing mental health services and supports in their community to effectively meet the needs of students and their families. This includes developing or revising an existing Memorandum of Agreement (MOA) between participating schools, their local police departments, and local Emergency Mobile Psychiatric Services (EMPS) provider, as well as connecting to local systems of care and other resources to enhance access to appropriate services and supports.
- **Customized Professional Development in Mental Health and Juvenile Justice.** Teachers, support staff (guidance, social workers, school psychologists), administrators, and school resource officers receive training on recognizing and distinguishing between mental health symptoms and "criminal behavior," managing classroom behavior problems, and promoting positive school climate, among other topics.
- **School Disciplinary Policy Consultation.** SBDI reviews school disciplinary policies and works with key stakeholders to revise these policies to align with diversion values. This includes development of a graduated response model for school discipline that emphasizes diversion from arrest, expulsion, and out of school suspension; access to mental health resources; and integration of restorative practices.

OUTCOMES: SBDI has been implemented in 21 schools across 10 Connecticut school districts (Fig. 1). Among the 18 schools that have participated in SBDI since 2010, those schools have **reduced court referrals by 45%** (Fig. 2) on average in their first year of participation and have **increased EMPS referrals by 94%** (Fig. 3). Many schools have sustained or even further improved these outcomes over time. Results of a 2012 external evaluation indicate:

- Youth referred to EMPS rather than court at the time of an in-school behavioral incident have a lower likelihood of subsequent arrest regardless of age, gender, race, ethnicity or prior court involvement.
- Compared to similar communities without SBDI, communities with SBDI have overall lower rates of juvenile arrests and significantly higher rates of referral to EMPS.

PARTNERS: SBDI was developed as a component of the MacArthur Foundation Models for Change Mental Health/Juvenile Justice Action Network and is currently funded and overseen four state agencies: the Judicial Branch's Court Support Services Division (CSSD), the 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) coordinates SBDI implementation.

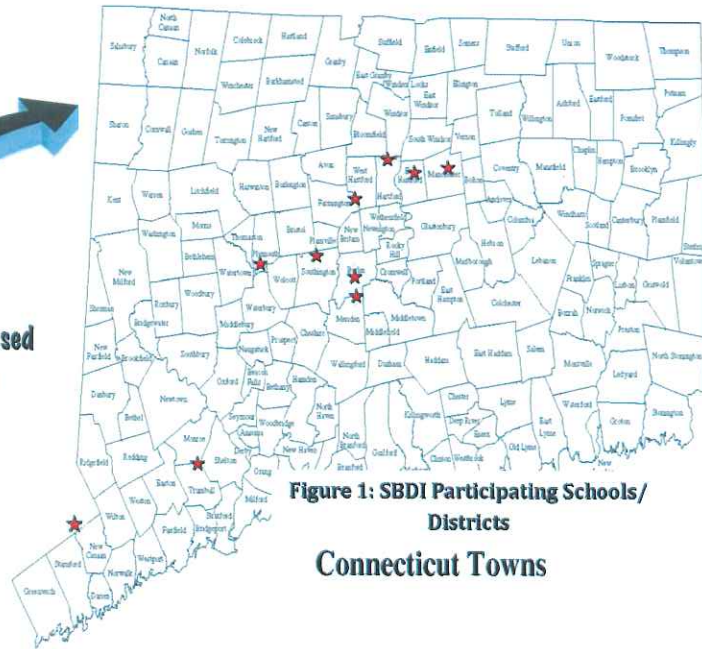
CONTACT INFORMATION: Tianna Hill, MSW, phone: 860-679-6293, email: thill@uchc.edu

www.ctsbdi.org





Connecticut School-Based Diversion Initiative



**Figure 1: SBDI Participating Schools/
Districts
Connecticut Towns**

Bridgeport Public Schools	Manchester Public Schools
Louis Martin Martin School	Hill Middle School
Consolidated School District of New Britain	Manchester High School
New Britain High School	Meriden Public Schools
CT Technical High School System	Francis T. Maloney High School
H.C. Wilcox Technical High School (Meriden)	Oroville H. Flann High School
East Hartford Public Schools	Venture Academy
East Hartford High School	Southington Public Schools
East Hartford Middle School	John F. Kennedy Middle School
Hartford Public Schools	Joseph A. DePaolo Middle School
Academy of Engineering and Green Technology at Hartford Public High School	Stamford Public Schools
Culinary Arts Academy at Weaver High School	Cloosaz Middle School
Sarah J. Rawson School	Westhill High School
	Waterbury Public Schools
	Crosby High School
	Brightmeadow School
	Wallace Middle School
	West Side Middle School

Connecticut School-Based Diversion Initiative

Referrals to
Behavioral
Health
Service

**UP
94%**

Among the 18 schools that have participated in SBDI since 2010, these schools on average have reduced court referrals by 45% in their first year of participation, and have increased MBHS referrals by 94%.

School-Based
Court
Referrals


**DOWN
45%**


The Connecticut School-Based Diversion Initiative is helping transform school discipline and improve student outcomes. Instead of arresting and suspending children with behavior problems, SBDI schools are connecting them to community-based behavioral health services.

Learn more at:
www.chdi.org/sbdi
and www.ctsbdi.org

Connecticut School-Based
Diversion Initiative












Connecticut School-Based
Diversion Initiative


Enhancing Supports to Reduce School-Based Arrests: The Connecticut School-Based Diversion Initiative

Jeana R. Bracey, PhD
 Child Health and Development Institute
Scott Newgass, MSW, LCSW
 State Department of Education

January 21, 2016 Waterbury Public Schools








Child Health and
Development Institute
of Connecticut, Inc.



Overview

- Background
- Goals of SBDI
- SBDI Core Components
- Outcomes
- Model Enhancements



Child Health and
Development Institute
of Connecticut, Inc.

2

Connection between Schools, Mental Health, and Juvenile Justice

SBDI is based on a number of research-informed themes:

- In 2014-15, **20%** of CT juvenile court referrals were from schools
- Exclusionary discipline disproportionately impacts students of color and students with special education needs (including behavioral health needs)
- Arrested students **2x** more likely to not graduate; **4x** more likely if arrest is handled judicially
- In general, **20%** of youth have diagnosable behavioral health condition; rate is **65-70%** among youth in juvenile detention
- Many students are better served through the behavioral health system rather than the juvenile justice system

Goals of the School-Based Diversion Initiative

Reduce the number of discretionary arrests in school, reduce expulsions and out-of-school suspensions

Build knowledge and skills among teachers, school staff, and school resource officers to recognize and manage behavioral health crisis 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

SBDI Core Components

Professional Development

- Training and Workgroups

Community Coalition Building

- Emergency Mobile Crisis Services
- Systems of Care

Discipline Policy Consultation

- Graduated Response Model
- Restorative Practices



Implementation Guided by SBDI Toolkit

5

Professional Development

Enhance knowledge, attitudes, and skills among school staff to support arrest diversion principles and practices

Training and Workgroup Modules include:

- Effective Classroom Behavior Management
- Understanding Adolescent Development and Recognizing Child Trauma
- Effective Collaboration with EMPS and Care Coordination
- Multicultural Competence in the Schools
- Understanding and Partnering with the Juvenile Justice System
- Promoting School Climate and Connectedness

6

Referral and Service Coordination

Reduce burden placed on schools to address mental health concerns

Community coalition-building

- Emergency Mobile Psychiatric Services (EMPS)
- Care Coordination
- Family members and students
- Local law enforcement
- Juvenile Probation officers
- Youth Service Bureaus
- Community Collaboratives (SOC)
- Juvenile Review Boards
- Local Interagency Service Teams (LISTs)
- Disproportionate Minority Contact Committee

7

Discipline Policy Consultation

Building Capacity:

- Discipline policy enhancements to support diversion
- Graduated Response Model consultation
- Implementation of Restorative Practices
- Expanded school mental health framework

IMPROVING
OUTCOMES FOR
CHILDREN IN
SCHOOLS:

Expanded School Mental Health

Dr. David P. Rosen, PhD
Dr. P. David, MD
Dr. J. Rosen, MD
Dr. J. Rosen, MD



8

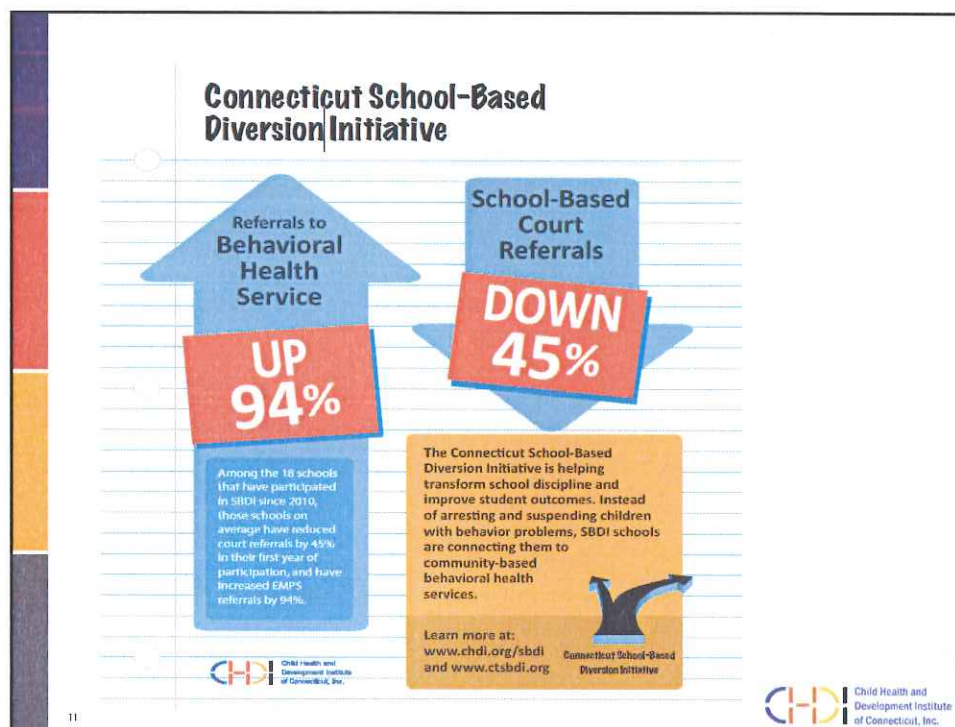
Graduated Response Model

SAMPLE	Behavior	Strategies
Classroom Intervention	Excessive talking School policy violation	Change seat Parent call/meeting
School Administration Intervention	Disruptive behavior Verbal student conflict	Detention
Assessment and Service Provision	Inappropriate behavior Insubordination	EMPS, Care Coordination, community orgs.
Law Enforcement Intervention	Weapons violation Drug possession	Informal response to arrest

Adapted from the Connecticut Juvenile Justice Advisory Committee School/Police Task Group

Data Informed Decision-Making

- **Quality improvement and project monitoring**
 - Pre-post needs assessment
 - Training satisfaction
 - Court referrals
 - School disciplinary referrals and outcomes
- **Independent Evaluation**
 - Student characteristics
 - Community-level impact
 - Basis for funding expansion



Model Enhancements

- Statewide Expansion
- Restorative Practices Network
- Enhanced Engagement of Families, Law Enforcement, Community
- Expanded evaluation
- Learning Community for Sustainability

Leader in Residence

- Half-time position to oversee program activities, with funding provided by CT Legislature through CSDE
- Qualifications include: someone well known and respected within the district with leadership status consistent with an administrative/supervisory role with WPS
- Receives training, technical assistance, and support for SBDI implementation from Coordinating Center staff of CHDI
- Participation in a professional development learning community will foster skills necessary to refine and sustain the SBDI model after state funding ends
- Continues to be a district employee

13



Contact Us

Jeana R. Bracey, Ph.D.
 Director of School and Community Initiatives
 Child Health and Development Institute
bracey@uchc.edu

www.ctsbdi.org

At-Risk After School Meals: January 14.2016

- There will be Four sites in the pilot program for the Waterbury Public Schools

Site	Maximum Counts
Driggs	106
Hopeville	60
Wallace	120
Wilson	120
Total/Day	406

- The students that will be serviced are 21st Century, ESH, and CPEP
- Currently in the State there are fifteen towns participating in the Supper Program
- Reimbursement rates for each meal is \$ 3.31 and funded by the USDA
- Attendance and Meals will be distributed by trained staff at the serving sites daily.
- Each meal will be in compliance with the recommended USDA lunch meal pattern
- The meals will be unitized at Crosby and shipped fresh daily to each site
- Notice will be sent prior to implementation to inform parents of the start-up date
- Programs that are being serviced are also for student enrichment such as:
Homework Assistance, Arts/Music, and Computer Lab.

Benefits of At-risk Afterschool Meals

Afterschool programs that serve meals and snacks draw children and teenagers into constructive activities that are safe, fun and filled with opportunities for learning. These healthy meals and snacks give children the nutrition they need to learn and grow. These programs serve children who may not have the opportunity to eat anywhere else. At-risk afterschool meals benefit children, their families and the community.



The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.



Revised July 2015

www.sde.ct.gov/sde/atriskafterschoolmeals

Connecticut State Department
of Education (CSDE)

At-risk Afterschool Meals

in the Child and Adult Care
Food Program (CACFP)



Suppers and Snacks

Supporting Children's Basic Needs

At-risk Meals

Afterschool programs that participate in the Child and Adult Care Food Program (CACFP) receive U.S. Department of Agriculture (USDA) reimbursement for meals and snacks served to eligible children. For information in the current reimbursement rates, see the USDA's CACFP [Reimbursement Rates](#) Web page.

Schools and organizations that participate in the CACFP provide free meals and snacks to at-risk students ages 18 and under who are enrolled in the afterschool program. Meals are served after the school day **only during the school year**, which may include weekends, holidays and breaks. Longer programs may be eligible to provide both snack and

Serving Healthy Meals

Meals must meet the CACFP meal pattern for supper, which includes the following components:

- 1 serving of milk
- 2 servings fruits/vegetables
- 1 serving of grains
- 1 serving of meat/meat alternate

Meals may be served hot or cold and can be as simple as a tuna sandwich with carrot sticks, an apple and milk. For more information, see the [CACFP meal pattern](#).



More Information

The CSDE CACFP staff can provide technical assistance on the CACFP at-risk meals application process and requirements. For more information, contact:

Susan Boyle

CSDE Child Nutrition Programs
25 Industrial Park Road, Middletown, CT 06457
860-807-2074 • susan.boyle@ct.gov

Is Your Program Eligible?

Eligible programs must:

- be located at sites where at least half of the children in the school attendance area are eligible for free and reduced-price school meals;
- offer educational or enrichment activities, after the regular school day ends or on weekends and holidays, during times of the year when school is in session;
- meet licensing, health or safety codes required by state or local law; and
- serve free nutritionally balanced meals and snacks that meet USDA's nutrition standards.

While physical activity is encouraged, sports teams that limit membership for reasons other than space, security or licensing are not eligible.





At-Risk Afterschool Meals

A Child and Adult Care Food Program Handbook



U.S. Department of Agriculture
Food and Nutrition Service
Revised July 2015

USDA is an equal opportunity provider and employer.

For your reading ease, new information is highlighted. In addition, throughout the text, references have been made to numbered memoranda issued by the Food and Nutrition Service national office. The numbering system may differ from your State agency or Regional Office.

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

Revised July 2015

Table of Contents

Introduction.....	5
Who Administers the Program?.....	5
Legislative History	6
About this Guidance	7
Part 1: Eligibility Requirements	8
A. Program Eligibility	8
B. Organization Eligibility.....	11
C. Area Eligibility	13
D. Participant Eligibility	16
E. Licensing and Health and Safety Requirements	16
F. Questions and Answers	17
Part 2: Applying to Participate in the Program	20
A. Application Procedures for New Institutions.....	20
B. Annual Information Submission Requirements	25
for Experienced Institutions	25
C. Changes to Participating Centers	26
D. Application Process for Institutions	26
Participating in Other CACFP Components.....	26
E. Application Process for SFSP Sponsors.....	26
F. Application Process for.....	28
SFAs Participating in NSLP.....	28
G. Questions and Answers.....	29
Part 3: Meal Patterns and Food Service	31

A. Meal Patterns for Children	31
B. Required Meal Components	34
C. Milk and Other Food Substitutions.....	38
D. Offer Versus Serve (OVS)	39
F. Water	39
G. Questions and Answers.....	40
Part 4: Reimbursements	42
A. Claims for Reimbursement.....	42
B. Process for Reimbursement.....	42
C. Questions and Answers	43
Part 5: Recordkeeping and Reporting.....	44
B. Record Retention	45
C. Reporting Requirements	45
D. Questions and Answers	46
Part 6: Monitoring	47
A. State Agency Monitoring Requirements.....	47
B. Sponsoring Organization Monitoring Requirements.....	48
C. Corrective Action.....	51
D. Appeals.....	51
E. Questions and Answers	51
Part 7: Resources	52
Part 8: Glossary.....	57

Introduction

The At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP) offers Federal funding to Afterschool Programs that serve a meal or snack to children in low-income areas.

Reimbursement for At-Risk Afterschool Snacks has been available since the 1990s. However, reimbursement for At-Risk Afterschool Meals was available only in a few States. The Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296) expanded the availability for At-Risk Afterschool Meals to all States.

Who Administers the Program?

The U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS) administers CACFP at the national level. Within each State, the Program is administered by the State Department of Education or another agency designated by the State.

Locally, public or private non-profit organizations that want to “sponsor” the Program apply and are approved by the State agency to operate the Program. These sponsoring organizations (sponsors) sign an agreement with their State agency and are responsible for overseeing the program at the sites that they sponsor. Sponsors receive the Federal reimbursement through the State agency to cover the administrative and operating costs of preparing and serving meals to eligible children at their Program sites. However, centers offering an Afterschool Program are not required to work with a sponsor to participate in CACFP. They may apply directly to the State agency and operate as an independent center.

Legislative History

The first reimbursements for At-Risk Afterschool Snacks were provided through demonstration projects beginning in 1994. Below is a brief overview of the laws that Congress has passed that have expanded the Program over the years.

1994: *The Healthy Meals for Healthy Americans Act of 1994 (P.L. 103-448)*

- Authorized several demonstration projects, including a project providing snacks to children, between the ages of 13 and 18, in areas with high rates of violence or drug and alcohol abuse.

1998: *The William F. Goodling Child Nutrition Reauthorization Act of 1998 (P.L. 105-336)*

- Authorized CACFP reimbursement for snacks to children through age 18 in Afterschool Programs in all States.

2000: *The Agricultural Risk Protection Act of 2000 (P.L. 106-224)*

- Expanded the "At-Risk Afterschool" component of CACFP to allow reimbursement for meals for children through age 18 in Afterschool Programs in the following States: Delaware, Pennsylvania, Michigan, and Missouri. Two additional States, New York and Oregon, were selected by USDA on a competitive basis out of a pool of 10 applicant States.

2001: *The Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2002 (P.L. 107-76)*

- Authorized meal reimbursement for Afterschool Programs in Illinois.

2008: *2008 Consolidated Appropriations Act (P.L. 110-161)*

- Authorized meal reimbursement for Afterschool Programs in West Virginia.

2009: *The Fiscal Year 2009 Omnibus Appropriations Act (P.L. 111-8)*

- Authorized meal reimbursement for Afterschool Programs in Maryland and Vermont.

2009: *The Agriculture, Rural Development, Food and Drug Administration and Related Agencies Appropriations Act, 2010 (P.L. 111-80)*

- Authorized meal reimbursement for Afterschool Programs in Connecticut, Washington D.C., Nevada, and Wisconsin.

2010: *The Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296)*

- Expanded meal reimbursement for At-Risk Afterschool Programs in all States.

About this Guidance

This handbook addresses CACFP requirements that apply to At-Risk Afterschool Care centers. In this handbook, you will find information about:

- Eligibility requirements,
- How to apply to participate in the Program,
- Meal patterns and food service requirements,
- Reimbursement,
- Recordkeeping requirements, and
- Monitoring requirements.

At-Risk Afterschool Care centers provide a much-needed service to their communities. They give children a safe place to go after school and nutritious food that gives them the energy they need to concentrate on homework and join their friends in physical, educational, and social activities. FNS acknowledges the dedication and commitment of sponsors and centers to ensuring that the meals claimed for reimbursement meet CACFP requirements, and that meal time is a pleasant, nutritious, and sociable experience for the children in their care.



Part 1: Eligibility Requirements

Organizations may participate in the At-Risk Afterschool Meals component of CACFP as an independent Afterschool Program or through a sponsor. This section will explain which programs and individuals are eligible to participate in the At-Risk Afterschool Meals component of CACFP.

A. Program Eligibility

To be eligible to participate in the At-Risk Afterschool Meals component of CACFP either independently or through a sponsor, an Afterschool Program must:

- Be organized primarily to provide care for children after school or on the weekends, holidays, or school vacations during the regular school year (an At-Risk Afterschool center may not claim meals or snacks during the summer, unless it is located in the attendance area of a school operating on a year-round calendar);
- Provide organized regularly scheduled activities (i.e., in a structured and supervised environment);
- Include education or enrichment activities; and
- Be located in an eligible area (see Part 1, Section C) [7 CFR 226.2; 7 CFR 226.17a(b)].

Effective October 1, 2010, programs in all States that meet these requirements are eligible to receive reimbursement for meals and snacks served to eligible participants. Previously, programs in all States were eligible for reimbursement for snacks. However, only programs in certain States were eligible for reimbursement for meals.

Activities

Programs must provide educational or enrichment activities in an organized, structured and supervised environment. Although there are no specific requirements for the types of educational and enrichment activities that a program can offer, examples include, but are not limited to, arts and crafts, homework assistance, life skills, remedial education, organized fitness activities, etc. Organizations should contact their State agency for assistance in determining if an activity is eligible.

Note: there is no requirement that all children receiving meals participate in the offered activities.

Institutions may contract with other organizations, including a for-profit entity, to provide enrichment or educational activities for the Afterschool Program. However, the sponsor or independent center must retain administrative and fiscal responsibility for the meal service. Furthermore, the sponsor or independent center must be the party that enters into the agreement with the State agency and must assume responsibility for meeting all meal service requirements, including ensuring that meals are served at eligible sites (CACFP Memorandum 08-2012: At-Risk Afterschool Meals Component of the CACFP, Questions and Answers, February 17, 2012).

A Word from our Sponsors...

Tips for expanding your reach:

- Churches do more than host summer programs. Work with your local places of worship to set up weeknight feeding sites in conjunction with their mid-week programs. Many of them are looking for ways to provide a free meal to youth.
- Libraries are more than books. Libraries provide safe places for kids and teens, offering after school programming such as tutoring and reading help. Work with your local library to provide Afterschool Snacks or Meals.
- Partner with your local Kiwanis, Masons, PTA and other non-profit and civic groups to spread the word about Afterschool Meals and to find resources for activities.

Angela Jeppesen
Harvesters - The Community Food Network

Athletic Programs

Organized athletic programs that only participate in interscholastic or community level competitive sports (for example, youth sports leagues such as “Babe Ruth” and “Pop Warner” baseball leagues, community soccer and football leagues, area swim teams, etc.) may not be approved as sponsors or independent centers in the Program. Students who are part of school sports teams and clubs can receive Afterschool Snacks or Meals as part of a broad, overarching educational or enrichment program, but the Program cannot be limited to a sports team [Fact Sheet: *Athletic Programs and Afterschool Meals*, October 2, 2012].

Additionally, Afterschool Programs that include supervised athletic activity may participate as long as they are “open to all” and do not limit membership for reasons other than space, security, or licensing requirements. For example, an afterschool police athletic league

program that uses sports and recreational activities to provide constructive opportunities for community youth could be approved to participate [7 CFR 226.17a(b)].

Special Needs Programs

At-Risk Afterschool Programs that are designed to meet the special needs of enrolled children or that have other limiting factors may be eligible to participate. These could include programs for children who have learning disabilities or for those who are academically gifted. Other targeted programs may be eligible as well.

Weekends, Holidays, and Vacations

Under the CACFP At-Risk Afterschool Meals component, meals and snacks may be reimbursed if they are served on weekends or holidays, including vacation periods (for example, spring break), during the regular school year only. Meals and snacks served through CACFP on weekends or holidays during the school year may be served at any time of day approved by the State (CACFP Memorandum 08-2012: At-Risk Afterschool Meals Component of the CACFP, Questions and Answers, February 17, 2012).

In areas where schools operate on a year-round basis (i.e., the regularly scheduled school year is year-round), At-Risk Afterschool Programs set up to serve children attending the year-round schools may receive reimbursement for meals and snacks through the CACFP all year [7 CFR 226.17a(b)(i)].

A Word from our Sponsors...

If you tread water, you are going to sink, but if you look for opportunities to grow you'll thrive. In 1991 we started with Summer Food Service Program (SFSP) and have since expanded into CACFP At-risk Afterschool Meals. Participating in both Programs allows us to stay engaged and communicating with other organizations all year long. Plus the kids that are used to participating in the summer sites are going to those same sites after school, so it provides a seamless transition for the children we serve and their families.

Randy Moens
Fresno Economic Opportunity Commission

Summer Programs

At-Risk Afterschool Programs that wish to continue operation over the summer months when school is not in session may be eligible to receive reimbursement for meals and snacks through the SFSP. Both organizations and communities benefit when meals are offered to children in low-income communities year-round by participating in both At-Risk Afterschool Meals and SFSP. Organizations benefit from having the ability to hire year-round staff, a continuous flow of reimbursements providing additional financial stability, and recognition in the community as a stable source of services. Communities benefit by having a partner that provides year-round nutrition services for children and brings increased Federal funds into the local economy. Please contact your State agency for more information about SFSP.

B. Organization Eligibility

At-Risk Afterschool Programs that meet the requirements above must be operated by an eligible organization to receive reimbursement. Eligible organizations are those that:

- Meet State and/or local licensing or health and safety standards (see Part 1, Section E);
- Are operated by public agencies, tax-exempt nonprofit organizations, for-profit organizations that meet the requirements described below, or are currently participating in another Federal program requiring nonprofit status [7 CFR 226.17a(a)].

For-Profit Centers

A for-profit child care center may receive reimbursement for At-Risk Afterschool Meals and Snacks if it meets the eligibility requirements discussed above, and is eligible to participate in CACFP through its traditional child care center. This means that at least 25 percent of the children served by the center through its traditional child care component:

- Are eligible for free or reduced price meals based on their family income; or
- Receive benefits under title XX of the Social Security Act and the center receives compensation under title XX.

This 25 percent threshold is based on the center's enrollment or the licensed capacity, whichever is less. It is calculated during the calendar month preceding application for Program participation. In addition, in order to claim reimbursement in any calendar month, the center must meet the 25 percent threshold in that month.

In determining a for-profit center's eligibility for At-Risk Afterschool Meals Program reimbursement, only the enrollment/licensed capacity of the traditional child care component of the center may be considered in calculating whether the center meets the 25 percent criterion.

EXAMPLE: A for-profit child care center located in a low-income area has 32 pre-school children enrolled for care, and also operates an afterschool program for school-age children. The center would be able to claim reimbursement through CACFP for meals served under the traditional child care component and for afterschool snacks, in any month in which at least 8 of the 32 pre-school children are eligible for free or reduced price meals or are title XX recipients.

Traditional Child Care Centers

While the At-Risk component of CACFP is primarily geared towards non-traditional child care centers such as drop in Afterschool Programs, traditional child care centers already participating in CACFP also may participate. In this situation, children would attend the center after their school day or on weekends, holidays, or school vacation. Children who do not attend school would continue to participate in the traditional CACFP meal service provided by the center, even during the "afterschool" hours.

Centers operating both the traditional and At-Risk components of the CACFP may only claim a total of two meals and one snack or one meal and two snacks, per child per day, including the afterschool snack [7 CFR 226.17a(k)].

Schools

Many Afterschool Programs are operated by school food authorities (SFAs) at school sites. There are policies in place to streamline At-Risk Afterschool Meal participation for SFAs (See: Part F. Application Process for SFAs Participating in NSLP).

A school that operates longer than the traditional school day may be eligible for At-Risk Afterschool Meal reimbursement, provided that it operates a school day that is at least one hour longer than the minimum number of school day hours required for the comparable grade levels by the local educational agency in which the school is located (CACFP Memorandum 01-2011: Eligibility of Expanded Learning Time Programs for Afterschool Snack Service in the National School Lunch Program (NSLP) and the Child and Adult Care Food Program (CACFP), January 21, 2011).

Generally, Programs that serve only residential children (with the exception of homeless shelters) are not eligible to participate in CACFP. However, a residential facility may be eligible to serve At-Risk Afterschool Meals if it has non-residential care programs and these programs offer afterschool education and enrichment programs for nonresidential children (CACFP Memorandum 08-2012: At-Risk Afterschool Meals Component of the CACFP, Questions and Answers, February 17, 2012).

C. Area Eligibility

As noted above, to be eligible to participate in the At-Risk Afterschool Meals component of CACFP, a Program must be located in an eligible area. This means that the site is located in the attendance area of a public school (an elementary, middle, or high school) where at least 50 percent of the students are eligible for free or reduced price meals under the National School Lunch Program (NSLP). This is referred to as “area eligibility.” State agencies have current area eligibility data for all public schools to help determine if a site is area eligible [7 CFR 226.17a (i)].

EXAMPLE: If a Boys and Girls Club is located in the attendance area of a high school with less than 50 percent free or reduced price enrollment but is also in the attendance area of a middle school where 50 percent or more of the enrolled children are certified as eligible for free or reduced price meals, then the Boys and Girls Club At-Risk Afterschool Program would be area eligible.

Only data from appropriate neighborhood school(s) may be used to establish a site’s area eligibility; district wide data may not be used.

Area eligibility determinations must be based on the total number of children approved for free and reduced-price school meals for the preceding October, or another month designated by the NSLP State agency. State agencies have the discretion to use school data from a more recent month in the school year to establish eligibility for an otherwise ineligible location [CACFP 02-2014, Use of School and Census Data, November 12, 2013]. A site’s area eligibility determination made under CACFP is valid for 5 years [7 CFR 226.17a(i)(3)].

EXAMPLE: If a site is determining area eligibility in August 2014, the most current October data would be October 2013. However, if data from October 2013 did not establish eligibility, but data from March 2014 did, the State would have the discretion to use the March data to establish eligibility. In both cases, eligibility would continue through August 2019.

Organizations should contact the State agency that administers the CACFP to obtain free and reduced price school enrollment data. NSLP State agencies are required to provide to the CACFP State agency a list of area eligible schools each year [7 CFR 210.19(f)].

NOTE: Area eligibility based on school data as described above is the **ONLY** method for establishing site eligibility. Census data may not be used to determine area eligibility in the At-Risk Afterschool Meals component of CACFP. Sites also may not collect participant income information to establish eligibility.

If an Afterschool Program is not area eligible, it may qualify to participate in CACFP as an Outside School Hours Care Center (OSHCC). OSHCCs, like At-Risk Afterschool Care centers, provide organized nonresidential child care services to children during hours outside of school.

Please see attachment for information about the differences between OSHCCs and At-risk Afterschool Care Centers (CACFP Memorandum 08-2012: At-Risk Afterschool Meals Component of the CACFP, Questions and Answers, February 17, 2012).

Private and Charter School Data

Because most private schools (and some charter and magnet schools) do not have defined attendance areas, generally private school free and reduced price enrollment data may not be used to determine area eligibility. However, if an At-Risk Afterschool Program site is located in a private school, then that site may use the free and reduced price enrollment data for that private school, or free and reduced price enrollment data for the public school attendance areas in which the private school is located, to qualify as an area eligible site.

In areas that do not have specific assigned schools but allow children to enroll in any of the area schools, At-Risk Afterschool Care Programs located in school buildings should use the free and reduced price enrollment data from the school they are located in to determine area eligibility. FNS will work with State agencies on a case-by-case basis to determine the area eligibility of At-Risk Afterschool Programs operating in non-school sites in areas with unassigned attendance areas (CACFP Memorandum 08-2012: At-Risk Afterschool Meals Component of the CACFP, Questions and Answers, February 17, 2012).

Busing

If an At-Risk Afterschool Program is located in an area that has mandated busing of students, site eligibility based on school data may be determined using one of two methods. Eligibility may be based on the enrollment data obtained for the:

- School the children attend and are bused to, or
- School the children would have attended were it not for the school's busing policy (the neighborhood school where the children live)

A site may be determined area eligible in situations as described above only if the SFA can document the percentage of children eligible for free and reduced-price meals at each school before and after students are reassigned. The same method of determining site eligibility must be used for all sites participating under that program sponsor to avoid duplicate counting (CACFP Memorandum 02-2011: Effects of Busing on Area Eligibility in Child and Adult Care Food Program, December 6, 2010).

Emergency Shelters

Emergency shelters are not required to prove that they are located in a low-income area to participate in the At-Risk Afterschool Meals component of CACFP. Emergency shelters that operate Afterschool Programs with education or enrichment activities for homeless children and youth during the school year may participate without regard to location (7 CFR 226.2 Definitions).

A Word from our Sponsors...

Target the high school population and serve suppers after school. Most high schools have robust afterschool activities. Students often eat in a common area and then go to their activities. The Site Coordinator (counselor or teacher) can lessen their burden by recruiting high school students to help set up the meal service, clean tables, and put meals away. Clubs and booster clubs are also good sources for help. Include the high school students in the site training to include their perspective and gain input. High school students are a hidden population, often not reaching out for help when they are hungry, and are at high risk to go without an evening meal.

Angela Jeppesen
Harvesters - The Community Food Network

D. Participant Eligibility

At-Risk Afterschool Programs may claim reimbursement only for meals and snacks served to children who participate in an approved Afterschool Program and who are age 18 or under at the start of the school year. Programs may be either drop-in or enrolled. Reimbursement also may be claimed for participants who turn age 19 during the school year [7 CFR 226.17a (c)]. There is no age limit for persons with disabilities (7 CFR 226.2 Definitions).

Federal law has no minimum age for At-Risk participants. Meals and snacks served to children who are enrolled in preschool, Head Start, Even Start, etc., and who are participating in an eligible Afterschool Program are eligible for reimbursement.

EXAMPLE: Serving lunch to children after half-day kindergarten or a half-day Head Start Program is allowable through the At-Risk Afterschool Meals component of CACFP because their school day has ended. However, before approving an institution to operate such a program, States should ensure that the same children who are receiving lunch in the At-Risk Afterschool Program are not being served lunch in school as well.

Although the At-Risk Program is available to children of all ages, there is no requirement that each facility must serve the full age range of eligible children. For example, a Program could operate at a high school and serve only high school age students (CACFP Memorandum 08-2012: At-Risk Afterschool Meals Component of the CACFP, Questions and Answers, February 17, 2012).

E. Licensing and Health and Safety Requirements

Federal law does not require licensing for centers participating in the At-Risk Afterschool Meals component of CACFP. However, States or local jurisdictions may require licensing. If there is no State or local requirement for licensing, then Afterschool Care Programs must meet State or local health and safety standards (CACFP Memorandum 05-2015: Health and Safety Inspection Requirements, December 10, 2014).

Organizations should check with their CACFP State agency to determine the requirements they must meet to participate in the At-Risk Afterschool Meals Program in their community [7 CFR 226.17a(d)].

Schools that participate in the NSLP or School Breakfast Program (SBP) do not have to meet any additional health and safety requirements to participate in the At-Risk Afterschool Meals component of CACFP (CACFP Memorandum 15-2012: Child and Adult Care Food Program (CACFP): Health and Safety Standards for Outside-School-Hours Care Centers (OSHCCs) and At-Risk Afterschool Care Centers, May 1, 2012).

F. Questions and Answers

1. If area eligibility was determined by a school that closes, may census data be used instead?

No. CACFP regulations require that, except for emergency shelters, At-Risk Afterschool Programs must be located in the attendance area of a public school (an elementary, middle, or high school) where at least 50 percent of the students are eligible for free or reduced price meals under the NSLP. However, school data is valid for a period of five years, so, once a center qualifies based on school data, it would be eligible for the remainder of the five-year period even if the school closes during that period.

2. I run an Afterschool Program that is not in an eligible area, but 50 percent of the children I serve receive free and reduced price school meals. Is my center eligible to participate in the Program?

No. CACFP regulations require that, except for emergency shelters, At-Risk Afterschool Programs must be located in the attendance area of a public school (an elementary, middle, or high school) where at least 50 percent of the students are eligible for free or reduced price meals under the NSLP.

3. How is area eligibility determined for At-Risk Programs located in school districts that have elected the Community Eligibility Option (CEO)? Are all school buildings considered over 50 percent?

For the purposes of determining area eligibility for CACFP and SFSP, district-wide CEO determinations may not be used. CACFP and SFSP require area eligibility determinations to be made on the basis of individual schools (7 CFR 226.2 Definitions, 7 CFR 225.2 Definitions). Although an entire school district may elect CEO, there may be schools within the school district that fall below the 50 percent free and reduced price meals threshold required for CACFP.

As required by §210.9(b), SFAs must provide the NSLP State agency with a list of schools under its jurisdiction in which 50 percent or more of enrolled children have been determined eligible for free or reduced price meals as of the last operating day the preceding October. If a school district has elected CEO, the NSLP State agency is still required to provide individual school data to the CACFP State agency. Because the 1.6 multiplier is intended to provide an estimate of the total number of students eligible for free and reduced price meals in the eligible schools, the product of the identified student percentage multiplied by 1.6 is the percentage that will be used for area eligibility purposes for CACFP and SFSP (SP Memorandum 12-2012: Community Eligibility Option: Guidance and Procedures for Selection of States for School Year 2012-2013, February 2, 2012 and SP Memorandum 21-2014: Community Eligibility Provision: Guidance Q&As, February 25, 2014).

4. Can a school system participating in both the SBP and NSLP and the At-Risk component of the CACFP receive reimbursement under CACFP for a meal and snack served to children who also received breakfast and lunch under the SBP and NSLP?

Yes. Based on the nature of the At-Risk Afterschool Meals component of CACFP, the expectation is that most of the participating children attend school and receive free and reduced price meals. With that in mind, schools that serve children meals through NSLP are eligible for reimbursement for a meal and a snack served to children in an at-risk afterschool program through CACFP. However, schools may not serve children an afterschool snack through NSLP and then serve those same children an additional snack through CACFP.

5. Are there any restrictions on Afterschool Programs switching from CACFP At-Risk during the school year to the SFSP during the summer when school is not in session?

Generally, programs that participate in CACFP At-Risk during the school year would be eligible to continue to serve those children who are age 18 or under through SFSP during the summer when school is not in session, subject to approval of their SFSP application by the State agency.

However, a traditional child care center that also serves At-Risk Afterschool Meals and/or Snacks (i.e., the center has enrolled pre-school children in care during the day, but also serves At-Risk Afterschool Meals and/or Snacks to school-age children) must comply with FNS Instruction 782-4, rev. 3. This instruction states that traditional child care centers may only claim some or all of their meals under SFSP during the summer when there is a substantial change in Program activities or a significant increase in

enrollment. Institutions approved to participate in both the CACFP and the SFSP must ensure that the same children are not served meals in both Programs, and separate records must be kept for each Program.

If a traditional child care center did not substantially change its activities or significantly increase its enrollment during the summer months, it could only receive reimbursement through SFSP for meals served to children who participate in the Afterschool Program during the school year. Such a center would receive free, reduced price, and paid reimbursement through CACFP for all other children enrolled for care (through the age of 12).

Per FNS Instruction 782-4, rev. 3, the determination to either approve the institution for participation in both the CACFP and SFSP or solely for the CACFP should be based on the institution's Program objectives.

6. Do At-Risk sites have to choose which meal they will serve or can they serve different meals to different groups of children or on different days?

At-Risk sites may serve up to one meal and one snack per child per day. This could be any meal and they may serve different meals on different days or to different groups of children. For example, a site could serve lunch and a snack to children who attend half-day kindergarten and then serve a snack and supper to older children who attend a full day of school.

7. Can an At-Risk Afterschool Program charge "tuition," similar to a traditional child care center?

Similar to non-pricing child care centers, there may be a fee for the care provided or a "tuition" charge, but there can be no separate charge for the food service. Although the regulations do not specifically prohibit or specifically authorize tuition charges, should the State agency encounter a situation where a substantial participation fee is being charged that might adversely affect the ability of needy children to participate, the State agency will consult with their Regional Office prior to approving participation

Part 2: Applying to Participate in the Program

This section provides information on the application process for participation in the At-Risk Afterschool Meals component of CACFP.

A. Application Procedures for New Institutions

Organizations must submit an application (written or electronic) to the State agency to participate in the At-Risk Afterschool Meals component of CACFP. Applicants must describe how they meet the eligibility criteria (see Part 1). The State agency will do a pre-approval visit of private nonprofit and for-profit institutions to confirm the information in the application and to further assess the institution's ability to manage CACFP [7 CFR 226.6(b)(1)]. State agencies may waive the requirement for pre-approval visits for centers that operated as SFSP sites (CACFP Memorandum 12-2013: Transitioning from the Summer Food Service Program to the Child and Adult Care Food Program At-risk Afterschool Meals, May 31, 2013).

The following components must be included in a new institution's application:

- **Confirmation of Area Eligibility of Centers**

Sponsors must submit a list of all applicant afterschool centers and documentation showing that the centers are located in eligible areas. Independent centers also must provide documentation that they are located in an eligible area [7 CFR 226.17a (e)].

Applicant organizations should contact the State agency that administers CACFP to obtain free and reduced price school enrollment data for proof of area eligibility. NSLP State agencies are required to provide to the CACFP State agency a list of area eligible schools each year.

- **Non-discrimination Statement**

Sponsors and independent centers must submit a non-discrimination policy statement and a media release unless the State agency has issued a statewide media release on behalf of all institutions [7 CFR 226.6 (b)].

- **Management Plan**

Sponsors must submit a management plan that includes:

- Detailed information on the organization's management and administrative structure;

- An administrative budget that includes projected CACFP administrative earnings and expenses and demonstrates the institution's ability to manage Program funds;
 - Sponsors' budgets may not have administrative costs higher than 15 percent of the year's estimated meal reimbursements. States may waive this limit, but waivers should only be granted if the sponsor provides justification that it needs Program funds in excess of 15 percent, and the State agency is convinced that the institution will have adequate funding to provide high quality, nutritious meals and snacks.
- A list or description of the staff assigned to Program monitoring; and
- The procedures that the organization will use to administer the Program and that sponsors will use to disburse payments to sponsored child care facilities [7 CFR 226.6 (b)].

NOTE: SFAs that are already successfully participating in the NSLP are not required to submit a separate management plan or budget (CACFP Memorandum 04-2013: Streamlining At-Risk Afterschool Meal Participation for the School Food Authorities, November 28, 2012). Additionally, management plans are not required as part of the application if the institution intends to sponsor only one facility (CACFP Memorandum 11-2007: Accommodations for Non-Traditional Program Operators, July 3, 2007).

- **Documentation of Licensing/Approval**

All sites must show that they meet State or local licensing requirements, if applicable. If there are no State or local licensing requirements, sites must show that they meet local health and safety standards [7 CFR 226.17a (e)].

- **Documentation of tax-exempt status**

All private nonprofit institutions must provide documentation of their tax-exempt status under the Internal Revenue Code of 1986 [7 CFR 226.6 (b)].

- **Preference for commodities/cash in lieu of commodities**

The USDA donates commodities to States and States make those commodities available to institutions. Institutions must indicate in their application if they prefer commodities or cash in lieu of commodities. Each year, State agencies must provide institutions with information about foods that will be available that year. This information is provided to the State agency by FNS [7 CFR 226.6 (h)].

- **Providing benefits to unserved facilities or participants**

Sponsoring organizations must show documentation indicating that they meet their State's criteria for ensuring delivery of benefits to otherwise unserved facilities or participants.

- **Ineligibility for other publicly funded programs**

If an institution or any of its principals are included on the CACFP National Disqualified List (NDL) or have been declared ineligible for any other publicly funded program for violating that program's requirements, States must deny their application.

- So that States can make this determination, institutions must submit:
 - A statement listing the publicly funded programs in which the institution and its principals have participated during the past 7 years; and
 - A certification that during the last 7 years, neither the institution nor its principals have been declared ineligible to participate in any other publicly funded program by reason of violating that program's requirements; or
 - Instead of certification, an institution may provide documentation that it was later reinstated or determined eligible for the program, including the payment of any debts owed.

- **Information on criminal convictions**

If an institution or any of its principals have been convicted of any activity related to lack of business integrity in the past 7 years, a State agency may not approve the application. A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, obstruction of justice, or any other related activity as defined by the State.

- **Certification of Truth in Application and Submission of Names and Address**

Institutions must certify that all information on the application is true and correct, along with the name, mailing address, and date of birth of the institution's executive director and chairman of the board of directors.

- **Outside Employment Policy**

Sponsors must submit an outside employment policy restricting other employment by employees that interferes with an employee's performance of Program duties and responsibilities.

- **Bond**

Sponsors must submit a bond, if required by State law, regulation, or policy.

- **Compliance with Performance Standards**

An applying Institution must demonstrate that it can comply with the following performance standards:

- Financial viability and financial management:
 - Institutions must document that participation will help ensure the delivery of benefits to otherwise unserved facilities or participants.
 - Institutions must demonstrate that they have the financial resources to operate the Program on a daily basis and adequate funds to withstand temporary interruptions in Program payments and/or fiscal claims.
 - Costs in the institution's budget must be necessary, reasonable, allowable, and appropriately documented.
- Administrative capability:
 - Institutions must have an adequate number and type of qualified staff.
 - Sponsors must employ enough staff to meet the monitoring requirements (one full-time staff person for each 25-150 centers it sponsors) [7 CFR 226.16(b)(1)].
 - Sponsors must have written policies and procedures that assign responsibilities and duties, and ensure compliance with civil rights requirements.
- Program accountability:
 - Nonprofit institutions must have adequate oversight by the governing board of directors.
 - The institution must have a financial system with management controls in writing. For new sponsors these written policies must ensure:
 - Fiscal integrity and accountability for all funds and property received, held, and disbursed;
 - Integrity and accountability of all expenses incurred;
 - That all claims will be processed accurately, and in a timely manner;
 - That funds and property are safeguarded and used, and expenses incurred, for authorized Program purposes; and
 - That a system of safeguards and controls is in place to prevent and detect improper financial activities by employees.

- Institutions must maintain records to document compliance with Program requirements, including budgets, accounting records, approved budget amendments, and for sponsors, management plans.
- New sponsors must document in their management plan that they will:
 - Provide adequate and regular training of staff and sponsored centers;
 - Perform monitoring to ensure centers are appropriately operating the Program; and
 - Have a system in place to ensure that administrative costs funded from the Program do not exceed 15 percent of estimated or actual meal reimbursements.
- Independent centers and sponsored facilities must have practices in place to ensure that the meal service, recordkeeping, and other Program requirements are performed properly. These practices must be documented in the application of independent centers or the sponsor management plans and must document that centers will:
 - Provide meals that meet meal pattern requirements;
 - Comply with any licensing and health and safety requirements;
 - Have a food service that complies with applicable State and local health and sanitation requirements;
 - Comply with civil rights requirements;
 - Maintain complete and appropriate records on file; and
 - Claim reimbursement only for eligible meals.

State Agency Review of Applications

The State agency must determine the eligibility of each At-Risk Afterschool Program based on the information included in the application. The State agency also must determine the area eligibility of independent at-Risk Afterschool Care centers [7 CFR 226.17a (f)].

State agencies must notify institutions in writing if they have been approved to participate in the Program within 30 days of receipt of a complete application [7 CFR 226.6(b)].

Agreement

Once the State agency has approved an organization's application, the State agency and the sponsor or independent center will enter into a permanent agreement. The agreement must describe the approved At-Risk Afterschool Care Program(s) and list the approved

facilities. The agreement also must require the institution to comply with applicable requirements.

Although the agreement is permanent, it may be terminated for cause by the State agency if the institution does not comply with Program requirements (CACFP Memorandum 07-2011: Permanent Agreements in the Summer Food Service Program and the Child and Adult Care Food Program, January 14, 2011).

State agencies that administer more than one Child Nutrition Program are required to enter into a single agreement with SFAs that operate more than one Child Nutrition Program [7 CFR 225.6(e)].

EXAMPLE: If an SFA is already participating in NSLP and wishes to offer the at-risk afterschool meals component of CACFP, the State agency could simply add an addendum to the existing agreement (CACFP Memorandum 04-2013: Streamlining At-Risk Afterschool Meal Participation for School Food Authorities, November 28, 2012).

State agencies are also strongly encouraged to enter into a single agreement with other sponsors operating more than one Child Nutrition Program, including SFSP. Therefore, if the same State agency administers both CACFP and SFSP, SFSP sponsors interested in offering Afterschool Meals through CACFP during the school year are required only to sign an addendum to the existing SFSP agreement. In States where CACFP and SFSP are administered by different State agencies, sponsors must enter into an agreement with both State agencies. However, the State agencies are encouraged to work together to share information and streamline the agreement process.

B. Annual Information Submission Requirements for Experienced Institutions

As a result of the passage of the Healthy, Hunger-Free Kids Act of 2010, renewing institutions are no longer required to submit renewal applications on a periodic basis. Instead, renewing institutions are required to annually provide:

- Updated licensing information for each independent center and facility participating in CACFP (the State may choose to get this information directly from the State licensing agency);

- Certification that any information previously submitted to the State is current (see <http://www.fns.usda.gov/sites/default/files/CACFP-19-2011.pdf> for a prototype certification);
- For sponsors, a budget for the upcoming year and, if required by the State agency, a budget for independent centers;
- A media release announcing the availability of meals and snacks at no charge to the institution's attendance area (unless the State chooses to issue a statewide media release);
- Area eligibility data for each new center (or centers whose five-year qualification period is expiring), which may include the most recent free and reduced-price school data and attendance area information which it has obtained, or verified with the appropriate school officials to be current, within the last school year [7 CFR 226.17a (g)].

C. Changes to Participating Centers

Independent centers or sponsors must notify the State agency of any substantive changes to the At-Risk Afterschool Program, including changes to existing sites, contact information, and key staff. Sponsors that want to add new At-Risk Afterschool Centers must provide the State agency with information indicating that the new centers meet Program requirements, including area eligibility [7 CFR 226.17a (h)]. These centers must be approved by the State agency before claims may be submitted.

D. Application Process for Institutions Participating in Other CACFP Components

If an institution is already participating in CACFP and wants to add At-Risk Afterschool Meals and/or Snacks, the agreement with the State agency must be amended to reflect this additional meal service and its requirements.

E. Application Process for SFSP Sponsors

A streamlined process that eliminates duplicative application requirements is in place for SFSP sponsors in good standing that wish to apply to participate in CACFP for the first time. Sponsors considered in good standing are those that are not currently seriously deficient in their operation of the SFSP.

Because SFSP sponsors are already familiar with operating a Child Nutrition Program, they are not required to provide documentation that they have practices in place to ensure that the meal service, recordkeeping, and other Program requirements are performed properly. Successful operation of SFSP provides evidence of this performance standard.

Management plans are not required as part of the CACFP application unless the institution intends to sponsor more than one facility. In addition, At-Risk centers are afforded latitude with regard to budgets. The level of budgetary detail requested should be commensurate with the size and scope of the applicant.

CACFP sponsoring organizations are required to provide documentation indicating that they meet their State's criteria for ensuring delivery of benefits to otherwise unserved facilities or participants. Because States already have a priority system in place for selecting SFSP sponsors to eliminate an overlap in service, States generally need not require existing SFSP sponsors applying to participate in CACFP to provide any further documentation of providing benefits to unserved facilities or participants.

Additionally, the following are required for participation in SFSP and therefore are not required to be produced as part of the CACFP application process:

- *Confirmation of Area Eligibility of Centers:* SFSP sites that establish area eligibility through the use of school data may use their area eligibility determination for SFSP and CACFP Afterschool Meals for a period of five years. There is no need to re-establish area eligibility for CACFP. However, because area eligibility for CACFP At-Risk Afterschool Meals must be based on school data, SFSP sites that established eligibility using census data or based on income eligibility forms (IEFs) must provide additional documentation indicating that they are area eligible based on school data.
- *Non-discrimination Statement:* SFSP sponsors are not required to resubmit a non-discrimination policy statement to participate in the CACFP.
- *Media Release:* If the media release submitted for SFSP indicated that the sponsor offers year-round meal services, an additional media release for CACFP is not required.
- *Health and Safety Inspections:* Where the State or local health and safety inspection standards for At-Risk Afterschool centers and SFSP feeding sites are the same, CACFP State agencies may accept documentation of a current inspection obtained by a sponsor for SFSP.

- *Documentation of Tax-exempt Status:* Private nonprofit organizations are not required to resubmit documentation of tax exempt status for CACFP when such documentation was submitted for purposes of participation in SFSP.

These simplifications are easiest to implement when the same State agency administers both the CACFP and SFSP. However, in States where the CACFP and SFSP are administered by separate agencies, FNS has encouraged the CACFP and SFSP State agencies to collaborate and share information where applicable to continue to streamline participation (CACFP Memorandum 12-2013: Transitioning from the Summer Food Service Program to Child and Adult Care Food Program At-risk Afterschool Meals, May 31, 2013).

F. Application Process for SFAs Participating in NSLP

The requirements for SFAs that provide Afterschool Meals are more flexible because they are already operating another Child Nutrition Program. When applying to participate in CACFP, SFAs that have successfully operated the NSLP are not required to provide additional evidence of administrative capability and financial viability. Additionally, State agencies may waive the requirement for SFAs to submit a separate management plan and budget for CACFP. SFAs have additional flexibility relating to the meal patterns (see Part 3, Section E.).

State agencies may accept a copy of the NSLP application from SFAs that wish to participate in the At-Risk Afterschool Meals component of CACFP. However, the State agency must ensure that additional information required by 7 CFR 226.6(b) that is not captured by the NSLP application or otherwise available to the State agency is obtained. This might be accomplished by creating an addendum to the NSLP application that includes the additional information required for participation in CACFP:

- *The names, mailing addresses, and dates of birth of the responsible principals and individuals.* For SFAs, responsible principals and individuals include, at a minimum, the school food service director and accountant, and the responsible administrator (principal or superintendent).
- *Documentation of eligibility.* CACFP State agencies must obtain documentation indicating that each school that will be offering At-Risk Afterschool Meals through CACFP offers educational or enrichment activities and is a school where at least 50

percent of the children are eligible for free or reduced price school meals or is located in the attendance area of an eligible school as required by 7 CFR 226.17a(a).

- *Preference for commodities/cash in lieu of commodities.* The CACFP State agency must determine whether the SFA prefers commodities or cash in lieu of commodities unless the State agency has received approval to provide cash-in-lieu of commodities for all institutions.
- *Ineligibility for other publicly funded programs.* SFAs must provide a list of all Federal programs in which they participate. Additionally, the SFA must certify that during the last seven years, the SFA and the individual responsible for the food service have not been:
 - Declared ineligible to participate in any other publicly funded program by reason of violating that program's requirements or provide documentation that it was later reinstated or determined eligible for the program; or
 - Convicted of any activity that indicated a lack of business integrity.
- *Certification.* The SFA must submit a certification that all information on the application is true and correct, along with the name, mailing address, and date of birth of the individual authorized to sign for the SFA [7 CFR 226.6(b)(1)].

G. Questions and Answers

1. **Because agreements between States and sponsors are permanent, is it necessary to provide free and reduced price school data in subsequent years of operating the Program?**

Yes. Sponsors must still verify eligibility of centers and area eligibility determinations remain valid for five years. "Permanent" is intended solely to convey that the agreement has no predetermined expiration date and does not need to be renewed.

2. **How do I demonstrate that I am serving an unserved population?**

Institutions must demonstrate in the management plan that their participation will help ensure benefits to otherwise unserved facilities or participants. States establish their own criteria for determining if an applicant's participation will benefit unserved facilities or participants.

3. For a school or organization that is already participating in CACFP and now wants to provide At-Risk Afterschool Meals and/or Snacks, does its agreement with the State agency need to be amended?

Yes. Once the State agency approves an institution's application to provide at-Risk Afterschool Meals and/or Snacks, the agreement with the State agency needs to be amended to reflect this additional meal service and its requirements. This can be accomplished by signing a simple addendum to the CACFP or NSLP agreement.



Part 3: Meal Patterns and Food Service

The CACFP meal patterns require At-Risk Afterschool centers to serve meals that meet the nutritional needs of children, are consistent with the Dietary Guidelines for Americans (DGAs), and are appetizing. Meal pattern requirements assist the menu planner in providing well-balanced meals and snacks that provide the appropriate amount of energy and nutrients a child needs during critical stages of growth.

There are no Federal requirements regarding the timing of meal service, though States may establish meal time requirements. There is no federally mandated time limit between the end of school and the meal service or a requirement for the order of meal and snack service, but the service of a meal or snack must occur during the operation of the school's afterschool care program [7 CFR 226.20(k)].

The charts that follow show the required components for snacks and meals, with the minimum required serving sizes. Because older children have greater food needs, sponsors may serve larger portions to satisfy a child's appetite. Please remember that all food components (menu items) must be served to each child all at the same time (plated together) except in the case of school sponsors that elect to use offer versus serve (OVS) (see Part 3, Section E).

A. Meal Patterns for Children

The chart on the following page lists the meal pattern requirements for children 6 to 12 years old for breakfast, lunch, supper, and snack. Meal patterns for younger children are available at http://www.fns.usda.gov/cnd/Care/ProgramBasics/Meals/Meal_Patterns.htm. Children ages 13 through 18 must be served minimum or larger portions specified for children 6 through 12.

Child Meal and Snack Requirements

Please Note: For snacks, 2 of the 4 components must be provided for a meal to qualify as reimbursable.

Food Components for Ages 6-12	Breakfast	Lunch/Supper	Snack
Milk Milk, fluid low fat or non-fat	1 cup	1 cup	1 cup
Vegetables and/or Fruits Vegetable(s) and/or fruit; or Vegetable or fruit juice (full strength)	$\frac{1}{2}$ cup $\frac{1}{2}$ cup	$\frac{3}{4}$ cup $\frac{3}{4}$ cup (6 fl oz)	$\frac{3}{4}$ cup $\frac{3}{4}$ cup (6 fl oz)
Grains and Breads Bread; or Cornbread, biscuits, rolls, or muffins, etc.; or Cold dry cereal; or Cooked pasta or noodle product; or Cooked cereal or cereal grains or an equivalent quantity of any combination of grains/breads	1 slice 1 servings $\frac{3}{4}$ cup or 1 oz $\frac{1}{2}$ cup $\frac{1}{2}$ cup	1 slice 1 serving $\frac{3}{4}$ cup or 1 oz $\frac{1}{2}$ cup $\frac{1}{2}$ cup	1 slice 1 serving $\frac{3}{4}$ cup or 1 oz $\frac{1}{2}$ cup $\frac{1}{2}$ cup
Meat and Meat Alternates Lean meat or poultry or fish; or Cheese; or Eggs; or Alternate protein product; or Cooked dry beans or peas; or Peanut butter or soynut butter or other nut or seed butters; or Peanuts or soynuts or tree nuts or seeds; or Yogurt; or An equivalent quantity of any combination of the above meat alternates	A meat/ meat alternate is not required at breakfast	2 oz 2 oz 1 large egg 2 oz $\frac{1}{2}$ cup 4 tbsp 1 oz = 50% 8 oz or 1 cup	1 oz 1 oz $\frac{1}{2}$ large egg 1 oz $\frac{1}{4}$ cup 2 tbsp 1 oz 4 oz or $\frac{1}{2}$ cup

Endnotes

1. Serve two or more kinds of vegetable(s) and/or fruit(s) or combination of both.
2. Full-strength fruit/vegetable juice may be counted to meet no more than ½ of this requirement.
3. Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched flour.
4. A serving size consists of the edible portion of the cooked lean meat or poultry or fish.
5. Nuts and seeds may meet only one -half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch/supper requirement.
6. Yogurt may be plain or flavored, unsweetened or sweetened.

Sponsors interviewed for the [At-Risk Meals Best Practice Study](#), indicated that some potential sites perceive meal planning, preparation, and service to be burdensome. To address this issue, some sponsors suggested streamlining menus to reduce the burden on sites. One sponsor developed two months' worth of menus that are cycled in the sites throughout the year. Another sponsor serves cold meals that require little preparation, such as wraps and salads. Below are sample menus for snacks, lunches, and suppers:

Sample Snack	
1 oz. cheese ½ cup enriched macaroni Water	4 oz low-fat yogurt 1 oz graham cracker sticks (4 crackers) Water
Sample Supper	
2 oz lean, hamburger made from 100% ground beef ½ cup baked sweet potato fries ½ cup apple slices 1 whole wheat bun 1 cup nonfat milk	1 cup (8.8 oz by wt) chicken salad ½ cup lettuce and tomato salad ¼ cup pineapple 1 slice 100% whole wheat bread 1 cup 1% milk

B. Required Meal Components

The following sections provide details on each of the meal pattern components.

Meat and Meat Alternates

At-Risk Afterschool centers are required to serve a meat or meat alternate at all meals and may choose to serve a meat or meat alternate at snack. For entrees that include meat, the meat or meat alternate must be served in the main dish and one other menu item for lunch/supper meals. Additionally, any dish served must contain at least ¼ ounce of a meat/meat alternate per serving in order to be counted toward the meat/meat alternate requirement.

Examples of meats/meat alternates:

Meat/Meat Alternatives	Examples	Notes
Meat, fish, poultry, and eggs	Beef, chicken, fish, ham, pork, turkey, and eggs	
Cheese	Swiss, ricotta, part-skim mozzarella, cottage cheese, American, cheddar, and other cheeses	
Dry beans and peas	Lentils, navy beans, black beans, kidney beans, pinto beans, black-eyed peas, refried beans, chickpeas, and soy nuts	May also count as a vegetable, but not in the same meal.
Peanut butter and other nut butters	Peanut butter, almond, and other nut butters	Children under 4 years of age are at the highest risk of choking. Young children should not be fed spoonfuls or chunks of peanut butter or other nut butters. USDA recommends that peanut butter and nut butters should be spread thinly on bread or crackers.
Nuts and seeds	Walnuts, peanuts, almonds, soy nuts, other nuts, and seeds	Nuts and/or seeds should be served to all children in a prepared food and be ground or finely chopped.
Yogurt	Commercially produced yogurt, plain or flavored, unsweetened or sweetened	
Alternate Protein Product (APP)	APP is an ingredient mixed/made into such foods as ground beef patties, meat loaf, tuna salad, chicken nuggets, pizza toppings, etc.	

BETTER CHOICES FOR BETTER MEALS:

- ✓ Serve peanut butter with apple chunks on whole wheat bread.
- ✓ Serve lean meats, skinless poultry, and low-fat cheeses.
- ✓ Mix ground beef with ground turkey for hamburgers or taco filling.
- ✓ Try lentils or navy beans in soup.

Vegetables and Fruits

At-Risk Afterschool centers are required to serve a vegetable and/or fruit as a component for each reimbursable meal and may choose to serve a vegetable or a fruit for a snack. Reimbursable lunches/suppers require two or more servings of a different vegetable and/or fruit.

Items that are mixtures of multiple vegetables and/or fruits (for example, fruit salad, vegetable medley, etc.) only count as one vegetable/fruit serving. Mixed dishes containing at least $\frac{3}{4}$ cup or more of each different fruit/vegetable in combination with a meat/meat alternate are considered as two servings of the vegetable/fruit component and meet the full requirement.

Guidelines for Fruit Juice

- No more than $\frac{1}{2}$ of the fruit/vegetable component requirement can be met with full strength 100% juice during lunch/supper.
- May not be served as a snack if fluid milk is the only other component being served.
- Should be pasteurized to reduce the chance of getting sick.

To align with the most current DGAs, centers are encouraged to serve more vegetables from the dark green, deep orange and red, and dry beans and peas categories for optimal nutrition. Serving fresh fruit ensures that a variety of fruit will be offered since many fruit are only available in their fresh form.

BETTER CHOICES FOR BETTER MEALS:

- ✓ Mix a colorful medley of broccoli, cauliflower, and carrots.
- ✓ Use spinach, romaine, and mixed greens for salad.
- ✓ Serve seasonal vegetables (artichokes, pumpkin, okra, etc.).
- ✓ Offer canned fruits packed in light syrup or natural juices.
- ✓ Buy frozen mixed fruit and add fresh bananas.
- ✓ Introduce unfamiliar fruits such as kiwi, papaya, mango, apricots, dates, and figs
- ✓ Limit the amount of juice offered in meals and snacks.

Examples of vegetables and fruits:

Vegetables and Fruits	Examples
Vegetables (dark green, red, and orange)	Broccoli, carrots, romaine lettuce, collard greens, green pepper, kale, pumpkin, spinach sweet potato, winter squash
Vegetables (starchy)	Potatoes, corn, green peas
Vegetables (other)	Cabbage, cauliflower, celery, cucumbers, green beans, lettuce, okra, onions, summer squash, vegetable juice, zucchini, green pepper
Dry beans and peas	Black beans, chickpeas, kidney beans, lentils, navy beans, peas, pinto beans, soy beans <i>*May also count as a meat/meat alternate, but not in the same meal</i>
Fruits (citrus, melon, berries)	Oranges, grapefruit, citrus juices (orange juice, pineapple juice, etc.), cantaloupe, watermelon, strawberries
Fruits (other)	Apple, apricot, banana, cherries, fruit juice (apple juice, grape juice, etc.), grapes, peach, pear, pineapple, plum, prunes, raisins

Grains and Breads

Breads or grain products must be included with all meals. Breads and grains served must be made primarily of whole-grain, enriched, or fortified flour or meal. When trying to determine if a product is whole-grain, look for the word “whole” (whole wheat, whole corn, etc.) in the first ingredient listed on the food package.

Examples of grains and breads:

Grains and Breads	Examples
Enriched breads, cereals, and pasta	Bagels, cornbread, grits, crackers, pasta, corn muffins, noodles, pita bread, ready-to-eat cereal, white bread, rolls, corn tortillas
Whole grain breads, cereals, and pasta	Brown rice, whole corn tortilla chips, whole-grain rye bread, whole-grain ready-to-eat cereal, whole wheat pasta, whole-grain crackers, whole-wheat bread, whole-wheat rolls. Whole-wheat tortillas

Common Food Definitions:

- **Whole-grain** flour or meal means the product is made from grinding the entire grain of wheat stalk which consist of the bran, germ, and endosperm.
- **Enriched** means additional iron, thiamin, riboflavin, niacin, and folic acid have been added because these nutrients were removed from the product during the processing stage.
- **Fortified** means additional iron, thiamin, riboflavin, niacin, and folic acid have been added because they were not included in the original form.
- **If a product is truly whole-grain, fortified, or enriched then the product name on the food label will say whole-grain, fortified, or enriched.**

BETTER CHOICES FOR BETTER MEALS:

- ✓ Substitute unsweetened, whole-grain, ready-to-eat cereal for croutons in a salad or in place of crackers with soup.
- ✓ Try different pasta flavors like tomato, spinach, or whole wheat.
- ✓ Add smaller pastas such as macaroni, alphabet letters, and small shells in soups.
- ✓ Try brown rice or whole wheat pasta.
- ✓ Add whole-grain flour or oatmeal when making baked treats like cookies.
- ✓ Use whole grains in mixed dishes, such as barley in vegetable soup or stews and bulgar wheat in casseroles or stir-fry.

Milk

At-Risk Afterschool centers are required to serve milk at lunch and supper as a beverage. Milk used as an ingredient in cooked meals, such as casseroles, puddings, and other foods, is not considered a serving.

The Healthy, Hunger Free Kids Act of 2010 requires that all milk served in the CACFP to children over the age of two be low-fat (1%) or fat free (skim) (CACFP Memorandum 21-2011-Revised: Child Nutrition Reauthorization 2010: Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions, September 15, 2011).

Examples of milks: Pasteurized unflavored or flavored milk, buttermilk, reduced-lactose milk, acidified milk, ultra-high temperature milk.

BETTER CHOICES FOR BETTER MEALS:

- ✓ For children who require it, serve alternative types of milks (a reduced-lactose milk, acidophilus milk, etc).
- ✓ Try shelf-stable UHT (ultra-high temperature) milk.

C. Milk and Other Food Substitutions

Non-dairy milk substitutions can be made at the request of the child's parent or guardian. Additional funds are not provided for such substitutions. Therefore, providing substitutions is at the option and cost of the institution.

Non-dairy milk substitutions must be comparable to fluid cow's milk in various nutrients in order to be considered reimbursable (refer to 7 CFR 210.10 (m)(3) for requirements). Please contact your sponsor or State agency about appropriate non-dairy milk substitutions. Refer to CACFP Memorandum 21-2011, Child Nutrition Reauthorization 2010: Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions, May 11, 2011, for additional guidance.

If a child requires substitution of a food component because of ethnic, religious, economic, or physical needs, the institution should contact their sponsor or the State agency for information on how to properly request approval. FNS may grant approval of variations in food components on an experimental or a continuing basis when evidence is provided that shows that the variations are nutritionally sound and are necessary to meet ethnic, religious, economic, or physical needs [7 CFR 226.20(i)].

If an institution is serving a child with a disability that directly affects the types of foods the child can consume, the parent and/or guardian must submit a medical statement signed by a licensed physician. The medical statement must identify the child's disability and an explanation of why the disability restricts the child's diet, the major life activity affected by the diet, and the food or foods to be omitted from the child's diet and the appropriate substitutions. The institution is required to make these types of substitutions at no cost to the child's family.

If an institution is serving a child with special dietary needs (e.g., vegetarian), the parent/guardian may request substitutions by submitting a medical statement signed by a

recognized medical authority, listing the foods to be omitted and appropriate substitutions. The institution can make such substitutions at its discretion. Please refer to the State agency for the definition of a recognized medical authority.

D. Offer Versus Serve (OVS)

At-Risk Afterschool Meals prepared in or by SFAs may choose to use the NSLP and SBP meal pattern requirements or the CACFP meal patterns [7 CFR 226.20(o)].

Additionally, institutions that serve meals prepared by SFAs that participate in NSLP and SBP – whether they are located in the school or in another location – have the option of using OVS in their At-Risk centers. Institutions electing to use OVS must implement it in accordance with the approach used by the school providing the meals. Sponsors using OVS for At-Risk Afterschool Meals should follow the same requirements relating to OVS that they would follow under the NSLP.

Example: Fun and Games Child Care operates an afterschool program at Park Center Middle School. Meals for children participating in the Fun and Games Afterschool Program are prepared and served in the Park Center Middle School cafeteria. Fun and Games Child Care may use OVS when providing Afterschool Meals, but must provide the entire snack to all children.

OVS can help minimize food waste and teach children to make choices. A resource guide on OVS is available at: <http://www.fns.usda.gov/sites/default/files/SP45-2013a.pdf>.

Note: OVS is not an option during a snack service (CACFP Memorandum 23-2011: Clarification on the Substitution of NSLP Meals and Use of Offer Versus Serve for CACFP Meals Prepared by Schools, May 17, 2011).

F. Water

Drinking water must be made available to children throughout the day, including at meal times. While water must be made available to children during meal times, it is not part of the reimbursable meal and cannot be served in lieu of fluid milk. Water can be made

available to children in a variety of ways, including but not limited to: having cups available next to the kitchen sink faucet, having pitchers and cups set out, or simply providing water to a child when it is requested. Please contact your sponsor or State agency for questions pertaining to this requirement (CACFP Memorandum 20-2011: Child Nutrition Reauthorization 2010: Water Availability in the Child and Adult Care Food Program, May 11, 2011).

G. Questions and Answers

1. May USDA Foods be used in snacks?

Yes. Afterschool Programs may use USDA Foods in their Afterschool Snack and/or Meal service. Please note, however, that the school or organization will not earn additional entitlement foods as a result of serving Afterschool Snacks. The amount of entitlement foods earned will continue to be based solely upon the number of lunches or suppers served to children.

2. An At-Risk Afterschool Care Program operates during the week and on weekends. Do the weekday and weekend meal service times need to be the same?

No. Meals and snacks served through CACFP on weekends or holidays may be served at any time of day approved by the State.

3. Are Afterschool Programs permitted to serve two snacks instead of one meal and one snack?

The Richard B. Russell National School Lunch Act clearly states that institutions participating in the At-Risk Afterschool Meals component of CACFP may be reimbursed for only one meal and one snack. However, because serving an additional snack in lieu of a meal would not exceed the maximum meal benefit allowed by law and therefore would not increase cost to the Program, State agencies are authorized to waive this requirement on a case-by-case basis and allow institutions to serve two snacks instead of one meal and one snack. This will allow State agencies to provide additional flexibility to institutions that may not have the capacity to serve a full meal. We strongly encourage institutions to provide a full meal whenever possible in order to meet the nutritional needs of the children served.

4. Must institutions participating in multiple Child Nutrition Programs (for example, NSLP, CACFP, and SFSP) keep their food inventories separate?

There is no Federal requirement that food inventories used for the various Child Nutrition Programs be stored separately. However, accurate records must be maintained for the individual programs, including allocation of food costs between multiple programs.

5. If the Afterschool Meal is served by the school, can the different afterschool clubs at the school eat separately?

Yes, it is permissible for the different clubs and groups that make up the school's Afterschool Program to eat in different locations on the school grounds. For example, the band members may eat the meal in the band room with just the band members while the football team eats outside.



Part 4: Reimbursements

Reimbursement for meals served to eligible children is made to those institutions that have an agreement with a State agency to operate the At-Risk Afterschool Meals component of CACFP. Reimbursements are paid out of Program funds made available to the States from the USDA. Reimbursements may be paid by the States directly to independent centers or to sponsoring organizations, which then reimburse or use the funds to provide food to sponsored facilities.

A. Claims for Reimbursement

To receive reimbursement, sponsors and independent centers must submit claims to their State agency. Claims for reimbursement must report information in accordance with the financial management system established by the State. Only institutions that have an agreement with the State agency will receive payments.

Reimbursements are based on the number of meals and/or snacks served to children times the free rate for meals and snacks respectively. While point-of-service meal counts are not a Federal requirement, records must be kept on the number of meals served (See: Part 5).

Reimbursement rates are based on a formula established by Congress. Current reimbursement rates can be found at: <http://www.fns.usda.gov/cacfp/reimbursement-rates>.

B. Process for Reimbursement

Sponsors and independent centers must submit claims for reimbursement to the State agency each month. These claims must accurately report the number of meals and snacks served. Original claims must be postmarked and/or received by the State agency no later than 60 days following the last day of the month covered by the claim. Some State agencies may have stricter claim submission deadlines [7 CFR 226.10(e)].

Sponsored centers submit claims to their sponsor. Sponsors then check each facility's meal claim to ensure accuracy. At a minimum, edit checks must verify that each facility has been approved to serve the meals claimed and compare the number of children at each center, multiplied by the number of days on which the center is approved to serve meals, to the total number of meals claimed by the center for that month. While block claim edit checks are no longer required, sponsors may, at their discretion, retain block claim edit

checks (CACFP Memorandum: 3-2011, Elimination of Block Claim Edit Checks in the Child and Adult Care Food Program, December 17, 2010).

C. Questions and Answers

1. How does a child care center that uses claiming percentages or blended rates claim free meals and/or snacks for its At-Risk Afterschool Meals component in CACFP?

All organizations participating in the At-Risk Afterschool Meals component of CACFP must submit separate meal counts for the At-Risk Afterschool Meals Program. This includes child care centers that are currently participating in CACFP and using claiming percentages or blended rates. State agencies are responsible for amending their reimbursement forms and payment systems to recognize a separate entry for At-Risk Afterschool Meals and Snacks.



Part 5: Recordkeeping and Reporting

By keeping accurate records, institutions can ensure that they receive all the reimbursement payments to which they are entitled. This section provides information about the types of records that must be kept to justify reimbursement claims. Institutions must establish procedures to collect and maintain all Program records required by the USDA and the State agency.

A. Required Records

Institutions are required to keep the following records relating to participation in the CACFP:

Records relating to attendance and the number of meals served:

- Daily attendance rosters or sign in sheets, or other methods with State approval, which result in accurate recording of daily attendance;
- Number of At-Risk Afterschool Snacks and/or Meals prepared or delivered for each meal service;
- Daily record of the number of At-Risk Afterschool Snacks and/or Meals served at each snack and/or meal service;
- Daily records indicating the number of meals, by type, served to adults performing labor necessary to the food service; and
- Any additional records required by the State agency.

Records establishing that the meal patterns were met:

- Menus for each At-Risk Afterschool Snack and/or Meal service.

Records establishing eligibility:

- Copies of all applications and supporting documents submitted to the State;
- If applicable, information about the location and dates of child care center reviews, any problems noted, and the corrective action prescribed and effected; and
- Documentation of nonprofit food service, to ensure that all Program reimbursement funds are only used for the food service operations.

Records pertaining to fiscal management:

- Copies of invoices, receipts, or other records required by the State agency financial management instruction to document:
 - Administrative costs claimed by the institution,
 - Operating costs claimed by the institution, and
 - Income to the Program;
- Copies of all claims for reimbursement submitted to the State agency;
- Receipts from all Program payments received from State agency; and
- If applicable, information concerning the dates, and amounts if disbursement to sponsored centers.

Records documenting training:

- Information on training session dates, locations, topics presented, and names of participants; and
- For sponsors, records documenting attendance at training of each staff member with monitoring responsibilities.

B. Record Retention

Records that support a claim must be retained for three years after the final claim for the fiscal year. However, if there are audit findings that have not been resolved, records must be retained until the audit findings have been resolved. All accounts and records should be made available upon request to the State agency, the USDA, and the United States General Accountability Office (GAO) for audit or review at a reasonable time or place. Failure to maintain required records will result in denial of reimbursement.

C. Reporting Requirements

At-Risk Afterschool Care centers must report the total number of meals and snacks served to eligible children based on daily attendance rosters or sign-in sheets [7 CFR 226.17a (p)].

D. Questions and Answers

1. Are point-of-service meal counts and production records required?

Meal counts taken at the point of service and production records are not required for Afterschool Meal and Snack service, though individual State agencies may require them. However, accurate daily meal count records based on daily attendance rosters or sign-in sheets must be maintained. Documentation of compliance with the meal pattern and records of all purchases including food are required under CACFP.

2. Because production records are not a Federal requirement, can a State that requires production records enforce the requirement with fiscal action?

Yes. The Federal regulations require institutions to maintain any records required by the State agency [7 CFR 226.15(e)]. Therefore, additional record requirements established by the State agency, including production records, are enforceable with fiscal action by the State agency.



Part 6: Monitoring

Monitoring is the process of visiting and reviewing centers. Monitoring is critical to the effective operation of the Program. As part of the review and monitoring process, State agencies and sponsors must provide technical assistance. This assures that participants receive nutritious meals and that institutions receive proper financial reimbursement.

A. State Agency Monitoring Requirements

State agencies must provide technical and supervisory assistance to sponsors and independent centers to ensure effective Program operation, monitor progress towards achieving Program goals, and ensure that there is no discrimination in the Program.

Review Content

State agencies must assess each institution's compliance with the requirements related to:

- Recordkeeping;
- Meal counts;
- Administrative costs;
- Any applicable guidance issued by FNS, the USDA, or the State;
- If applicable, facility licensing and approval;
- If an independent center, observation of a meal service;
- If a Sponsor, training and monitoring of facilities; and
- All other Program requirements.

Frequency and Number of Reviews

State agencies must adhere to the following review schedule when monitoring sponsors and independent centers:

- Annually review at least 33.3 percent of all institutions.
- At least 15 percent of the total number of facility reviews must be unannounced.
- Independent centers and sponsors of one to 100 centers must be reviewed at least once every three years.
- Sponsors with more than 100 centers must be reviewed at least once every two years (these reviews must include five percent of the first 1,000 centers and two and a half percent of the centers in excess of 1000).

- New sponsors with 5 or more centers must be reviewed within the first 90 days of operations [7 CFR 226.6(m)]

Civil Rights

Institutions also must comply with the following civil rights laws and compliance will be monitored by the State agency:

- Title VI of the Civil Rights Act of 1964;
- Title IX of the Education amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- The Age Discrimination Act of 1975; and
- The USDA's regulations concerning nondiscrimination.

Monitoring SFAs that participate in NSLP and CACFP

When the same State agency administers both CACFP and the School Meal Programs, monitoring of the financial management portion of the Child Nutrition Programs must be combined to ease the burden on SFAs and ensure that the complete nonprofit food service is reviewed. Where two separate State agencies administer the Programs, the State agencies must determine which agency will monitor the financial management portion of the SFA Child Nutrition Programs.

Additionally, States are encouraged to combine CACFP and NSLP monitoring of programmatic requirements, including meal pattern compliance, counting, and claiming. State agencies may wish to implement a memorandum of understanding (MOU) between the two agencies to address review requirements. MOUs between State agencies must be approved by the appropriate Food and Nutrition Service (FNS) Regional Office (CACFP Memorandum 04-2013: Streamlining At-risk Meal Participation for School Food Authorities, November 28, 2012).

B. Sponsoring Organization Monitoring Requirements

Each sponsoring organization must provide adequate supervisory and operational personnel for the effective management and monitoring of the Program at all At-Risk Childcare centers under its sponsorship.

Pre-approval Visits and Training Requirements

Sponsors must conduct pre-approval visits to each center to discuss Program benefits and requirements and ensure that the facility is capable of providing the proposed meal service. State agencies may waive the requirement for pre-approval visits for centers that operated as SFSP sites and SFAs are not required to conduct pre-approval visits to schools participating in NSLP. Sponsors must also conduct training on Program duties and responsibilities to key staff from all sponsored centers prior to the beginning of Program operations.

At a minimum training must include instruction appropriate to the level of staff experience and duties on:

- Program meal patterns,
- Meal counts,
- Claims submission,
- Review procedures,
- Recordkeeping requirements, and
- Reimbursement system.

Mandatory Training

Attendance by key staff, as defined by the State agency, is mandatory at trainings.

Sponsors must provide additional annual training sessions for key staff from all sponsored child care facilities [7 CFR 226.16(b)]

Review Elements

Reviews must:

- Determine whether a facility has corrected problems noted on prior reviews;
- Include a reconciliation of the facility's meal counts with enrollment and attendance records for a five day period; and
- Assess the facility's compliance with Program requirements related to:
 - The meal pattern;
 - Licensing or approval;
 - Attendance at annual training;
 - Meal counts; and
 - Menu and meal records.

Review Averaging

If a sponsor conducts two unannounced reviews of a facility in one year and finds no serious deficiencies, the sponsor may choose not to do a third review of that facility that year. However, the first review in the next review year must occur no more than nine months after the previous review [7 CFR 226.16(d)].

Follow-up Reviews

If during a facility review, a sponsor finds one or more serious deficiencies, that facility's next review must be unannounced [7 CFR 226.16(d)(4)(v)].

Health and Safety

If a sponsor, State, or FNS finds that a facility's conduct or conditions pose a threat to the health or safety of participating children or the public, the reviewer must immediately notify the appropriate State or local licensing or health authorities and take action that is consistent with the recommendations and requirements of those authorities [7 CFR 226.6(c)(5)(i)]. If the licensing or health authorities discover a problem and suspend the facility's license, CACFP participation will be immediately suspended.

Frequency and Type of Required Reviews

Sponsors must adhere to the following review schedule:

- Annually review each facility three times per year.
- At least two of the reviews must be unannounced.
- At least one unannounced review must include observation of a meal service.
- At least one review must be during each new facility's first four weeks of operations.
- No more than 6 months may elapse between reviews.

Sponsors must ensure that the timing of unannounced reviews is varied in a way that would ensure they are unpredictable to the facility (CACFP Memorandum 16-2011: Child Nutrition Reauthorization 2011: Varied Timing of Unannounced Reviews in the Child and Adult Care Food Program, April 7, 2011).

Sponsors that operate SFSP and CACFP At-Risk Meals are not required to monitor their sites following the SFSP requirements and then monitor those same sites again following the CACFP requirements during the school year. Instead, such sponsors may follow the CACFP monitoring schedule year-round. If sponsors choose to follow the CACFP monitoring schedule year-round, one of the three annual reviews must occur during the summer, review for SFSP requirements, include the review of a meal service, and be unannounced; two reviews must occur during the school year, review for CACFP requirements, at least one must include the review of a meal service, and at least one must be unannounced (CACFP Memorandum 12-2013: Transitioning from the Summer Food Service Program to Child and Adult Care Food Program At-risk Afterschool Meals, May 31, 2013).

C. Corrective Action

If a participating institution has committed one or more serious deficiencies, the institution's executive director and chairman of the board of directors must receive a notice of serious deficiency. The notice must identify responsible principals and individuals and must be sent to those persons as well. The notice will specify appropriate corrective action and the time periods for completing the corrective action for the institution and responsible principals and individuals.

If one or more serious deficiencies result in a disallowance (a determination that the institution must repay the State for unearned reimbursements) the State must establish an overclaim. To the extent possible and appropriate, the State must identify the person or persons responsible for the deficiencies for the purpose of assigning financial responsibility to the responsible principal or responsible individual, in addition to the institution. Failure to take corrective action to fully and permanently correct the serious deficiency by the allotted time will result in proposed termination [7 CFR 226.6(c)].

D. Appeals

A facility may appeal the proposed termination by requesting an administrative review within 15 days of receiving the notice of proposed termination. A hearing is then held by the administrative review official, and the official must inform the State agency, the institution's executive director, and the chairman of the board of directors, and the responsible principals and responsible individuals, of the administrative review's outcome within 60 days of the State agency's receipt of the request for an administrative review [7 CFR 226.6(k)].

E. Questions and Answers

1. What are the State administrative review requirements for At-Risk Afterschool institutions?

In CACFP, State agencies must comply with 7 CFR 226.6(m) in conducting reviews of those institutions that have agreements with the State agency to provide At-Risk Afterschool Meals or Snacks. According to these regulations, State agencies must annually review 33.3 percent of all CACFP institutions, including those operating At-Risk Afterschool Programs. At least fifteen percent of the required reviews must be

unannounced. Additionally, the current regulations require that State agencies ensure that:

- Independent centers and sponsors of one to 100 facilities are reviewed at least once every three years; a review of such sponsors must include reviews of ten percent of the sponsors' facilities.
- Sponsors with more than 100 facilities must be reviewed at least every three years. These reviews must include reviews of five percent of the first 1,000 facilities and two and a half percent of the facilities in excess of 1,000.
- Reviews of newly participating sponsoring organizations with five or more child care facilities must be completed within the first 90 days of Program operations.

In conducting these reviews, State agencies must ensure that sponsors are operating eligible At-Risk Afterschool Care Programs (i.e., programs that provide children with regularly scheduled activities in an organized, structured, and supervised environment), and are complying with all Program requirements.



Part 7: Resources

Below is a list of available resources including regulations, required notices, rates, and meal service/planning guides.

- **Building for the Future Notice**

This notice describes the CACFP, its eligibility requirements, and the types of meals that can be served.

English version: <http://www.fns.usda.gov/sites/default/files/4Future.pdf>

Spanish version: <http://www.fns.usda.gov/sites/default/files/elFuturo.pdf>

- **CACFP At-risk Afterschool Meals Best Practices, 2011 Final Report**

The CACFP At-risk Afterschool Meals Best Practices Report identifies best practices that pilot State agencies and their sponsors used to implement and administer the at-risk afterschool meals component of the CACFP, challenges these State agencies and sponsors encountered and solutions they developed.

http://www.fns.usda.gov/sites/default/files/Best_Practices_Report.pdf

- **CACFP Required Meal Patterns**

http://www.fns.usda.gov/cnd/care/programbasics/meals/meal_patterns.htm

- **Code of Federal Regulations**

<http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>

- **Dietary Guidelines for Americans (DGAs)**

The DGAs are the cornerstone for Federal nutrition policy and nutrition education activities.

www.dietaryguidelines.gov

- **Food and Nutrition Service (FNS)**

FNS administers the CACFP on the Federal level.

www.fns.usda.gov

- **MyPlate**

MyPlate was developed as an effort to promote healthy eating to consumers. The MyPlate icon is easy to understand and it helps to promote messages based on the 2010 DGAs.

www.choosemyplate.gov

- **The Institute of Child Nutrition**

The Institute of Child Nutrition (ICN), part of the School of Applied Science at The University of Mississippi, offers in-person training at little or no cost and free online courses designed to support the professional development of child nutrition program and child care personnel at all levels of responsibility. The Institute also delivers free training resources managers can use to train their staff.

www.nfsmi.org

- **Reimbursement Rates:**

<http://www.fns.usda.gov/cacfp/reimbursement-rates>.

- **State Agency Contact Information**

www.fns.usda.gov/cnd/Contacts/StateDirectory.htm

- **Team Nutrition**

Team Nutrition is an initiative of the USDA-FNS to support the Child Nutrition Programs through training and technical assistance for food service, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity. Users can download recipes, activity sheets and other nutrition related materials.

<http://teamnutrition.usda.gov/>

- **The Healthy Meals Resource System**

The Healthy Meals Resource System is an online information center for USDA Child Nutrition Programs and has been delivering resources to Program staff since 1995.

<http://healthymeals.nal.usda.gov>

- **Share Our Strength: Afterschool Snacks and Meals**

Share Our Strength's Afterschool Snacks and Meals homepage provides resources Program partners may use to expand and improve their At-Risk Program.

<http://bestpractices.nokidhungry.org/Afterschool>

**Memoranda Issued by FNS Relating to the
At-risk Afterschool Meals Component of
CACFP**

July 22, 2015	<u>Smoothies Offered in Child Nutrition Programs</u>
April 17, 2015	<u>Allowable Costs Related to Physical Activity and Limiting the Use of Electronic Media in the Child and Adult Care Food Program</u>
March 20, 2015	<u>Guidance on Prohibition of Separation by Gender during CNP Meal Service</u>
March 13, 2015	<u>Local Foods in the Child and Adult Care Food Program</u>
December 10, 2014	<u>Health and Safety Inspection Requirements</u>
November 21, 2014	<u>Area Eligibility in Child Nutrition Programs</u>
April 24, 2014	<u>Sharing Aggregate Data to Expand Program Access and Services in Child Nutrition Programs</u>
May 31, 2013	<u>Transitioning from the Summer Food Service Program to the Child and Adult Care Food Program At-risk Afterschool Meals</u>
April 26, 2013	<u>Guidance Related to the ADA Amendments Act</u>
March 29, 2013	<u>Additional State Agency Requirements in the Child and Adult Care Food Program</u>
January 24, 2013	<u>Tax Exempt Status for Private Nonprofit Organizations and Churches in the Child and Adult Care Food Program and the Summer Food Service Program</u>
November 28, 2012	<u>Streamlining At-risk Meal Participation of School Food Authorities</u>
November 23, 2012	<u>Determining Area Eligibility Based on School Data</u>
October 2, 2012	<u>Federal Small Purchase Threshold Adjustment</u>
July 24, 2012	<u>Tribal Participation in the Child and Adult Care Food Program and the Summer Food Service Program</u>
May 1, 2012	<u>Health and Safety Standards for Outside-School-Hours Care Center and At-Risk Afterschool Care Centers</u>

February 17, 2012	<u>The At-Risk Afterschool Meals Component of the Child and Adult Care Food Program, Questions and Answers</u>
January 25, 2012	<u>Changes to the FNS-44, Report of the Child and Adult Care Food Program</u>
September 15, 2011	<u>Child Nutrition Reauthorization 2010: Nutrition Requirements for Fluid Milk and Fluid Milk Substitutions in the Child and Adult Care Food Program, Questions and Answers.</u>
May 17, 2011	<u>Clarification on the Use of Offer Versus Serve and Family Style Meal Service</u>
May 11, 2011	<u>Child Nutrition Reauthorization 2010: Water Availability in the Child and Adult Care Food Program</u>
January 21, 2011	<u>Eligibility of Expanded Learning Time Programs for Afterschool Snack Service in the National School Lunch Program (NSLP) and the Child and Adult Care Food Program (CACFP)</u>
December 17, 2010	<u>Child Nutrition Reauthorization 2010: Elimination Claim Edit Checks in the Child and Adult Care Food Program</u>
December 17, 2010	<u>Child Nutrition Reauthorization 2010: Nationwide Expansion of At-Risk Afterschool Meals in the Child and Adult Care Food Program</u>
July 3, 2007	<u>Accommodations for Non-Traditional Program Operators</u>
June 3, 2003	<u>Review Requirements for At-risk Afterschool Care Centers Participating in the Child and Adult Care Food Program</u>

Part 8: Glossary

CACFP – Child and Adult Care Food Program.

Children – For the purposes of at-risk afterschool centers, persons 18 years of age at the start of the school year and under and mentally or physically disabled persons, as defined by the State, enrolled in an agency or a child care facility serving a majority of persons 18 years of age and younger.

Code of Federal Regulations (CFR) – The CFR is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government.

Disability – The Americans With Disabilities Act (ADA) of 1990, including ADA Amendments Act of 2008 (P.L. 110-325), defines an individual with a disability as a person with a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, communicating, etc. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, digestive system, bowel, bladder neurological system, etc.

Family Style Meal Service – A type of meal service that allows children to serve themselves from common platters or bowls of food.

Food and Nutrition Service (FNS) – The agency within the USDA that regulates the CACFP.

Institution – A sponsoring organization, child care center, at-risk afterschool care center, outside-school hours care center, emergency shelter or adult day care center which enters into an agreement with the State agency to assume final administrative and financial responsibility for Program operations.

Meal Count – A daily count of meals served to participants by meal type.

Menus – A dated list of food, by meal type, served to CACFP participants.

National School Lunch Program (NSLP) – The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and

residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.

Offer Versus Serve (OVS) – Offer versus serve means that children are offered all of the components of the meal pattern, but are not required to take them all.

Participants – Children who are participating in the CACFP.

Reimbursable Meals – Meals that are served to enrolled participants at a center and that meet USDA nutritional requirements.

Reimbursement – Money paid at-risk afterschool centers or through their sponsors for eligible meals served.

Sponsoring Organization (Sponsor) – Public or private non-profit organizations that are entirely responsible for the administration of the CACFP in sponsored facilities such as FDCHs.

School Breakfast Program (SBP) – The School Breakfast Program (SBP) provides cash assistance to States to operate nonprofit breakfast programs in schools and residential childcare institutions.

Summer Food Service Program (SFSP) – The Summer Food Service Program provides free, nutritious meals and snacks to help children in low-income areas get the nutrition they need to learn, play, and grow, throughout the summer months when they are out of school.

USDA – United States Department of Agriculture.

Attachments:

Outside School Hours Care Centers and At-risk Afterschool Care Centers Comparison Chart

The chart below highlights the differences between two components of the Child and Adult Care Food Program that provide reimbursement for meals served in Outside School Hours Care Centers and At-risk Afterschool Care Centers

Requirement	OSHCC's	At-risk Afterschool Centers
Eligible Institutions	Public, private nonprofit, or qualifying for-profit centers [7 CFR 226.19(a)].	Public, private nonprofit, or qualifying for-profit centers [7 CFR 226.17a(a)].
Licensing	Licensing not required unless there is a State or local requirement for licensing. If there is no State or local requirement for licensing, then centers must meet State or local health and safety standards [7 CFR 226.6(d)].	Licensing not required unless there is a State or local requirement for licensing. If there is no State or local requirement for licensing, then centers must meet State or local health and safety standards [7 CFR 226.6(d)].
Determination of Reimbursement	Program may operate in any area. Individual free and reduced-price applications are collected to determine level of reimbursement (free, reduced price, and paid) [7 CFR 226.19(b)(7)(i)].	Program must be located in a geographic area served by a school in which 50 percent or more of the children enrolled are eligible for free or reduced price meals. All meals and snacks are reimbursed at the free rate [7 CFR 226.17a(i)].
Age of Participants	12 years of age and under, children age 15 and under who are children of migrant workers, and persons of any age who meet the definition of "Persons with disabilities" [7 CFR 226.19(b)(3)].	School-age children through age 18 (or 19 if the individual turns 19 during the school year) and persons of any age who meet the definition of "Persons with disabilities" [7 CFR 226.17a(c)].
Type of Meals Eligible for Reimbursement	Breakfast, snack, and supper. Lunch may be served during school vacations during the regular school year [7 CFR 226.19(b)(4)].	Snack and supper. Breakfast or lunch may be served in lieu of supper on weekends, holidays, or during school vacations during the regular school year [7 CFR 226.17a(k)].
Number of Reimbursable Meals	Maximum of two meals and one snack or two snacks and one meal per child per day [7 CFR 226.19(b)(5)].	Maximum of one snack and one meal per child per day [7 CFR 226.17a(k)].
Meal Patterns	CACFP meal patterns [7 CFR 226.20(c)].	CACFP meal patterns [7 CFR 226.20(c)].
Meal Service Periods	School days, weekends, and holidays; no weekend-only programs [7 CFR 226.19(b)(4)].	School days, weekends, and holidays during the regular school year [7 CFR 226.17a(b)].
Time Restrictions for Meal Service	None.	Meals must be served after school, except on weekends and holidays, when meals may be served at any time of day, as approved by the State agency [7 CFR 226.17a(m)].

**Active Classroom Pilot
Board of Education Approval
1/14/2015**

A rapidly growing field of research strongly suggests that physical activities offered to children during the school day can significantly improve student academic performance in class, and boost scores on standardized tests.

With the full support of both the former principal of Ms. Angela Razza and the current principal Mr. Erik Brown, Ms. DeFazio and Ms. Scalo (grade 2 teachers) have volunteered to assist the Health and Physical Education Department in conducting a controlled pilot study on the benefits of using “active classroom” teaching methods and technology in their classes. With Board of Education approval, the project will begin at the start of the second half of this year, beginning in late January 2016 and ending in June 2016.

In short, this means that these two second grade classes will utilize pre-planned and highly structured ‘brain breaks’ at several times during each school day, will reinforce academic learning kinesthetically by using exercises that directly align with what students are learning, and/or will allow students to choose to work while standing up in class instead of sitting.

Additionally, Ms. DeFazio’s class will be equipped with a number of standing desks as well as chairs designed to help strengthen students’ core muscles. As such, we are hoping to prove that 1) active classroom methods improve our Waterbury students’ academic performance, 2) student performance improves even more when you combine active classroom activities with standing desks and core stability chairs. The remaining Grade 2 classes at Kingsbury will provide the control group - that is, they will continue to utilize standard, traditional classroom procedures for teaching and learning – there will be no changes to what they are already doing each day.

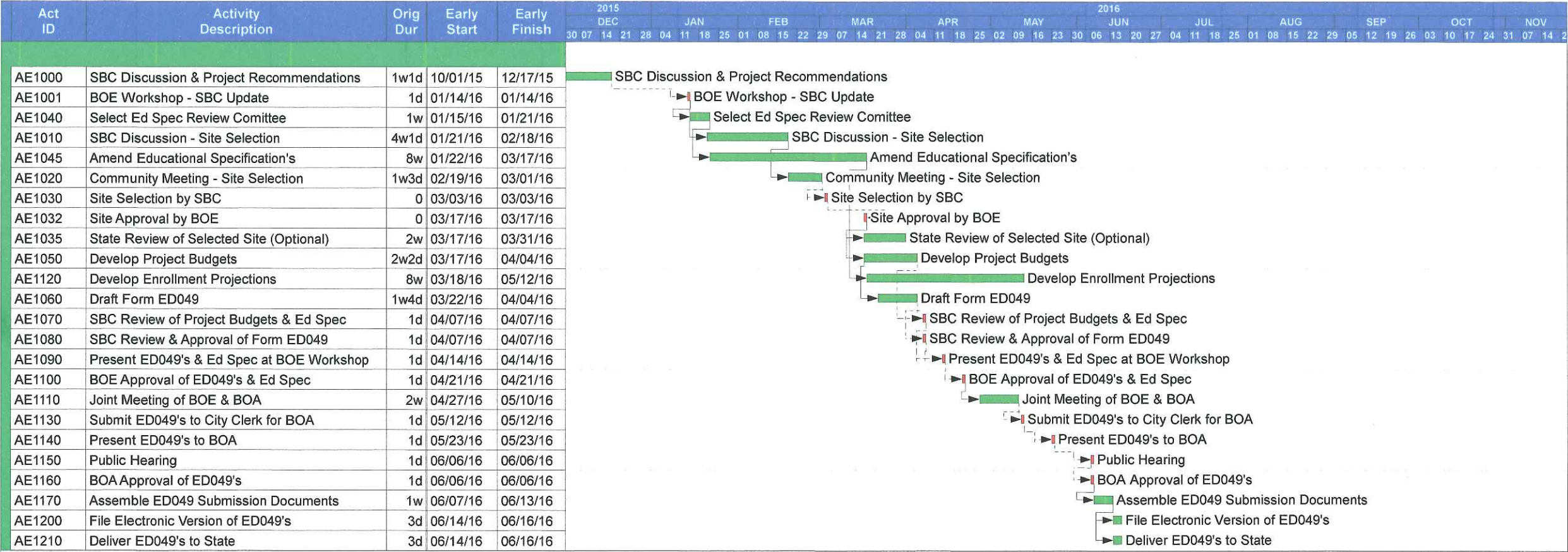
Surveys will be designed for parents, teachers and students.

Please see the following links:

<http://www.nbcnews.com/nightly-news/california-school-children-step-standing-desks-n449496>

<http://www.tandfonline.com/doi/full/10.1080/14635240.2015.1029641>

#6



Start date 10/01/15 8:00AM
Finish date 06/16/16 4:59PM
Data date 10/01/15 8:00AM
Run date 01/14/16 5:00PM
Page number 1A
Number/Version 1
© Primavera Systems, Inc.

DRAFT
2016 School Construction Grant Submission Schedule
Waterbury Board of Education
1-14-16

- Early bar
- Progress bar
- Critical bar
- Summary bar
- Progress point
- Critical point
- Summary point
- Start milestone point
- Finish milestone point

#7



WATERBURY Public Schools

Today's Students, Tomorrow's Leaders

*John Cross
School Inspector*

MEMORANDUM

To: Gary Miller, Interim Chief Operating Officer & Chief of Staff

From: John Cross, School Inspector *JC/mc*

Date: January 6, 2016

Subject: **ED049 Grant Application for School Building Project
Sprague Elementary School
Code Violation – Elevator Addition**

Attached, for Board of Education (BOE) approval to file with the State of Connecticut, is Form ED049 Project Application for the installation of an elevator at Sprague Elementary School. An elevator will improve the school's accessibility for persons with disabilities. This project is in accordance with the school district's capital improvement plan.

The total estimated project cost is \$400,000. This project was included in the City's Capital Budget for Fiscal Year 2016. The State's reimbursement rate will be 78.57%.

The Application process requires the submission of an Educational Specification. The attached ED049 Project Application includes the project's Educational Specification. Separate approval is required of the BOE.

Additional BOE approvals include forming a building committee and preparing schematic design drawings and specifications.

Pending approval of the attached ED049 and Educational Specification at the January 21, 2016 BOE meeting, approval will be sought on February 8, 2016 from the Board of Alderman. The application and all required documents will be submitted to the State Department of Education by mid-February 2016.

Feel free to contact me if you have any questions.

cc: O&G Industries - Jeff Cugno, Bruce Turbacuski
File

FORM ED049. PROJECT APPLICATION

State project #: TMP-151-ZCRR Facility: Sprague School

Form Status: Ready To Sign-off

FORM ED049. GRANT APPLICATION AND EXECUTIVE SUMMARY OF EDUCATIONAL SPECIFICATIONS FOR A SCHOOL BUILDING PROJECT

SCHOOL FACILITY INFO
Sprague School
1448 Thomaston Avenue
Waterbury, CT 06704

***Note:** This application must be accompanied by (A) a certified copy of the resolution or resolutions adopted by the legislative body of the applicant (i) establishing a building committee for the project; (ii) authorizing at least the preparation of schematic drawings and outline specifications for the proposed project, and (iii) authorizing the filing of the grant application, and (B) education specifications for the project and written approval of such education specifications by the district's board of education.*

Contact Name: John Cross **Contact Phone:** 203-574-8013

Type of Facility (choose one)

- ☒ Standard Program
☐ Vocational Agricultural
☐ Special Education
☐ Board of Education
☐ Interdistrict Cooperative
☐ Interdistrict Magnet

Type of Project/Construction

- | | |
|---|-------------------------------|
| <input type="checkbox"/> Facility Purchase (PF) | File Schedule 1,2,3,4 |
| <input type="checkbox"/> New Construction (N) | File Schedule 1,2,3,4,6 |
| <input type="checkbox"/> Extension of Facility (E) | File Schedule 1,2,3,4,6,8 |
| <input type="checkbox"/> Alteration of Existing Facility (A) | File Schedule 1,2,4,5,6,8 |
| <input type="checkbox"/> Relocatable Classrooms (RE) | File Schedule 1,2,3,4,6,8 |
| <input type="checkbox"/> Roof Replacement (RR) | File Schedule 1,2,7 |
| <input type="checkbox"/> Energy Conservation (EC) | File Schedule 1,2,3,4,6,8 |
| <input checked="" type="checkbox"/> Code Violation (CV) | File Schedule 1,2,5 |
| <input type="checkbox"/> Site Acquisition (PS) | File Schedule 1,2,3,4 |
| <input type="checkbox"/> Vo-Ag Equipment pursuant to CGS Section 10-65 (VE) | File Schedule 1,2 |
| <input type="checkbox"/> Renovation pursuant to CGS Sec. 10-286 (RN) | File Schedule 1,2,3,4,5,6,7,8 |
| <input type="checkbox"/> Indoor Air Quality (IAQ) | File Schedule 1,2,5 |

Complete Schedule 9 if eligible for additional reimbursement as a:

- ☐ School Readiness Program pursuant to CGS Section 10-285a(e) File Schedule 9

- | | |
|--|-----------------|
| <input type="checkbox"/> Lighthouse School pursuant to CGS Section 10-285a(f) | File Schedule 9 |
| <input type="checkbox"/> Interdistrict Attendance Program pursuant to CGS Section 10-285a(g) | File Schedule 9 |
| <input type="checkbox"/> Class Size Reduction Program pursuant to CGS Section 10-285a(h) | File Schedule 9 |
| <input type="checkbox"/> Full-Day Kindergarten Program Pursuant to CGS Section 10-285a(h) | File Schedule 9 |

CERTIFICATION: I hereby certify that the above referenced school district has been duly authorized in accordance with C.G.S. Section 10-283 to apply for and accept grants as provided in Chapter 173 of the Connecticut General Statutes and that all requirements of Section 10-287c-4 of the regulations of the state board of education pertaining to use of funds, maintaining of records and access thereto will be met.

FORM ED049. Schedules Status

State project #: TMP-151-ZCRR Facility: Sprague School

Project Summary Info	Complete
Schedule 1 - General Project Data	Complete
Schedule 2 - Estimated Project Costs and Financing	Complete
Schedule 3 - Site and Facility Purchase	Not needed
Schedule 4 - Education Technology Infrastructure	Not needed
Schedule 5 - Codes	Complete
Schedule 6 - Space Standards	Not needed
Schedule 7 - Roof Replacement	Not needed
Schedule 8 - Extension and Alteration Detail	Not needed
Schedule 9 - Supplemental Data	Not needed
Cost Analysis Worksheet	Complete

FORM ED049. Schedule 1 General Project Data

State project #: TMP-151-ZCRR Facility: Sprague School

a. Is this project in accordance with the district's long-term school building program established pursuant to CGS Section 10-220 ?

☒ Yes ☐ No

Explain answer:

Install an elevator to make the School accessible to the disabled.

b. Does the district intend to continue using this facility for public educational purposes for the foreseeable future ?

☒ Yes ☐ No

If 'NO', explain answer:

c. Check all applicable reasons for this project.

- ☐ Increased facility enrollment due to general student population increases.
- ☐ Increased facility enrollment due to redistricting or regrading of facilities.
- ☐ Programmatic changes within the facility.
- ☒ Correction of code violations.
- ☐ Upgrade of facility due to general age and condition.
- ☐ Replacement of existing facility.

Name of facility being replaced:

- ☐ Upgrade of facility to current voice, data and video technology standards.
- ☐ Repair to facility for damages due to catastrophic loss(flood, fire, wind, etc.).
- ☐ Energy conservation (describe):

Other(explain):

d. Within the 5 years prior to the date of this application, has the district abandoned, sold, leased, demolished or redirected the use of any school facility constructed or renovated with state assistance ?

☐ Yes ☒ No

If 'YES', provide name of facility and brief details:

FORM ED049. Schedule 2 ESTIMATED PROJECT COSTS AND FINANCING

State project #: TMP-151-ZCRR Facility: Sprague School

A. Eligible Auditorium Seating Area:

a1.	Auditorium Seating Capacity	
a2.	Total Square Footage of Auditorium	
a3.	Square Footage of Seating Area	
a4.	Total Construction Cost of Auditorium (excluding seats and installation)	
a5.	Construction costs of seating area ((a3 / a2) x a4)	\$0
a6.	Costs of Seats and Installation (not including item a4)	
a7.	Total Cost of Auditorium Seating Area (a5 + a6):	\$0

B. PROJECT FINANCING:

State School Construction Grant Payments (Progress Payments)	\$304,773
General Fund	\$0
Current Bonds/Notes	\$0
Future Bonds/Notes	\$95,227
Sub-Total General Fund/Bonding:	\$400,000
Rebates	\$0
Insurance Proceeds	\$0
Federal/Other State Grants	\$0
Other Financing Describe:	\$0
Sub-Total Other Funding:	\$0
Total Financing:	\$400,000

C. ESTIMATED PROJECT COSTS:

ELIGIBLE COSTS

Architectural Design	\$25,000
Site Acquisition	\$0
Facility Purchase	\$0
Other Professional Fees	\$19,000
Construction (fully eligible)	\$343,900
Bonus Costs - School Readiness	\$0
Bonus Costs - Full Day K/Class Size Reduction	\$0
Equipment/Furnishings	\$0
Eligible Costs SubTotal:	\$387,900

LIMITED ELIGIBLE COSTS

Outdoor Athletic Facilities And Tennis Courts	\$0
Natatorium	\$0
Eligible Auditorium Seating Area	\$0
Eligible Gymnasium Seating Area	\$0
Limited Eligible Costs SubTotal:	\$0

INELIGIBLE COSTS

Ineligible Site Acquisition Costs	\$0
Ineligible Facility Purchase Price	\$0
Ineligible Construction Costs	\$0
Ineligible Bonus Costs - School Readiness	\$0

Ineligible Bonus Costs - Full Day K/Class Size Reduction	\$0
Unauthorized Cost Increase	\$0
Contingency	\$12,000
Other Ineligible Costs Describe: State Permit	\$100
<i>Ineligible Costs SubTotal:</i>	<i>\$12,100</i>
Total Estimated Project Costs:	\$400,000

TOTAL PROJECT FINANCING MUST AGREE WITH TOTAL ESTIMATED PROJECT COSTS

**FORM ED049. Schedule 5
CODES**

State project #: TMP-151-ZCRR Facility: Sprague School

*Indicate the codes being addressed by this project.
(Check all that apply)*

☐ OSHA☒ ACCESS FOR PERSONS WITH DISABILITIES☒ Accessibility to all programs☐ Limited Accessibility (*describe*)☐ BUILDING☐ Building Area Limits☐ Seismic Analysis☐ Structural Load☐ Mixed Use☐ HEALTH☐ Asbestos☐ Toilet☐ Kitchen☐ Environment☐ FIRE☐ Sprinkler☐ Fire Alarm☐ HVAC☐ Electrical☐ Rating of Elements☐ Emergency Lighting☐ Rescue and Vent Windows☐ Other (*describe work not listed above*):

Cost Estimating Worksheet (Part A)

FORM ED049. Cost Estimating Worksheet (Part A)

State project #: TMP-151-ZCRR Facility: Sprague School

Project Component	Project Cost	Square Feet	Cost per sq.ft.	NormRange Cost per sq.ft.
General Alterations				
Light	\$0	0		\$40 - 60
Medium	\$0	0		\$60 - 100
Heavy	\$0	0		\$100 - 160
Total est. cost of alterations:	\$0			

Project Component	Project Cost	Square Feet	Cost per sq.ft.	NormRange Cost per sq.ft.
Technology Infrastructure	\$0	0		Standard Not Determined
Extension	\$0	0		\$140 - 180
Energy Conservation	\$0	0		Standard Not Determined
New	\$0	0		\$175 - 225
Relocatable Classrooms (Purchased)	\$0	0		\$80,000 per unit (installed)
Roof Replacement	\$0	0		Standard Not Determined
Site Improvement	\$0	0		Standard Not Determined
Furniture, Fixtures, & Equipment	\$0	0		Standard Not Determined
Code Violation	\$344,000	300	\$1,147	Standard Not Determined
Asbestos Abatement	\$0	0		Standard Not Determined
Swing Space (Lease)	\$0	0		\$15/sq.ft. per year
SubTotal(A):	\$344,000			

Facility or Site Purchase	\$0	0		Based on appraisals
---------------------------	-----	---	--	---------------------

	Project Cost	% of Subtotal(A)	Norm Range % of Subtotal(A)
Project Management & Design Fees	\$44,000	13%	15 - 20 %
Other	\$12,000	3%	2 - 5 %
Total Est. Project Cost:	\$400,000		



STATE PROJECT #	TMP-151-ZCRR			
LOCAL EDUCATION AGENCY (LEA)	WATERBURY			
SCHOOL NAME	Sprague Elementary School			
PROJECT TYPE	Code Violation			
CURRENT SQUARE FEET	64,502			
GRADES	PreK-5			
ENROLLMENT PROJECTIONS	0			
REIMBURSEMENT RATE	78.57%			
TOTAL COST	\$ 400,000.00	COST/SQ FT	6.20	INELIGIBLE COST
CONSTRUCTION COST	\$ 343,900		5.33	\$ -
SOFT COST	\$ 56,100.00		0.87	\$ 12,100

CONSTRUCTION COSTS		LEVEL II CATEGORY TOTAL	LEVEL II SUB TOTAL	INELIGIBLES
<u>A SUBSTRUCTURE</u>	A10 FOUNDATIONS	\$ 22,000	\$ 22,000	\$ -
	A20 BASEMENTS		\$ -	\$ -
	ALLOWANCE		\$ -	\$ -
<u>B SHELL</u>	B10 SUPER STRUCTURE	\$ 71,000	\$ 10,500	\$ -
	B20 EXTERIOR ENCLOSURES		\$ 48,500	\$ -
	B30 ROOFING		\$ 12,000	\$ -
	ALLOWANCE		\$ -	\$ -
<u>C INTERIORS</u>	C10 INTERIOR CONSTRUCTION	\$ 23,900	\$ 18,500	\$ -
	C20 STAIRS		\$ -	\$ -
	C30 INTERIOR FINISHES		\$ 5,400	\$ -
	ALLOWANCE		\$ -	\$ -
<u>D SERVICES</u>	D10 CONVEYING	\$ 152,500	\$ 100,000	\$ -
	D20 PLUMBING		\$ 5,000	\$ -
	D30 HVAC		\$ 12,000	\$ -
	D40 FIRE PROTECTION		\$ -	\$ -
	D50 ELECTRICAL		\$ 35,500	\$ -
	ALLOWANCE		\$ -	\$ -
<u>E EQUIPMENT & FURNISHINGS</u>	E10 EQUIPMENT	\$ -	\$ -	\$ -
	E20 FURNISHINGS		\$ -	\$ -
	ALLOWANCE		\$ -	\$ -
<u>F SPECIAL CONSTRUCTION AND DEMOLITION</u>	F10 SPECIAL CONSTRUCTION	\$ 15,000	\$ -	\$ -
	F20 SELECTIVE BUILDING DEMOLITION		\$ 9,000	\$ -
	PCB/ASBESTOS/LEAD ABATEMENT ALLOWANCE		\$ 6,000	\$ -
	ALLOWANCE		\$ -	\$ -
<u>G BUILDING SITEWORK</u>	G10 SITE PREPARATION	\$ 19,500	\$ 16,000	\$ -
	G20 SITE IMPROVEMENTS		\$ 1,000	\$ -
	G30 SITE MECHANICAL UTILITIES		\$ 2,500	\$ -
	G40 SITE ELECTRICAL UTILITIES		\$ -	\$ -
	G90 OTHER SITE CONSTRUCTION		\$ -	\$ -
	REMEDIATION ALLOWANCE		\$ -	\$ -
<u>X GENERAL CONDITIONS, OFFICE OVERHEAD & PROFIT</u>	GENERAL CONDITIONS	\$ 27,000	\$ 27,000	\$ -
	OFFICE OVERHEAD & PROFIT		\$ -	\$ -
<u>Z ALLOWANCES</u>	DESIGN CONTINGENCY ALLOWANCE	\$ 13,000	\$ -	\$ -
	INFLATION (ESCALATION) ALLOWANCE		\$ 13,000	\$ -
SOFT COSTS		LEVEL II CATEGORY TOTAL	LEVEL II SUB TOTAL	INELIGIBLES
<u>ACQUISITION COSTS</u>	Land/Building Purchase	\$ -	\$ -	\$ -
	Swing Space/Portables		\$ -	\$ -
	Site Remediation		\$ -	\$ -
	Appraisals		\$ -	\$ -
	Land Survey		\$ -	\$ -
	Allowance		\$ -	\$ -
<u>CONSULTANTS</u>	Architect/Engineering Fees	\$ 43,000.00	\$ 25,000	\$ -
	Environmental		\$ 3,000	\$ -
	Commissioning		\$ -	\$ -
	Legal Consultants		\$ -	\$ -
	FF&E Coordinator		\$ -	\$ -
	Estimator		\$ -	\$ -
	Project Management		\$ 15,000	\$ -
	Construction Manager Pre Construction		\$ -	\$ -
	Other Consultants		\$ -	\$ -
	Allowance		\$ -	\$ -

FF&E	Furniture, Fixtures & Equipment	\$ -	\$ -	\$ -
	Technology		\$ -	\$ -
	Moving		\$ -	\$ -
	Allowance		\$ -	\$ -
FEES		\$ 1,100.00		
	Bonding Fees		\$ -	\$ -
	Insurance Costs		\$ -	\$ -
	Town Staff Costs		\$ -	\$ -
	Town Permit Fees		\$ -	\$ -
	State Permit Fees		\$ 100	\$ 100
	Testing/Inspection Fees		\$ 1,000	\$ -
	Overhead & Profit Costs		\$ -	\$ -
	Printing & Mailing Costs		\$ -	\$ -
	Other Costs		\$ -	\$ -
CONTINGENCY	Allowance	\$ 12,000.00		
	Construction Contingency		\$ 12,000	\$ 12,000
	Owner's Contingency		\$ -	\$ -
	Design Contingency		\$ -	\$ -
	Allowance		\$ -	\$ -

#8

Waterbury Public Schools
EDUCATIONAL SPECIFICATION
For
Sprague Elementary School
Code Improvements – Elevator Addition

The long range plan for the Sprague Elementary School in Waterbury calls for the installation of an elevator. The existing school was constructed in 1913. The original design did not incorporate any handicapped accessible features. While some handicapped modifications, which comply with the American with Disabilities Act (ADA) have been put in place, the major impediment to a fully handicapped accessible school facility is the lack of a handicapped accessible elevator.

The installation of a handicap accessible elevator at the Sprague Elementary School will allow the City of Waterbury to provide a safe and appropriate learning environment accessible to all members of the student body and staff. It is necessary for the City of Waterbury to install an elevator at the Sprague Elementary School as the City of Waterbury plans to continue to utilize the Sprague Elementary School in its current capacity, as an elementary school, for the next twenty years.

The City of Waterbury proposes the following components for the elevator addition project.

1. Design of an elevator addition by a Connecticut licensed architectural firm.
2. Survey the existing facility and determine an appropriate and cost effective location for an addition containing a two stop, handicapped accessible elevator complying with the Americans with Disabilities Act (ADA). The elevator addition is anticipated to increase the existing building footprint.
3. Inspect for hazardous containing materials in the area of the addition by an environmental consultant.
4. Abatement of hazardous containing materials, if required.
5. Identify existing building components including mechanical and electrical systems to be demolished in the area of the elevator addition.
6. Identify mechanical and electrical services and systems which will be required for the elevator addition.
7. Determine where electrical and mechanical services/systems required to support the new elevator are located. Identify requirements for extending those services/systems to the location of the new elevator.
8. Construct an addition to contain a new two stop, traction elevator complying with the

Americans with Disabilities Act (ADA). The new elevator addition will be designed to minimize its impact on the environment.

9. Alterations will occur in the existing building to accommodate physical connection to new construction.
10. New construction and finishes will be of a type similar to that of the existing building.
11. The site development at the addition will integrate with the school's surroundings.

#9



WATERBURY Public Schools

Today's Students, Tomorrow's Leaders

*John Cross
School Inspector*

MEMORANDUM

To: Gary Miller, Interim Chief Operating Officer & Chief of Staff

From: John Cross, School Inspector *JC*

Date: January 6, 2016

Subject: **ED049 Grant Application for School Building Project
Chase Elementary School
Code Violation – Elevator Addition**

Attached, for Board of Education (BOE) approval to file with the State of Connecticut, is Form ED049 Project Application for the installation of an elevator at Chase Elementary School. An elevator will improve the school's accessibility for persons with disabilities. This project is in accordance with the school District's capital improvement plan.

The total estimated project cost is \$450,000. This project was included in the City's Capital Budget for Fiscal Year 2016. The State's reimbursement rate will be 78.57%.

The application process requires the submission of an Educational Specification. The attached ED049 Project Application includes the project's Educational Specification. Separate approval is required of the BOE.

Additional BOE approvals include forming a building committee and preparing schematic design drawings and specifications.

Pending approval of the attached ED049 and Educational Specification at the January 21, 2016 BOE meeting, approval will be sought on February 8, 2016 from the Board of Alderman. The Application and all required documents will be submitted to the State Department of Education by mid-February 2016.

Feel free to contact me if you have any questions.

cc: O&G Industries - Jeff Cugno, Bruce Turbacuski
File

FORM ED049. PROJECT APPLICATION

State project #: TMP-151-GBFL Facility: H.s. Chase School

Form Status: Ready To Sign-off

FORM ED049. GRANT APPLICATION AND EXECUTIVE SUMMARY OF EDUCATIONAL SPECIFICATIONS FOR A SCHOOL BUILDING PROJECT

SCHOOL FACILITY INFO

H.s. Chase School
40 Woodtick Road
Waterbury, CT 06705

Note: This application must be accompanied by (A) a certified copy of the resolution or resolutions adopted by the legislative body of the applicant (i) establishing a building committee for the project; (ii) authorizing at least the preparation of schematic drawings and outline specifications for the proposed project, and (iii) authorizing the filing of the grant application, and (B) education specifications for the project and written approval of such education specifications by the district's board of education.

Contact Name: John Cross **Contact Phone:** 203-574-8013

Type of Facility (choose one)

- ☒ Standard Program
- ☐ Vocational Agricultural
- ☐ Special Education
- ☐ Board of Education
- ☐ Interdistrict Cooperative
- ☐ Interdistrict Magnet

Type of Project/Construction

- | | |
|---|-------------------------------|
| <input type="checkbox"/> Facility Purchase (PF) | File Schedule 1,2,3,4 |
| <input type="checkbox"/> New Construction (N) | File Schedule 1,2,3,4,6 |
| <input type="checkbox"/> Extension of Facility (E) | File Schedule 1,2,3,4,6,8 |
| <input type="checkbox"/> Alteration of Existing Facility (A) | File Schedule 1,2,4,5,6,8 |
| <input type="checkbox"/> Relocatable Classrooms (RE) | File Schedule 1,2,3,4,6,8 |
| <input type="checkbox"/> Roof Replacement (RR) | File Schedule 1,2,7 |
| <input type="checkbox"/> Energy Conservation (EC) | File Schedule 1,2,3,4,6,8 |
| <input checked="" type="checkbox"/> Code Violation (CV) | File Schedule 1,2,5 |
| <input type="checkbox"/> Site Acquisition (PS) | File Schedule 1,2,3,4 |
| <input type="checkbox"/> Vo-Ag Equipment pursuant to CGS Section 10-65 (VE) | File Schedule 1,2 |
| <input type="checkbox"/> Renovation pursuant to CGS Sec. 10-286 (RN) | File Schedule 1,2,3,4,5,6,7,8 |
| <input type="checkbox"/> Indoor Air Quality (IAQ) | File Schedule 1,2,5 |

Complete Schedule 9 if eligible for additional reimbursement as a:

- | | |
|--|-----------------|
| <input type="checkbox"/> School Readiness Program pursuant to CGS Section 10-285a(e) | File Schedule 9 |
|--|-----------------|

- | | |
|--|-----------------|
| <input type="checkbox"/> Lighthouse School pursuant to CGS Section 10-285a(f) | File Schedule 9 |
| <input type="checkbox"/> Interdistrict Attendance Program pursuant to CGS Section 10-285a(g) | File Schedule 9 |
| <input type="checkbox"/> Class Size Reduction Program pursuant to CGS Section 10-285a(h) | File Schedule 9 |
| <input type="checkbox"/> Full-Day Kindergarten Program Pursuant to CGS Section 10-285a(h) | File Schedule 9 |

CERTIFICATION: *I hereby certify that the above referenced school district has been duly authorized in accordance with C.G.S. Section 10-283 to apply for and accept grants as provided in Chapter 173 of the Connecticut General Statutes and that all requirements of Section 10-287c-4 of the regulations of the state board of education pertaining to use of funds, maintaining of records and access thereto will be met.*

FORM ED049. Schedules Status

State project #: TMP-151-GBFL Facility: H.s. Chase School

Project Summary Info	Complete
Schedule 1 - General Project Data	Complete
Schedule 2 - Estimated Project Costs and Financing	Complete
Schedule 3 - Site and Facility Purchase	Not needed
Schedule 4 - Education Technology Infrastructure	Not needed
Schedule 5 - Codes	Complete
Schedule 6 - Space Standards	Not needed
Schedule 7 - Roof Replacement	Not needed
Schedule 8 - Extension and Alteration Detail	Not needed
Schedule 9 - Supplemental Data	Not needed
Cost Analysis Worksheet	Complete

FORM ED049. Schedule 1
General Project Data

State project #: TMP-151-GBFL Facility: H.s. Chase School

a. Is this project in accordance with the district's long-term school building program established pursuant to CGS Section 10-220 ?

☒ Yes ☐ No

Explain answer:

Install an elevator to make the School accessible to the disabled.

b. Does the district intend to continue using this facility for public educational purposes for the foreseeable future ?

☒ Yes ☐ No

If 'NO', explain answer:

c. Check all applicable reasons for this project.

- ☐ Increased facility enrollment due to general student population increases.
- ☐ Increased facility enrollment due to redistricting or regrading of facilities.
- ☐ Programmatic changes within the facility.
- ☒ Correction of code violations.
- ☐ Upgrade of facility due to general age and condition.
- ☐ Replacement of existing facility.

Name of facility being replaced:

- ☐ Upgrade of facility to current voice, data and video technology standards.
- ☐ Repair to facility for damages due to catastrophic loss(flood, fire, wind, etc.).
- ☐ Energy conservation (describe):

Other(explain):

d. Within the 5 years prior to the date of this application, has the district abandoned, sold, leased, demolished or redirected the use of any school facility constructed or renovated with state assistance ?

☐ Yes ☒ No

If 'YES', provide name of facility and brief details:

FORM ED049. Schedule 2 ESTIMATED PROJECT COSTS AND FINANCING

State project #: TMP-151-GBFL Facility: H.s. Chase School

A. Eligible Auditorium Seating Area:

a1.	Auditorium Seating Capacity	
a2.	Total Square Footage of Auditorium	
a3.	Square Footage of Seating Area	
a4.	Total Construction Cost of Auditorium (excluding seats and installation)	
a5.	Construction costs of seating area ((a3 / a2) x a4)	\$0
a6.	Costs of Seats and Installation (not including item a4)	
a7.	Total Cost of Auditorium Seating Area (a5 + a6):	\$0

B. PROJECT FINANCING:

State School Construction Grant Payments (Progress Payments)	\$341,701
General Fund	\$0
Current Bonds/Notes	\$0
Future Bonds/Notes	\$108,299
Sub-Total General Fund/Bonding:	\$450,000
Rebates	\$0
Insurance Proceeds	\$0
Federal/Other State Grants	\$0
Other Financing Describe:	\$0
Sub-Total Other Funding:	\$0
Total Financing:	\$450,000

C. ESTIMATED PROJECT COSTS:

ELIGIBLE COSTS

Architectural Design	\$25,000
Site Acquisition	\$0
Facility Purchase	\$0
Other Professional Fees	\$19,000
Construction (fully eligible)	\$390,900
Bonus Costs - School Readiness	\$0
Bonus Costs - Full Day K/Class Size Reduction	\$0
Equipment/Furnishings	\$0
Eligible Costs SubTotal:	\$434,900

LIMITED ELIGIBLE COSTS

Outdoor Athletic Facilities And Tennis Courts	\$0
Natatorium	\$0
Eligible Auditorium Seating Area	\$0
Eligible Gymnasium Seating Area	\$0
Limited Eligible Costs SubTotal:	\$0

INELIGIBLE COSTS

Ineligible Site Acquisition Costs	\$0
Ineligible Facility Purchase Price	\$0
Ineligible Construction Costs	\$0
Ineligible Bonus Costs - School Readiness	\$0

Ineligible Bonus Costs - Full Day K/Class Size Reduction	\$0
Unauthorized Cost Increase	\$0
Contingency	\$15,000
Other Ineligible Costs Describe: State Permit	\$100
<i>Ineligible Costs SubTotal:</i>	\$15,100
Total Estimated Project Costs:	\$450,000

TOTAL PROJECT FINANCING MUST AGREE WITH TOTAL ESTIMATED PROJECT COSTS

**FORM ED049. Schedule 5
CODES**

State project #: TMP-151-GBFL Facility: H.s. Chase School

*Indicate the codes being addressed by this project.
(Check all that apply)*

☐ OSHA☒ ACCESS FOR PERSONS WITH DISABILITIES☒ Accessibility to all programs☐ Limited Accessibility (*describe*)☐ BUILDING☐ Building Area Limits☐ Seismic Analysis☐ Structural Load☐ Mixed Use☐ HEALTH☐ Asbestos☐ Toilet☐ Kitchen☐ Environment☐ FIRE☐ Sprinkler☐ Fire Alarm☐ HVAC☐ Electrical☐ Rating of Elements☐ Emergency Lighting☐ Rescue and Vent Windows☐ Other (describe work not listed above):

Cost Estimating Worksheet (Part A)

FORM ED049. Cost Estimating Worksheet (Part A)

State project #: TMP-151-GBFL Facility: H.s. Chase School

Project Component	Project Cost	Square Feet	Cost per sq.ft.	NormRange Cost per sq.ft.
General Alterations				
Light	\$0	0		\$40 - 60
Medium	\$0	0		\$60 - 100
Heavy	\$0	0		\$100 - 160

Total est. cost of alterations: \$0

Project Component	Project Cost	Square Feet	Cost per sq.ft.	NormRange Cost per sq.ft.
Technology Infrastructure	\$0	0		Standard Not Determined
Extension	\$0	0		\$140 - 180
Energy Conservation	\$0	0		Standard Not Determined
New	\$0	0		\$175 - 225
Relocatable Classrooms (Purchased)	\$0	0		\$80,000 per unit (installed)
Roof Replacement	\$0	0		Standard Not Determined
Site Improvement	\$0	0		Standard Not Determined
Furniture, Fixtures, & Equipment	\$0	0		Standard Not Determined
Code Violation	\$391,000	450	\$869	Standard Not Determined
Asbestos Abatement	\$0	0		Standard Not Determined
Swing Space (Lease)	\$0	0		\$15/sq.ft. per year

SubTotal(A): \$391,000

Facility or Site Purchase	\$0	0		Based on appraisals
---------------------------	-----	---	--	---------------------

	Project Cost	% of Subtotal(A)	Norm Range % of Subtotal(A)
Project Management & Design Fees	\$44,000	11%	15 - 20 %
Other	\$15,000	4%	2 - 5 %
Total Est. Project Cost:	\$450,000		



STATE PROJECT #	TMP-151-GBFL			
LOCAL EDUCATION AGENCY (LEA)	WATERBURY			
SCHOOL NAME	H.s. Chase Elementary School			
PROJECT TYPE	Code Violation			
CURRENT SQUARE FEET	78,772			
GRADES	K-5			
ENROLLMENT PROJECTIONS	0			
REIMBURSEMENT RATE	78.57%			
TOTAL COST	\$ 450,000.00	COST/SQ FT	5.71	INELIGIBLE COST
CONSTRUCTION COST	\$ 390,900		4.96	\$ -
SOFT COST	\$ 59,100.00		0.75	\$ 15,100

CONSTRUCTION COSTS		LEVEL II CATEGORY TOTAL	LEVEL II SUB TOTAL	INELIGIBLES
<u>A SUBSTRUCTURE</u>	A10 FOUNDATIONS	\$ 26,000	\$ 26,000	\$ -
	A20 BASEMENTS		\$ -	\$ -
	ALLOWANCE		\$ -	\$ -
<u>B SHELL</u>	B10 SUPER STRUCTURE	\$ 81,000	\$ 17,500	\$ -
	B20 EXTERIOR ENCLOSURES		\$ 51,500	\$ -
	B30 ROOFING		\$ 12,000	\$ -
	ALLOWANCE		\$ -	\$ -
<u>C INTERIORS</u>	C10 INTERIOR CONSTRUCTION	\$ 33,800	\$ 25,400	\$ -
	C20 STAIRS		\$ -	\$ -
	C30 INTERIOR FINISHES		\$ 8,400	\$ -
	ALLOWANCE		\$ -	\$ -
<u>D SERVICES</u>	D10 CONVEYING	\$ 163,500	\$ 100,000	\$ -
	D20 PLUMBING		\$ 8,000	\$ -
	D30 HVAC		\$ 15,000	\$ -
	D40 FIRE PROTECTION		\$ -	\$ -
	D50 ELECTRICAL		\$ 40,500	\$ -
	ALLOWANCE		\$ -	\$ -
<u>E EQUIPMENT & FURNISHINGS</u>	E10 EQUIPMENT	\$ -	\$ -	\$ -
	E20 FURNISHINGS		\$ -	\$ -
	ALLOWANCE		\$ -	\$ -
<u>F SPECIAL CONSTRUCTION AND DEMOLITION</u>	F10 SPECIAL CONSTRUCTION	\$ 17,000	\$ -	\$ -
	F20 SELECTIVE BUILDING DEMOLITION		\$ 11,000	\$ -
	PCB/ASBESTOS/LEAD ABATEMENT ALLOWANCE		\$ 6,000	\$ -
	ALLOWANCE		\$ -	\$ -
<u>G BUILDING SITEWORK</u>	G10 SITE PREPARATION	\$ 22,300	\$ 18,000	\$ -
	G20 SITE IMPROVEMENTS		\$ 1,300	\$ -
	G30 SITE MECHANICAL UTILITIES		\$ 3,000	\$ -
	G40 SITE ELECTRICAL UTILITIES		\$ -	\$ -
	G90 OTHER SITE CONSTRUCTION		\$ -	\$ -
	REMEDIATION ALLOWANCE		\$ -	\$ -
<u>X GENERAL CONDITIONS, OFFICE OVERHEAD & PROFIT</u>	GENERAL CONDITIONS	\$ 30,000	\$ 30,000	\$ -
	OFFICE OVERHEAD & PROFIT		\$ -	\$ -
<u>Z ALLOWANCES</u>	DESIGN CONTINGENCY ALLOWANCE	\$ 17,300	\$ -	\$ -
	INFLATION (ESCALATION) ALLOWANCE		\$ 17,300	\$ -
SOFT COSTS		LEVEL II CATEGORY TOTAL	LEVEL II SUB TOTAL	INELIGIBLES
<u>ACQUISITION COSTS</u>	Land/Building Purchase	\$ -	\$ -	\$ -
	Swing Space/Portables		\$ -	\$ -
	Site Remediation		\$ -	\$ -
	Appraisals		\$ -	\$ -
	Land Survey		\$ -	\$ -
	Allowance		\$ -	\$ -
<u>CONSULTANTS</u>	Architect/Engineering Fees	\$ 43,000.00	\$ 25,000	\$ -
	Environmental		\$ 3,000	\$ -
	Commissioning		\$ -	\$ -
	Legal Consultants		\$ -	\$ -
	FF&E Coordinator		\$ -	\$ -
	Estimator		\$ -	\$ -
	Project Management		\$ 15,000	\$ -
	Construction Manager Pre Construction		\$ -	\$ -
	Other Consultants		\$ -	\$ -
	Allowance		\$ -	\$ -

FF&E	Furniture, Fixtures & Equipment	\$	-	\$	-	\$	-
	Technology	\$	-	\$	-	\$	-
	Moving	\$	-	\$	-	\$	-
	Allowance	\$	-	\$	-	\$	-
		\$	1,100.00	\$	-	\$	-
FEES	Bonding Fees	\$	-	\$	-	\$	-
	Insurance Costs	\$	-	\$	-	\$	-
	Town Staff Costs	\$	-	\$	-	\$	-
	Town Permit Fees	\$	-	\$	-	\$	-
	State Permit Fees	\$	-	\$	100	\$	100
	Testing/Inspection Fees	\$	-	\$	1,000	\$	-
	Overhead & Profit Costs	\$	-	\$	-	\$	-
	Printing & Mailing Costs	\$	-	\$	-	\$	-
	Other Costs	\$	-	\$	-	\$	-
	Allowance	\$	-	\$	-	\$	-
CONTINGENCY		\$	15,000.00	\$	-	\$	-
	Construction Contingency	\$	-	\$	15,000	\$	15,000
	Owner's Contingency	\$	-	\$	-	\$	-
	Design Contingency	\$	-	\$	-	\$	-
	Allowance	\$	-	\$	-	\$	-

Waterbury Public Schools
EDUCATIONAL SPECIFICATION
For
Chase Elementary School
Code Improvements – Elevator Addition

The long range plan for the Chase Elementary School in Waterbury calls for the installation of an elevator. The existing school was constructed in 1905. The original design did not incorporate any handicapped accessible features. While some handicapped modifications, which comply with the American with Disabilities Act (ADA) have been put in place, the major impediment to a fully handicapped accessible school facility is the lack of a handicapped accessible elevator.

The installation of a handicapped accessible elevator addition at the Chase Elementary School will allow the City of Waterbury to provide a safe and appropriate learning environment accessible to all members of the student body and staff. It is necessary for the City of Waterbury to install an elevator at the Chase Elementary School as the City of Waterbury plans to continue to utilize the Chase Elementary School, as an elementary school, for the next twenty years.

The City of Waterbury proposes the following components for the elevator addition project.

1. Design of an elevator addition by a Connecticut licensed architectural firm.
2. Survey the existing facility and determine an appropriate and cost effective location for an addition containing a three stop, handicapped accessible elevator complying with the Americans with Disabilities Act (ADA). The elevator addition is anticipated to increase the existing building footprint.
3. Inspect for hazardous containing materials in the area of the addition by an environmental consultant.
4. Abatement of hazardous containing materials, if required.
5. Identify existing building components including mechanical and electrical systems to be demolished in the area of the elevator addition.
6. Identify mechanical and electrical services and systems which will be required for the elevator addition.
7. Determine where electrical and mechanical services/systems required to support the new elevator are located. Identify requirements for extending those services/systems to the location of the new elevator.
8. Construct an addition to contain a new three stop, traction elevator complying with the Americans with Disabilities Act (ADA). The new elevator addition will be designed to

minimize its impact on the environment.

9. Alterations will occur in the existing building to accommodate physical connection to new construction.
10. New construction and finishes will be of a type similar to that of the existing building.
11. The site development at the addition will integrate with the school's surroundings.

#11



STATE OF CONNECTICUT
STATE DEPARTMENT OF EDUCATION



September 30, 2015

Dr. Kathleen M. Ouellette
Superintendent
Waterbury Public Schools
236 Grand Street
Waterbury, CT 06702

Dear Dr. Ouellette:

Thank you for submitting your district's action plan as part of the Connecticut State Department of Education's (CSDE's) Planning Grants to Increase Representation of Black and Latino Educators. We appreciate the time that you and your team took to prepare and present the plan. We have reviewed all of the plans carefully and with great interest, and we are encouraged about the momentum generated by the grant activities.

The department will award implementation grants to districts whose plans included actions and outcomes that reflected systematic consultation with stakeholders and included robust analysis of the data collected during the grant period. Attached you will find a summary of the CSDE's review of your plan.

Because your plan received high ratings, we are inviting you to submit a budget of up to \$50,000 for implementation of activities that you specifically named in your plan. Please find attached the budget template and instructions for submission. Your budgets must be received no later than 4 p.m. on October 21, 2015. Please email your completed budget to Amy Clark at clark@ctserc.org.

In order to provide continued support to all districts that received planning grants, the CSDE, in collaboration with the State Education Resource Center (SERC), will continue to sponsor networking meetings to facilitate mutual exchange of lessons learned and promising practices. As an implementation district, you will be expected to report on your progress at these meetings. On-going technical assistance designed to strengthen your district's initial efforts and address programmatic barriers will also be offered.

We look forward to hearing about your progress as you continue your efforts to recruit more Black and Latino educators.

Sincerely,

A handwritten signature in cursive script that reads "Sarah J. Barzee".

Dr. Sarah J. Barzee
Chief Talent Officer

SJB/ams

cc: Dr. Dianna R. Wentzell, Commissioner of Education
Anne T. McKernan, Chief, Bureau of Leadership Development
Dr. Shuana Tucker, Instructional Leadership Director, Waterbury Public Schools

Attachment

Teaching Assistant Seminar

Minority Teacher Recruitment & Retention (MTRR) Implementation Grant

Ms. Jahana Hayes

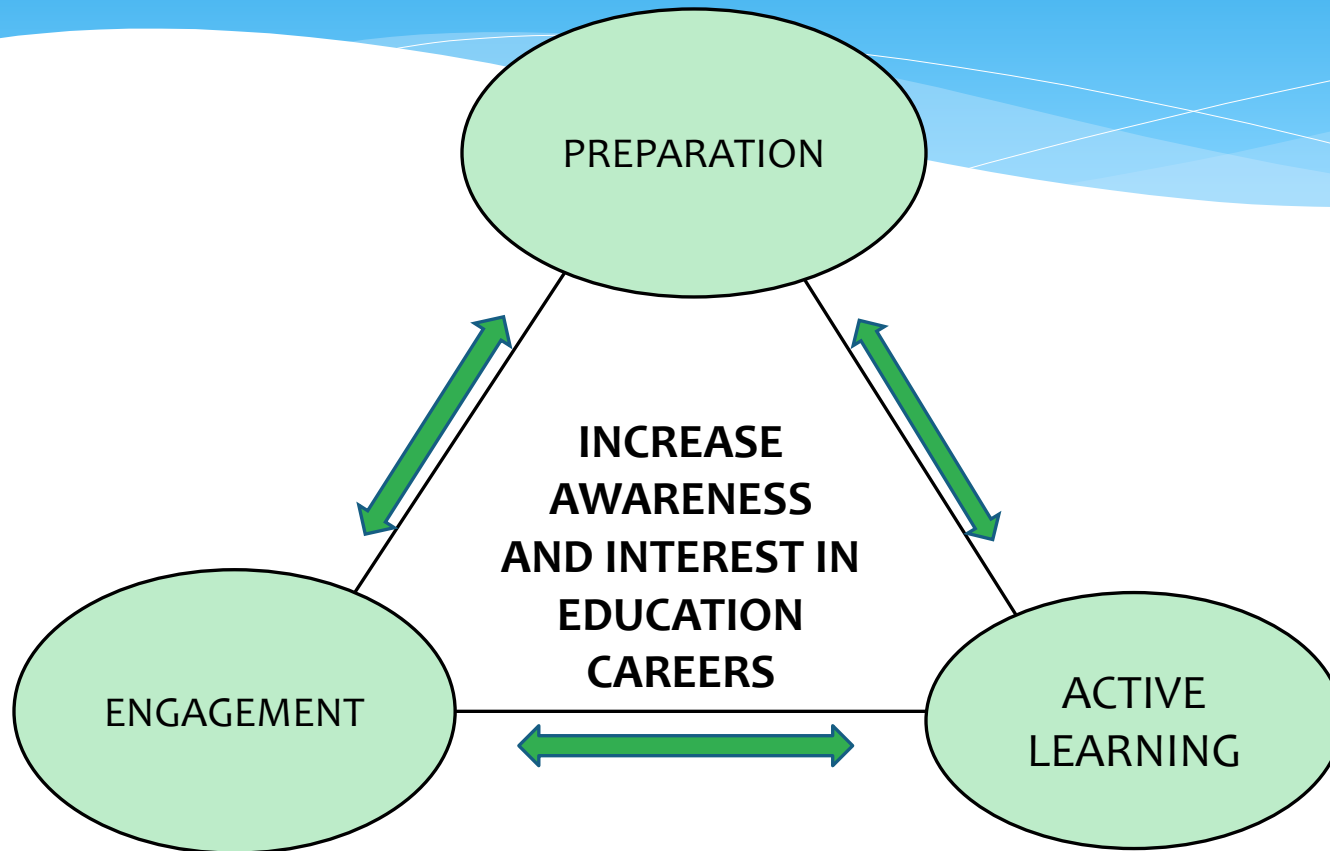
Dr. Shuana Tucker

January 14, 2016

Teaching Assistant Seminar

The purpose of this program is to expose students in meaningful, personalized and authentic ways, to the field of education. Waterbury professionals will mentor, engage and build student capacity aimed at motivating students to pursue post secondary education with a focus on the possibility of becoming educators.

How are our actions a reflection of an increased awareness & interest regarding careers in the field of education?



Students will be able to independently apply knowledge and understanding by means of a defined self-regulatory process in the form of a capstone project.

Content Knowledge

CCT DOMAIN 2: Classroom Environment, Student Engagement and Commitment to Learning

Teachers promote student engagement, independence and interdependence in learning by facilitating a positive learning community by:

- * 2.b. Promoting student engagement and shared responsibility for learning
- * 2.c. Promoting appropriate standards of behavior

CCT DOMAIN 3: Planning for Active Learning

Teachers plan instruction in order to engage students in rigorous and relevant learning and to promote their curiosity about the world at large by

- * 3.b. Planning instructional strategies to actively engage students in the content
- * 4.b. Leading students to construct new learning through use of active learning strategies
- * 4.c. Monitoring student learning, providing feedback to students and adjusting instruction

Teacher Education and Mentoring Goals (TEAM)

- * (3) Cultivating an understanding of professional responsibilities as an educator and promoting a sense of professionalism;

Academic Behaviors

- * Preparation
- * Engagement
- * Active Learning

How do our actions demonstrate an increased awareness of careers in education?

ACTIONS
Measured by rubric



OUTCOMES
Creating a culture of learning

Overview

Pilot at Kennedy High School

- * Target students - Juniors
- * ½ year course where students will receive .5 credits upon completion
- * Meet with teacher one period a day during an existing study hall or free period
- * Teacher and guidance counselor to oversee the program

Voluntary Teacher Participation

- * Compile a list of teachers willing to participate and have an orientation session to outline expectations

Application/ Selection Process

- * Guidance counselors
- * Student application
- * Mock job interview process

Student/ Parent Orientations

- * Communication information to all stakeholders

Overview continued....

Evaluation Criteria

- * Behavior expectations measured by academic behavior rubric
- * Student reflection activities
- * Student teacher google doc for ongoing feedback and communication
- * Culminating Capstone Project/ Lesson

Program Evaluation

- * Review progress
- * Make necessary changes

Program Expansion

- * Train all guidance staff at other high schools so the program is implemented with fidelity across the district
- * Year 1 progressively expand to students at Crosby, Wilby, WCA
- * Year 2 continued expansion of student enrollment in the program
- * Secure a commitment from the district by year 2
- * Partner with institutes of higher learning

#12



WATERBURY
Public Schools

Staff Exit Interview Questionnaire

Thank you for your time in completing this Exit Interview Questionnaire. We value and appreciate your feedback as we continue to work to make Waterbury Public Schools a great teaching and learning environment for all. Your individual responses will be treated as confidential.

1. What influenced your decision to leave our school district?

☐ Pursue new professional opportunity

☐ Better opportunity for growth

☐ Supervision

☐ Relocation

☐ Rate of Pay

☐ Illness or physical condition

☐ Career Change

Other (if other, please explain)

2. How would you rate the following items in relation to your job?

	Excellent	Good	Fair	Poor	N/A
Cooperation among your immediate colleagues or department members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooperation with others (i.e. content supervisors, central office)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication within the school as a whole	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The professional development you received	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support for career growth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The opportunity to assume leadership roles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

3. How would you describe your workload?

- ☐ Too heavy; not manageable
- ☐ Balanced
- ☐ Too light
- ☐ Varied

Comments

4. Did you feel your opportunities for advancement were:

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

5. How did you feel about your salary and the employee benefits provided by the district?

	Excellent	Good	Fair	Poor	N/A
Salary/Hourly Wages	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medical/Dental plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
STD/LTD Plan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paid Time Off	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

6. How frequently did you have discussions with your supervisor about your career goals and resources to assist you in performing your duties?

7. What did you like most and least about your job and/or the school district?

8. What does your new job offer that your Waterbury School District job did not offer?

9. Would you recommend Waterbury Public Schools to a friend as a place to work?

- ☐ Yes, without reservations
- ☐ Yes, with reservations
- ☐ No

Comments

10. Final thoughts/comments you'd like to share:

11. Position/Location

12. Full name (optional)

13. How many years employed by district

14. Gender/Race

WATERBURY PUBLIC SCHOOLS
NETWORK SPECIALIST II (12 Months)
PROMOTIONAL

General Statement of Duties: The Network Specialist will work with the staff and Administration of Waterbury Public Schools to maximize the use of computer technology to enhance educational outcomes of students.

Specific Examples of Duties: (not limited to duties listed below)

- Provide advanced Program and Application support
- Provides advanced hardware and infrastructure support
- Provides Project Management, Database Administration and Security Compliance support
- Develop and support best practice methods
- Provides in-service training for staff and Network Specialists
- Provides advanced troubleshooting support
- Perform other duties as assigned by the IT Administrator or designee
- Reports to and is evaluated by IT Administrator or designee

Qualifications:

- A Bachelor's Degree from an accredited college or university
- Four (4) years of experience in maintaining and troubleshooting computer equipment and various peripherals for the Waterbury Public Schools
- Effective interpersonal skills working with children and adults
- Strong work ethics and good time management skills

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

Salary/Benefits: \$27.00 per hour **Grant Funded**

Benefits are governed by the SEIU Collective Bargaining Agreement
This is a unionized, grant funded position that exists as long as funds are available.
Please submit a letter of intent, resume, City of Waterbury application for employment, 3 reference letters and transcripts to:

236 Grand Street
Waterbury, CT 06702

Closing Date:

Revised 12/10/15

Waterbury Public Schools

****DRAFT - 2016 ~ 2017 School Year Calendar - DRAFT****

#14

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			

22nd - New Teacher Orientation - 7hr.
23rd - New Teacher Orientation - 7hr.
24th - New Teacher Orientation - 7hr.
25th - Professional Development Day - 7hr.
26th - Professional Development Day - 7hr.
29th - 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

5th - Labor Day - No School
14th - Open House Elem. 5-7pm - Early Dismissal
14th - Open House H.S. 7-9pm - Early Dismissal
14th - Early Dismissal - M.S. - Teacher Collab./PD
21st - Open House M.S. 5-7pm - Early Dismissal
21st - Early Dism. - 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					

7th - P.D. Day - 7hr. - No School
10th - Columbus Day - No School
31st - End of 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			

8th - Election Day- No Sch- P.D. Day - 7hr.
9th - Grade Submission Ends-9AM
11th - Veteran's Day - No School
17th - Distribute 1st MP Report Cards
23rd - Early Dismissal - Thanksgiving Recess
24th & 25th - 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

5th - Pre-K & K - Grade Submission Ends - 9AM
7th - Parent Conference Elem. 5-7pm - Early Dismissal
7th - Parent Conference H.S. 7-9pm - Early Dismissal
7th - Early Dismissal - M.S. - Teacher Collab./PD
12th - Pre-K & K - Distribute 1st MP Report Cards
14th - Parent Conference M.S. 5-7pm - Early Dismissal
14th - Early Dism. - H.S. & Elem-Teacher Collab/PD
26th-30th - 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				

2nd - New Year's Day Observed - No School
3rd - School Resumes
6th - Three King's Day - No School
16th - Martin Luther King Jr.'s Day - No School
12th-18th-Mid Term Exams- Early Dism HS Only
18th - End of 2nd MP: HS/MS/Elem
25th - Grade Submission Ends-9AM

February						
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				

1st - Distribute 2nd MP Report Cards
20th - President's Day - No School
21st - Lincoln's Day (Observed) - No School

March						
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 - Pre-K & Kindergarten - End of 2nd MP
14th - Pre-K & Kindergarten - Grade Submission Ends-9AM
21st - Distribute 3rd MP Report Cards
22nd - Pre-K & Kindergarten-Distribute 2nd MP Report Cards
23rd - End of 3rd MP: HS/MS/Elem
30th - Early Dismissal - Teacher Collaboration/PD
30th - Grade Submission Ends-9AM

April						
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						

6th - Distribute 3rd MP Report Cards
10th-14th - Spring Recess - No School
19th - Parent Conference Elem. 5-7pm - Early Dismissal
19th - Parent Conference H.S. 7-9pm - Early Dismissal
19th - Early Dismissal - M.S. - Teacher Collab./PD
26th - Parent Conference M.S. 5-7pm - Early Dismissal
26th - Early Dism. - H.S. & Elem-Teacher Collab/PD

May						
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-12th - AP Exams
3rd - Early Dismissal - Teacher Collaboration/PD
29th - Memorial Day - No School

June						
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	

** 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
2nd-8th- Final Exams- Early Dismissal HS Only
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 1/06/2016

Date Approved C.S.C.: N/A
Date Approved Board of Aldermen: N/A
FLSA Status: Exempt
Union Affiliation: SAW
Pay Grade:

DRAFT #156

READING/ENGLISH LANGUAGE ARTS
PRE-KINDERGARTEN TO 12th GRADE SUPERVISOR
DIVISION OF TEACHING & LEARNING

GENERAL STATEMENT OF DUTIES:

This supervisor is responsible for providing curricular leadership for Reading/English Language Arts (ELA) under the direction of the Director of Teaching, Learning & Assessment. Position objectives include:

- Studying, evaluating, and implementing innovative techniques & methods.
- Providing leadership in the development, articulation & implementation of an exemplary curriculum/literacy program.
- Improving the instructional program through assisting with evaluation and in the coordination of a positive staff development program.
- Assessing student achievement and cooperatively developing improvement plans.

The Reading/English Language Arts pre-kindergarten to 12th grade Supervisor will implement and oversee the new District's ELA curriculum management cycle with consistency and fidelity across all Waterbury Public Schools. This position reports to the Director of Teaching, Learning & Assessment.

SPECIFIC EXAMPLES OF DUTIES:

- Implement and oversee the District's curriculum management cycle in all schools.
- Lead District-wide teacher lesson planning sessions by grade level.
- Define and supervise ELA coach and reading teacher positions and responsibilities.
- Evaluate and provide professional development for ELA coaches and reading teachers.
- Provide professional development for administrators regarding the District's curriculum management cycle shifts and implications for instruction.
- Collaborate with district Research, Development and Testing Supervisor to provide professional development to building administrators on Smarter Balanced Assessment Consortium (SBAC) and Scholastic Assessment Test (SAT), and implications for instruction.
- Assist building principals with observations and evaluations of staff as it pertains to Standards-Based Self-Assessment (SBSA) Student Learning Objectives (SLO) surrounding implementation of District's curriculum management cycle.
- Make site visits to schools to monitor implementation and fidelity of District's curriculum management cycle.
- Collaborate with district Instructional Leadership Directors (ILD), reading teachers, and other District level administrators as appropriate on implementations of District's curriculum management cycle.
- Monitors student achievement and works with school personnel to develop improvement plans.
- Stays current through professional readings, seminars, workshops and conventions.

SPECIFIC EXAMPLES OF DUTIES (Continued):

- Monitors state and national trends and issues in student achievement and student assessment.
- Coordinates projects with other curriculum coordinators and administrators within the Division of Teaching and Learning.
- Performs other duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS:

Required Qualifications – Possession of CT (092) Administrative Certification and a minimum of three (3) years middle/high school experience as a teacher of reading and related language arts skills, along with State of Connecticut secondary English and/or Reading Certifications.

Preferred Qualifications - Reading Consultant Certification, experience writing Concept Based Curriculum (CBC), leading change and providing professional development to a variety of audiences. Knowledge of Common Core State Standards (CCSS), and CT System for Educator Evaluation and Development (SEED).

EXPERIENCE:

Job related experience within specialized field is required. Experience in an Urban District is preferred.

EDUCATION:

A Master's degree in education, and graduate work in curriculum development, instruction and assessment.

SALARY/BENEFITS/WORK YEAR:

Per SAW contract.



Waterbury Public Schools

#16


236 Grand Street ♦ Waterbury, Connecticut 06702 ♦ (203) 346-2340 ♦ Fax (203) 574-8010

W. Garrett Miller, Jr.
Interim Chief Operating Officer
and Chief of Staff

MEMORANDUM

DATE: January 12, 2016

TO: Board of Education Commissioners

FROM: Gary Miller, Interim Chief Operating Officer and Chief of Staff 

SUBJECT: Agreement with University of Bridgeport Internship Program 2015-2016

The District has been using the University of Bridgeport for student interns at various elementary schools since approximately 2002. The University is accredited and specializes in a degreed education program, which utilizes clinical teaching internships to assist in the training of students enrolled in its Master of Science in Education Program. Our schools benefit from the use of the interns and the Personnel Department has hired many UB interns over the years.

The agreement began on July 1, 2015 and finishes on June 30, 2016. In past years, the University of Bridgeport has been a sole source vendor. Due to staff changes, processing of the agreement was overlooked at the beginning of the school year. Usually, other State universities would be contacted about supplying interns for Waterbury Public Schools. Unfortunately, this did not occur. Funding is in place from the General Fund in the amount of \$63,540 for the Fall 2015 and Spring 2016 semesters. University of Bridgeport's intern performance over the years has been exceptional, but will be seeking internships from State schools in the future at no cost to the City.

Thank you for your consideration.

WGM/mc

cc: Dr. Kathleen M. Ouellette, Superintendent of Schools
Robert Brenker, Director of Personnel – Education
Shuana Tucker, Talent and Professional Development Supervisor
File

AGREEMENT
for
Student Internships
between
The City of Waterbury, Connecticut
and
University of Bridgeport

THIS AGREEMENT, effective on the date signed by the Mayor, is by and between the CITY OF WATERBURY, City Hall Building, 235 Grand Street, Waterbury, Connecticut (the "City") and The University of Bridgeport, located at 126 Park Avenue, Bridgeport, Connecticut 06604, a State of Connecticut duly registered domestic corporation (the "University").

WHEREAS, the University is an accredited university specializing in a degreed education program, the University desires to establish clinical teaching internships to assist in the training of students enrolled in its Master of Science in Education Program; and

WHEREAS, the City desires to assist in the training of such students and obtain the benefit of their services by hosting them as student interns in the City's school system;

NOW THEREFORE, THE PARTIES AGREE AND COVENANT AS FOLLOWS:

1. Scope of Services/Student Intern Hosting.

1.1 During the term of this Agreement, the University shall furnish qualified student interns to the City, and the City shall host said student interns in its school system. The student interns shall be currently enrolled in the University's Master of Science in Education, shall have received a baccalaureate degree, be qualified to act as student interns in the City's school system, and capable of performing functions as described herein. The University shall furnish and the City shall host up to nine (9) student interns for the 2015-2016 school year. The parties shall adjust the compensation due to the University based upon the actual number of interns and attendance.

1.2 The University's Director of Internship and Field Experience, or her designee, not later than August 15, 2015, shall notify the City in the manner specified in Section 28 herein of the number of student interns available to be hosted by the City during the coming school year, and the City shall give notice as promptly as is practicable in the manner specified in Section 28 herein of the number of interns it agrees to host during that school year.

1.3 All functions performed by the University or student interns in fulfillment of the

Agreement shall comply with any and all local, state, and federal laws, statutes, ordinances and regulations and with generally accepted professional standards.

In furtherance of this Agreement, the designated party will do the following:

- i. The University shall certify for participation in the clinical internship only those qualified students enrolled in the Master of Science in Education who have received a baccalaureate degree.
- ii. The University shall arrange for each potential intern at a designated school within the school district (the "Internship Site") to be interviewed by the Principal, vice-principal, or other designated representative of the Internship Site, after the principal has arranged for the potential intern to be interviewed at the Superintendent's office. Such interviews shall be conducted before placement. Only those students of the University who have been interviewed and accepted by the school representative at the Internship Site shall be permitted to intern at the site.
- iii. Interns will be assigned to each Internship Site in consultation with the Internship Supervisor, the University shall designate an Internship Supervisor (the "Internship Supervisor") to facilitate administration of the clinical internship.
- iv. The Internship Supervisor shall visit each internship site twice per semester and as requested by the City.
- v. The Internship Supervisor shall be solely responsible for evaluating and grading the performance of the interns. The Internship Supervisor may consult with school personnel.
- vi. The City anticipates that the student will acquire clinical experience as described in the "Guidelines for School Districts" form attached hereto and made a part of this agreement as Schedule A.
- vii. The University shall require all interns to execute the "Guidelines for School District" form attached hereto and made a part of this agreement as Schedule A, prior to the intern's involvement as part of the internship program. A fully executed copy shall be provided to the City.
- viii. The University shall ensure that the interns report to each designated internship site at the start of each school day and may leave at the end of a required school day. The City will notify the University's Director of Internship and Field Experience, or her designee, whenever an intern does not timely report to the designated internship site.
- ix. The City, in its exclusive discretion, shall obtain a signed copy of the

waiver of liability attached hereto as Schedule B. City may condition participation in the Program on its receipt of such waiver of liability.

- x. The University shall offer health insurance to the student to be considered as a potential intern, and advise the student that unless the student has health insurance satisfactory to the City, either provided through the University or through other means, the student may not be eligible to participate in the student intern program. The University shall then provide the student's health insurance information when submitting the potential intern for review by the City.

2. University Representations Regarding Qualification and Accreditation.

2.1 The University represents that, to the extent required by law, its student interns are qualified to perform the functions set forth in this agreement. The University further represents that its student interns have the requisite skill, expertise, disposition, and knowledge necessary to perform such functions, and the City relies upon these representations.

2.2 Representations regarding Personnel. The University represents that it has and will continue to have sufficient student interns available during the term of this Agreement to furnish the agreed number of student interns. Student interns shall not be employees of or have any contractual relationship with the City. All of the University's student-interns hosted by the City shall be fully qualified and shall be authorized or permitted under state or local law to function as student interns within the City's school system.

2.3 Representations regarding Qualifications. The University hereby represents that, to the extent required by Federal, State and Local statutes, regulations, codes, ordinances, and policies, that the University and/or its employees be licensed, certified, registered, or otherwise qualified, the University and all employees involved in the University's functions under this agreement, are in full compliance with those statutes, regulations and ordinances. Upon City request, the University shall provide to the City a copy of the University's licenses, certifications, registrations, etc.

2.4 Criminal Background Check. The University shall provide to each proposed student intern an authorization in the form attached as Schedule C requesting and authorizing the RESC to release the results of the intern's state and national criminal history records checks to the University and to the Board of Education of the City. The University will instruct the proposed student intern to go to the RESC for fingerprinting and to present and execute the authorization to the RESC at the time of fingerprinting.

2.4.1 The City shall confirm that, in accordance with C.G.S. Section 10-221d, the proposed student interns have submitted to fingerprinting and state and national criminal history checks within 30 days of commencing their internships. Should the results of any criminal history check for any student

Intern be unsatisfactory, then upon receipt of notice of this from the RESC, the City shall terminate the internship of such student intern and notify the University's Director of Internship and Field Experience, or her designee, of such termination.

2.4.2 Each proposed student intern shall pay directly to the RESC the cost of fingerprinting and obtaining the state and national criminal history records checks.

2.4.3 The provisions of this Section 2.4 shall be automatically amended to comport with any changes in applicable laws and regulations on this subject while this agreement remains in effect.

3. Responsibilities of the University. All data, information, etc. given by the City to the University and/or created by the University shall be treated by the University as proprietary to the City and confidential unless the City agrees in writing to the contrary and shall be used solely for the purposes of providing services under this agreement. The University agrees to forever hold in confidence all files, records, documents and other information which may come into the University's possession during the term of this agreement, except where a disclosure is expressly stated as a requirement of this agreement. Notwithstanding the foregoing, where a University disclosure is required to comply with statute, regulation, or court order, the University shall provide prior advance written notice to the City of the need for such disclosure. The University agrees to properly implement the services required in the manner herein provided. University will not reveal such files, records, documents or other information to any person who is not an employee of University or a student performing internship services hereunder without the specific prior written consent of the City, except only insofar as: (i) may be necessary for required financial or tax reporting purposes; (ii) to a legal or financial consultant retained by the University provided such legal or financial consultant agrees in advance to be bound by the confidentiality provisions of this Agreement; (iii) is required by law, judicial process or order, provided that prior to any disclosure compelled by force of law or judicial process, the City shall be provided with timely notice, in writing, of the requested disclosure and a reasonable opportunity to object to such disclosure; and (iv) as may be necessary to enforce the provisions of this Agreement.

3.1 Use of City Property. To the extent the University/student intern is required to be on City property to fulfill its/his/her functions hereunder, the University/student intern shall have access to such areas of City property as the City and the University/student intern agree are necessary for the performance of the University's/student intern's functions under this agreement (the "Site" or the "Premises") and at such times as the City and the University may mutually agree. University/student intern shall perform their functions in full compliance with Local, State and Federal health and safety regulations in a safe manner

3.2 Student Intern Hours. To the extent the University Interns are required to be on City property to fulfill their functions hereunder, the University Interns shall maintain the hours of a regular City school day unless the City notifies the University

otherwise, or unless written permission is obtained from the City to work during other times. This condition shall not excuse the University from timely performance of its obligations under this Agreement. The student interns' schedule must be agreed upon by the City and the University.

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

3.4 University's Employees. The University shall at all times enforce strict discipline and good order among its employees, and shall not employ any unfit person or anyone not skilled in the work assigned.

3.5 Due Diligence Obligation. The University acknowledges its responsibilities to examine and to be thoroughly familiar with all Board of Education Rules, Regulations regarding Teaching within the City of Waterbury, and that the University has familiarized itself with the nature and extent of this Agreement and its obligations hereunder, and with all local conditions and Federal, State and Local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of its obligations hereunder.

4. Responsibilities of the City. Upon the City's receipt of University's written request, the City will provide the University with all documents, data and other materials the City agrees are necessary and appropriate to the functions to be performed by the University hereunder and the City will endeavor to secure, where feasible and where the City agrees it is necessary and appropriate, materials or information from other sources requested by the University for the purpose of carrying out its functions under this Agreement.

5. Term. This Agreement shall commence on July 1, 2015 and terminate on June 30, 2016 or the last scheduled school date, whichever occurs first, unless terminated sooner as provided herein.

6. Payment. The City shall compensate the University to assist in defraying the expenses incurred by the University in the education of the student interns, and in recognition of the benefit to the City of the student interns' services, by paying the following amounts as set forth in this Section 6.

6.1 Year 2015-2016 Payment Schedule. For the 2015-2016 school year, the total sum to be paid to the University shall not exceed Sixty-three Thousand Five Hundred and Forty Dollars (\$63,540.00) for the entire school year.

6.1.1 This payment to the University shall be paid in two installments at the end of each of the two ninety (90) day semesters, or as soon after mutual execution of this Agreement as is reasonably practical. For the Fall, 2015 semester the University shall be paid Forty-two Thousand Three Hundred and Sixty Dollars (\$42,360.00),

based upon a ninety day semester, 6 students, and a per diem of Seventy-eight Dollars and 44/100 cents (\$78.44).

6.1.2 For the Spring, 2016 semester the University shall be paid Twenty-one Thousand One Hundred and Eighty Dollars (\$21,180.00), based upon a ninety day semester, 3 students, and a per diem of Seventy-eight Dollars and 44/100 cents (\$78.44).

6.1.3 The parties shall adjust said payment to the University based upon the actual number of student interns in the program, attendance by the student interns and failure of the student interns to complete the program. The City shall only be responsible to pay the University for the actual number of student interns in the program on any given day. Each student shall be allowed up to 4 absences per semester without any penalty to the University.

6.4 Limitation of Payment. Payments to the University are limited to those amounts set forth in Section 6.A-C, above. Such payments shall be made by the City upon review and approval of the University's invoices for payment, review of the performance of the functions of the student interns, etc. required in this agreement, and such further review as may be further required by the Charter and Ordinances of the City. University's invoices shall describe the number of student interns provided, the time period during which the student interns functioned in the City's school system, and the amount due, in a form and with detail and clarity acceptable to the City.

6.4.1 The University and its affiliates are hereby provided with notice that the City reserves the right, in the City's sole discretion, to offset, withhold, or otherwise reduce City payment(s) to the University in an amount equaling the sum or sums of money the University and/or its affiliates is/are, or becomes delinquent or in arrears on, regarding the University's and/or its affiliate's real and personal tax obligations to the City.

6.5 Review of Performance. The University shall permit the City to review, at any time, the performance of any obligations required to be fulfilled under the terms of this Agreement at anytime during the performance of this Agreement. The University shall maintain or cause to be maintained all records, books or other documents relative to charges, costs, expenses, fees, alleged breaches of the agreement, settlement of claims or any other matter pertaining to the University's demand for payment. The City shall not certify any payment to the University until the City has determined that the University has performed its obligations in accordance with the requirements of this Agreement.

6.5 Review of Performance. The University shall permit the City to review, at any time, the performance of any obligations required to be fulfilled under the terms of this Agreement at anytime during the performance of this Agreement. The University shall maintain or cause to be maintained all records, books or other documents relative to charges, costs, expenses, fees, alleged breaches of the agreement, settlement of claims

or any other matter pertaining to the University's demand for payment. The City shall not certify any payment to the University until the City has determined that the University has performed its obligations in accordance with the requirements of this Agreement.

7. Indemnification.

7.1 University agrees to indemnify and hold harmless the City, its officers, directors, employees and agents from and against any liabilities, damages and costs (including reasonable attorneys fees and costs of defense) arising out of the death or bodily injury to any person or the destruction or damage to any property, to the extent caused, during the performance of the University's obligations under this Agreement, by the negligent acts, errors or omissions of University or anyone for whom the University is legally responsible, subject to any limitations of liability contained in this Agreement.

7.2 In any and all claims against the City or any of its boards, agents, employees or officers by the University or any employee of the University, any subcontractor, anyone directly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under Paragraph 7.1, above, shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the University or any subcontractor under Worker's Compensation Acts, disability benefit acts or other employee benefit acts.

7.3 The University understands and agrees that any insurance required by this agreement, or otherwise provided by the University, shall in no way limit the responsibility to indemnify, defend, keep and hold harmless the City as provided in this agreement.

8. University's Insurance.

8.1 The University shall not commence work under this Contract until all insurance required under this Section 8 has been obtained by the University and such insurance has been approved by the City. The University 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.

8.2 At no additional cost to the City, the University 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 the University's obligation under this Contract, whether such obligations are the University's or subcontractor or person or entity directly or

indirectly employed by said University or subcontractor, or by any person or entity for whose acts said University or subcontractor may be liable.

8.3 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.

8.4 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 the University:

8.4.1 General Liability Insurance: \$1,000,000.00 per occurrence, \$2,000,000.00 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.

8.4.2 Automobile Liability Insurance: \$1,000,000.00 combined single limit (CSL)

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 owned, hired & non-owned autos.

8.4.3 Workers' Compensation: Statutory Limits within the State of Connecticut: Employers' Liability:

Employers' Liability: Each Accident **\$500,000.00**

Employers' Liability: Disease Each Employee **\$500,000.00**

Employers' Liability: Disease Policy Limit **\$500,000.00**

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

8.4.4 Excess/Umbrella Liability Insurance: \$10,000,000.00 Each Occurrence and \$10,000,000.00 Aggregate.

Excess or Umbrella insurance coverage that follows form or sits over General Liability, Automobile Liability and Workers Compensation insurances.

8.4.5 Professional Liability Insurance: \$1,000,000.00 each claim. \$1,000,000.00 aggregate limit

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

8.4.6 Sexual Misconduct Liability Insurance Including Corporal

Punishment: \$ 1,000,000.00 per claim; \$1,000,000.00 aggregate limit

Coverage to respond to allegations of Sexual Misconduct, and Corporal Punishment allegations involving an intern within this program that the City has reviewed and approved as referenced in this Section 8 above.

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

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

8.7 Certificates of Insurance: The University's General, Automobile and Excess/Umbrella Liability Insurance, and Abuse/Molestation policies shall be endorsed to add the City and its Board of Education as additional insureds 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 the University'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 the University executes this Contract, it shall furnish to the City, subject to City approval, certificate(s) of insurance and Additional Insured Endorsement and Waiver of Subrogation Endorsement verifying the above coverages, including the naming of the City of Waterbury, as follows: **"The City of Waterbury and its Board of Education are listed as additional insureds on all lines of coverage except Workers Compensation and Professional Liability and include a waiver of subrogation on all lines of coverage except Professional Liability as their interests may appear"**. The City's request for proposal number must be shown on the certificate of insurance. The University 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.

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

9. Conformance with Federal, State and Other Jurisdictional Requirements. By executing this agreement, the University represents and warrants that, at all pertinent and relevant times to the agreement, it has been, is and will continue to be in full compliance with all applicable statutes, acts, ordinances, guidelines, resolutions, orders, judgments, decrees, injunctions, rules, and regulations of all government authorities applicable to performance by the University of its obligations hereunder, including those having jurisdiction over its

registration and licensing to perform its obligations hereunder; including, but not limited to, the following: Equal Employment Opportunity Act; Copeland Anti-Kickback Act, as supplemented in the Department of Labor Regulations (29 CFR Part 3); Davis-Bacon Act as supplemented by Department of Labor Regulations (29 CFR Part 5); Section 103 and 107 of the Contract Work Hours and Safety Standards Act, as supplemented by the Department of Labor Regulations (29 CFR Part 5); and the Housing and Community Development Act of 1974, as amended. All applicable sections of the City Charter and Code of Ordinances are incorporated by reference and made a part hereof.

9.1 Permits, Laws, Taxes and Regulations. Permits and licenses necessary for the performance and completion of the University's obligations hereunder shall be secured in advance and paid by the University. The University shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the performance of its obligation hereunder.

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

9.3 Labor and Wages. The University and its subcontractors shall conform to the labor laws of the State of Connecticut, and all other laws, ordinances, and legal requirements affecting the work in Connecticut.

9.3.1 The University is aware of the provisions of Title 31, §53 of the Connecticut General Statutes, latest revision (the "Act"), concerning the payment of minimum wages and other payments or contributions established by the State of Connecticut Labor Commissioner for work on public facilities. The provisions of the Act are incorporated by reference and made a part of this agreement.

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

laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements.

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

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

11. Termination.

11.1 Termination of Agreement for Cause. If, through any cause, in part or in full, not the fault of the University, the University shall fail to fulfill in a timely and proper manner its obligations under this agreement, or if the University shall violate any of the covenants, agreements, or stipulations of this agreement, the City shall thereupon have the right to terminate this agreement by giving written notice to the University of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In the event of such termination, all finished or unfinished documents, data, studies, reports, specifications, deliverables, etc. prepared by the University under this agreement shall, at the option of the City, become the City's property, and the University shall be entitled to receive just and equitable compensation for any satisfactory work completed for such.

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

11.2 Termination for Convenience of the City. The City may terminate this agreement at any time for the convenience of the City, by a notice in writing from the City to the University. If this agreement is terminated by the City as provided herein, the University will receive payment prorated for the time the Agreement was in effect, less payments previously made.

11.3 Termination for Convenience of the University. The University may terminate this Agreement by giving notice in the manner specified in Section 28 herein

not later than the last day of February preceding the start of the next school year, such termination to be effective on the last day of the school year in progress at the time of giving of such notice of termination.

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

11.4.1 Effects of Nonappropriation. If funds to enable the City to effect continued payment under this agreement are not appropriated, authorized or otherwise made available by law, the City shall have the right to terminate this agreement 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 the University.

11.4.2 Effects of Reduced Levels of Funding. If funding is reduced by law, or funds to pay the University for the agreed number of student interns and functions to be provided by the University under this agreement are not appropriated, authorized or otherwise made available by law, the City may, upon seven (7) business days written notice to the University, reduce the number of student interns and functions of the University in such manner and for such periods of time as the City may elect. The payments to be made under this agreement shall be equitably adjusted to reflect such reduced level of student interns and functions of the University and the parties shall be afforded the rights set forth in this agreement.

11.4.3 No Payment for Lost Profits. In no event shall the City be obligated to pay or otherwise compensate the University for any lost or expected future payments of any type.

11.5 Rights Upon Cancellation or Termination.

11.5.1 Termination for Cause. In the event the City terminates this agreement, for cause, the University 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, the University shall transfer all licenses to the City which the University is permitted to transfer in accordance with the applicable third party license. The City shall have no financial obligation to

compensate the University for such terminated documents, data, studies, reports, specifications, deliverables, etc. unless payment is otherwise approved by the City prior to such termination. The University 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.

11.5.2 Termination for Lack of Funding or Convenience. In the event of termination by the City for lack of funding or convenience, the City shall pay the University for all documents, data, studies, reports, specifications, deliverables, etc. (including any holdbacks), installed and delivered to the City as of the Termination Date and the University 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).

11.5.3 Termination by the University. The University may, by written notice to the City, terminate this agreement if the City materially breaches, provided that the University shall give the City thirty (30) calendar days prior written notice and an opportunity to cure by the end of said thirty day period. In the event of such termination, the University will receive payment prorated for the time the Agreement was in effect, less payments previously made, and the University shall deliver to the City all deliverables as otherwise set forth in this agreement.

11.6 Assumption of Subcontracts. In the event of termination, the City shall have the right to assume, at its option, any and all subcontracts for products, services and functions provided exclusively under this agreement, including but not limited to any contracts and may further pursue completion of the work under this agreement by replacement contract or otherwise as the City may in its sole judgment deem expedient.

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

11.8 Ownership of Instruments of Professional Services. The University acknowledges the City's documents, data, studies, reports, specifications, deliverables, educational reports, files, student files, etc. created and to be created pursuant to this agreement, including electronic files, are Instruments of Professional Services. Nevertheless, the final Instruments of Professional Services, including, but not limited to documents, data, studies, reports, specifications, deliverables, etc. prepared for the

City under this agreement shall become the property of the City upon City payment for that Instrument of Professional Services and the City reserves the right to use the Instruments of Professional Services.

12. FERPA.

12.1 The parties acknowledge that in the course of providing/hosting student interns pursuant to this Agreement, they may come into possession of education records of University students and/or 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 parties shall comply with the requirements of said statute and regulations, and agrees to use information obtained from interns' student education records only for the purposes provided in this Agreement. Without the prior written consent of the interns, as required by FERPA, the parties have no authority to make any other disclosures of any information from education records.

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

- i. Acts of God, fire, explosion, epidemic, cyclone, flood, war, strikes, revolution, civil commotion, or acts of public enemies.
- ii. Change of law and order, proclamation, regulation, ordinance, or governmental requirement.
- iii. Delays caused by the University's vendors, except where such delays are the result of lack of adequate coordination by the University.

13.1 Upon cessation of work for reason of force majeure delays, University shall use its best efforts to meet the schedule set forth in Section 7 of this agreement.

14. Subcontracting. The University shall not subcontract, in whole or in part, the performance of any of the University's obligations hereunder.

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

16. Audit. The City reserves the right to audit the University's books of account in relation to this agreement any time during the period of this agreement or at any time during the twelve month period immediately following the closing or termination of this agreement. In the event the City elects to make such an audit, the University shall immediately make

available to the City all records pertaining to this agreement, including, but not limited to, payroll records, bank statements and canceled checks.

17. Risk of Damage and Loss. The University shall be solely responsible for causing the timely repair to and/or replacement of, City property or item(s) intended to become City property hereunder, where the need for repair or replacement was caused by the University, by someone under the care and/or control of the University, by any subcontractor of the University, or by any shipper or delivery service. The University shall be solely responsible for all costs and expenses, including but not limited to shipping, delivery, insurance, etc, associated with the foregoing repair and replacement obligation. Further, the University shall be solely responsible for securing the City's written acceptance of all completed repairs and replacements required hereunder. The City hereby retains sole discretion to determine whether a repair or a replacement is the proper remedy.

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

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

20. Relationship of the Parties: The relationship of the City and the University is that of collaborators in the education of the student interns who are the subject of this Agreement. While there are aspects of an "agreement for services" to this Agreement, the primary purpose of this Agreement is to make an arrangement in furtherance of the education of the student interns. Accordingly, no agent, employee, student intern, or servant of the University shall be deemed to be an employee, agent or servant of the City. Likewise, no agent, employee, student intern placed in the City's school system, or servant of the City shall be deemed to be an employee, agent or servant of the University. Nor is either party a "contractor" (independent or otherwise) with respect to the other party. In any event, the University shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this agreement. It is the express intention of the parties hereto, and the University hereby agrees and covenants, that it and any and all third party(ies), subcontractor(s), and student interns under this agreement and any other individual hired or provided for by the University hereunder is/are not and shall not be deemed an employee of the City of Waterbury. Nothing herein shall be interpreted or construed as creating or establishing the relationship of employer-employee between the City of Waterbury and the University or between the City of Waterbury and any third party(ies), student interns, or subcontractor(s). Thus, the University hereby covenants that it, its subcontractor(s) and third party(ies) and student interns shall not be entitled to the usual characteristics of employment, such as income tax withholding, F.I.C.A. deductions, pension or retirement privileges,

Workers Compensation coverage, health benefits, etc. from the City. The University shall hold the City harmless and indemnify it from any liability regarding said employment issues and benefits. The University shall be responsible for its acts and the acts of its agents, employees, servants, representatives, subcontractors and third party(ies).

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

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

23. Conflicts or Disputes. This agreement represents the full and complete concurrence between the City and the University and governs all disputes between them.

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

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

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

25. Binding Agreement. The City and the University each bind themselves, and their successors, assigns and legal representatives to the other party to this agreement and to the successors, assigns and legal representatives of such other party with respect to all covenants of this agreement.

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

27. Governing Laws. This agreement, its terms and conditions and any claims arising there from shall be governed by the laws of the State of Connecticut.

28. Notice. Except as otherwise specifically prohibited in this agreement, whenever under this agreement approvals, authorizations, determinations, notices, satisfactions or waivers are required or permitted, such items shall be effective and valid only when given in writing signed by a duly authorized officer of the City's Using Agency or the University, and delivered in hand or sent by mail, postage prepaid, to the party to whom it is directed, which until changed by written notice, are as follows:

University: V.P. Administration & Finance
Wahlstrom Library
126 University Avenue
Bridgeport, CT 06604

With a copy to: General Counsel
Wahlstrom Library
126 University Avenue
Bridgeport, CT 06604

City: City of Waterbury
c/o Department of Education
Interim Chief Operating Officer and Chief of Staff
236 Grand Street
Waterbury, CT 06702

29. City Code of Ordinances, Ethics and Conflict of Interest Code, Provisions.

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

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

- ii. It shall be a material breach of this Agreement, and it shall be a violation of the City's Code of Ordinances for any Person to offer, give, or agree to give any current or former Public Official, Employee or Member of a Board or Commission, or for such current or former Public Official, Employee or Member of a Board or Commission to solicit, demand, accept or agree to accept from another Person, a gratuity or an offer of employment in connection with any: decision; approval; disapproval; recommendation; preparation of any part of a program requirement or a requisition; influencing the content of any specification or procurement standard; or rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a Contract or Purchase Order, or to any solicitation or proposal therefore.
- iii. It shall be a material breach of this Agreement and it shall be a violation of the City's Code of Ordinances for any payment, Gratuity, or offer of employment to be made as an inducement for the award of a subcontract or order, by or on behalf of a subcontractor, the prime University or higher tier subcontractor or any Person associated therewith, under a Contract or Purchase Order to the City.
- iv. The value of anything transferred or received in violation of the City's Charter, Code of Ordinances, and/or regulations promulgated there under, by any Person subject to said Charter and/or Ordinances may be recovered by the City.
- v. Upon a showing that a subcontractor made a kickback to the City, a prime University or a higher tier subcontractor in connection with the award of a subcontract or order there under, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the City and will be recoverable hereunder from the recipient. In addition, said value may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.
- vi. It shall be a material breach of this Agreement and it shall be a violation of the City's Code of Ordinances for a Person to be retained, or to retain a Person, to solicit or secure a contract with the City upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee; and every Person, before being awarded a City Contract, shall deliver to the City, on a City authored form, a representation that such Person has not retained anyone in violation of this subsection vi, the failure to deliver said form being a material breach of this Agreement and a violation of the City's Code of Ordinances. Note, however, this subsection vi shall not apply to full-time Employees who, as a condition of their employment, may be

entitled to bonuses or other fees in accordance with their employment relationship.

- vii.** The Person hereby expressly represents that he/she/it has complied with those sections of the City's Code of Ordinances requiring that said Person has (1) delivered to the City an affidavit, on a City authored form, stating that the Person and its affiliates have no delinquent taxes or other financial obligations owed to the City; (2) filed the City authored financial disclosure statement form as set forth in the City's Code of Ordinances regarding disclosure of financial interests; (3) delivered to the City a written acknowledgement, on a City authored form, evidencing receipt of a copy of the "Ethics and Conflict of Interest" ordinance for the City of Waterbury and hereby expressly represents that said Person is in full compliance with the entirety of said Code of Ordinances; and (4) filed a current list of all taxable personal and real property as required by the State of Connecticut General Statutes. Any violation of this subsection vii shall be deemed a material breach of this Agreement and shall be a violation of the City's Code of Ordinances for a Person.
- viii.** The definitions set forth in the City's Code of Ordinances shall be the primary source for interpretation of the forgoing subsections i-vii.
- ix.** The University is hereby charged with the requirement that it shall have knowledge of, and shall fully comply with, all relevant provisions of the City's Charter and all relevant provisions of the City's Code of Ordinances, including without limitation Chapters 93, titled "Discriminatory Practices", Chapter 38 titled "Centralized Procurement System", and Chapter 39 titled "Ethics and Conflict of Interest", of said Code as may be amended from time to time.
- x.** The Consultant hereby acknowledges receipt of a copy of the Chapters 38 and 39 of City's Ordinance regarding Procurement, Ethics, and Conflicts of Interest and has familiarized itself with said Code and hereby agrees to adhere to said Code. The text of Chapters 38 and 39 of said Code may be obtained from the Office of the City Clerk of the City and on the internet at the City Clerk's web site:
<http://www.waterburyct.org/content/9569/9605/9613/15125.aspx> see link titled "The City of Waterbury Code of Ordinances Rev. 1/1/14". For Chapter 38, click on "Title III: Administration", then click on "Chapter 38: Centralized Procurement System". For Chapter 39, click on "Title III: Administration", then click on "Chapter 39: Ethics and Conflicts of Interest"].
- xi.** The University is hereby charged with the requirement that it shall have knowledge of, and shall fully comply with, the City's "Ordinance

Concerning the Hiring of Waterbury Residents" and the State of Connecticut Legislature's Special Act No. 01-1.

- xii. Every Person who conducts business with, contracts, with or provides commodities or services to the City, is charged with notice of the extent of the powers and authority, and the limitations thereon, of the Public Officials and Employees of the City, as set forth in the charter of the City, the Code of Ordinances and any Regulations or Policies pertaining thereto. In particular, and without implying any limitation as to its applicability, it applies to all Persons who participate in the procedures pertaining to the Centralized Procurement System as set forth in Chapter 38 and the Ethics and Conflict of Interest provisions set forth in Chapter 39 of the Code of Ordinances.
- xiii. Interest of City Officials. No member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the carrying out of the project, to which this agreement pertains, shall have any personal interest, direct or indirect, in this agreement.
- xiv. Prohibition against Contingency Fees. The University 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.
- xv. Freedom of Information Act Notice. Pursuant to State statute, in the event the total compensation payable to the University set forth in Section 6 herein is greater than \$2,500,000.00, the City is entitled to receive a copy of any and all University records and files related to the performance of this contract and those records and files are subject to the Freedom of Information Act ("the Act") and may be disclosed by the City pursuant to the Act.

[Signature page follows.]

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

WITNESS:

CITY OF WATERBURY

By: _____
Neil M. O'Leary, Mayor

Date: _____

WITNESS:

UNIVERSITY OF BRIDGEPORT

By: _____
Hans van der Giessen, Provost

Date: _____

SCHEDULE A GUIDELINES FOR SCHOOL DISTRICTS

Our Teacher Interns are in your school to gain experience in the activities of teachers.

University of Bridgeport Interns:

1. Should be given the opportunity to observe master teachers -especially during the first few weeks of school.
2. May be used as substitutes - primarily for short-term assignments. If no teachers are absent, let them observe master teachers and exemplary classrooms. They may also be used also to free up other teachers to do curriculum writing, attend workshops, and observe other teachers/sites.
3. May be provided with opportunities to participate in school activities, which occur in the afternoon or evening, when these activities do not interfere with the intern's obligation to attend graduate certification/master's classes. Since the intern is there to explore the culture of the school and to gain experience in the total role of the teacher, the following would be within the purview of an Internship experience: planning for class night; assisting with concerts; working with parent groups.
4. Are allowed to be extra hands on arrival/dismissal, occasional cafeteria supervision, and/or occasional office assistant - as their schedule permits.
5. Are invited to sit in on PPT meetings- as observers.
6. Are invited to all professional activities, including staff development and teacher meetings.
7. Are responsible to the authority of the local school administration while on the local school premises in the capacity of an intern, said authority reporting all problems and issues to the University Supervisor assigned to each Intern before any action is taken.
8. Are responsible to the Director of the Internship Program regarding termination, transfer, or any other, major problems regarding the Internship.
9. Need to be released for one intern seminar meeting each semester.
10. Are given encouragement, support and assistance as they strive to enter the teaching profession.

Student Signature

Date _____

Principal Signature

Date _____

SCHEDULE B

**WAIVER OF LIABILITY,
INDEMNITY AGREEMENT AND
ACKNOWLEDGMENT OF NON-EMPLOYMENT**

**WAIVER OF LIABILITY,
INDEMNITY AGREEMENT AND
ACKNOWLEDGMENT OF NON-EMPLOYMENT**

In consideration of the City of Waterbury Department of Education ("Education Department") granting me the privilege of participating in a student internship that includes observation and when appropriate, participation in some of the various functions of the Department of Education, and in further consideration of the University of Bridgeport allowing me to participate in said student internship, I, _____, the Undersigned, do hereby acknowledge that I am aware of the risks associated with the aforesaid internship with the Department of Education and any associated activity, and I hereby agree to assume all risk of any loss, damage, claim, liability, cost, loss of earnings, personal injury including death, consequential damage and property damage which may directly or indirectly result from or occur as a consequence of said internship or any associated activity.

I further agree to indemnify and hold harmless the City of Waterbury and its boards, commissions, agents, officials and employees from and against all claims, suits, damages, losses, judgments, costs and expenses including attorney's fees which may directly or indirectly result from or occur as a consequence of said internship or any associated activity.

I further agree and understand that I am neither an employee of the City of Waterbury nor of the University of Bridgeport, but rather that I am a student at the University of Bridgeport in its Master of Science in Education Program participating in a student internship in the school system of the City of Waterbury for the purpose of obtaining clinical experience in furtherance of my education and therefore, that I shall not be entitled to the usual characteristics of employment, such as wages, income tax withholding, F.I.C.A. deductions, pension or retirement privileges, Workers Compensation coverage, health benefits, etc.

I hereby acknowledge that I have read this document in full and understand that by signing, I am waiving and releasing rights that I could exercise but for my signing of this waiver which I sign voluntarily without coercion or duress.

[Signature page follows.]

Dated at Waterbury, Connecticut this ____ day of ____, 2015.

WITNESSES:

Print Name:

Print name:

Print Name:

State of Connecticut:

: ss: Waterbury _____, _____, 2015

County of New Haven:

On this _____ day of _____, 201____, before me the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed herein and acknowledged that he/she executed the foregoing document for the purposes contained therein as his/her free act and deed.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Commissioner of Superior Court
Notary Public
My Commission Expires:

SCHEDULE C
AUTHORIZATION FOR RELEASE OF RESULTS OF INTERN CRIMINAL HISTORY
RECORDS CHECKS

AUTHORIZATION FOR RELEASE OF CRIMINAL HISTORY RECORDS CHECKS

The undersigned, [Printed Name of Student Intern], a graduate student in the Master of Science in Education Program at the University of Bridgeport, hereby requests and authorizes Cooperative Educational Services (a Regional Education Service Center) to release to the Director of Internship and Field Experience of the University of Bridgeport, or her designee, and to the Board of Education of the City of Waterbury the results of my state and national criminal history records check requested by the Board of Education of the City of Waterbury pursuant to Connecticut General Statutes Section 10-221d.

Signed,

[Printed Name of Student Intern]

Dated: _____

Board of Education

Monthly Expenditure Report

November 2015

ACCOUNT	CLASSIFICATION	FY 16 ORIGINAL BUDGET	FY 16 ADJUSTED BUDGET	NOVEMBER EXPENDITURE	NOVEMBER ENCUMBRANCE	CURRENT BALANCE	PROJECTED EXP.	PROJECTED DIFFERENCE
Salaries								
511101	Administrators	\$7,893,560	\$7,893,560	\$2,984,037	\$0	\$4,909,523	\$7,878,328	\$15,232
511102	Teachers	\$74,368,271	\$74,368,271	\$21,075,933	(\$108,625)	\$53,400,963	\$74,368,271	\$0
511104	Superintendent	\$216,267	\$216,267	\$83,180	\$0	\$133,087	\$216,267	\$0
511106	Early Incentive Certified	\$1,179,576	\$1,179,576	\$1,199,342	\$0	(\$19,766)	\$1,201,304	(\$21,728)
511107	Certified Coaches	\$607,500	\$607,500	\$189,219	\$0	\$418,281	\$607,500	\$0
511108	School Psychologists	\$1,733,399	\$1,733,399	\$417,098	\$0	\$1,316,301	\$1,733,399	\$0
511109	School Social Workers	\$1,826,203	\$1,826,203	\$500,444	\$0	\$1,325,759	\$1,826,203	\$0
511110	Speech Pathologists	\$2,290,751	\$2,290,751	\$591,941	\$0	\$1,698,810	\$2,290,751	\$0
511113	Extra Compensatory Stipend	\$85,000	\$85,000	\$1,226	\$0	\$83,774	\$85,000	\$0
511201	Non-Certified Salaries	\$2,054,039	\$2,054,039	\$690,639	\$0	\$1,363,400	\$2,054,039	\$0
511202	Clerical Wages	\$1,197,640	\$1,197,640	\$379,381	\$0	\$818,259	\$1,197,640	\$0
511204	Crossing Guards	\$376,683	\$376,683	\$126,571	\$0	\$250,112	\$376,683	\$0
511206	Educational	\$275,000	\$275,000	\$71,154	\$0	\$203,847	\$275,000	\$0
511212	Substitute Teachers	\$2,845,000	\$2,845,000	\$1,063,480	\$35,278	\$1,746,242	\$2,845,000	\$0
511213	Interns	\$100,000	\$100,000	\$0	\$0	\$100,000	\$100,000	\$0
511215	Cafeteria Aides	\$70,000	\$70,000	\$70,488	\$0	(\$488)	\$70,000	\$0
511216	Library Pages	\$140,548	\$140,548	\$40,819	\$0	\$99,729	\$140,548	\$0
511217	Library Aides	\$167,282	\$167,282	\$46,125	\$0	\$121,157	\$167,282	\$0
511219	School Clerical	\$1,728,077	\$1,728,077	\$575,607	\$0	\$1,152,470	\$1,723,543	\$4,534
511220	Fiscal Administration	\$443,204	\$443,204	\$152,349	\$0	\$290,855	\$443,204	\$0
511222	Transportation Coordinator	\$91,096	\$91,096	\$36,271	\$0	\$54,825	\$91,096	\$0
511223	Office Aides	\$130,000	\$130,000	\$43,672	\$0	\$86,328	\$130,000	\$0
511225	School Maintenance Non-Certified	\$2,362,065	\$2,362,065	\$835,026	\$0	\$1,527,039	\$2,362,065	\$0
511226	Custodians Non-Certified	\$5,353,529	\$5,353,529	\$2,127,193	\$0	\$3,226,336	\$5,353,529	\$0
511227	Overtime - Outside Activities	\$200,000	\$200,000	\$58,280	\$0	\$141,720	\$200,000	\$0
511228	Paraprofessionals	\$9,698,436	\$9,698,436	\$3,073,631	\$0	\$6,624,805	\$9,698,436	\$0
511229	Bus Duty	\$230,000	\$230,000	\$872	\$0	\$229,128	\$230,000	\$0
511232	Attendance Counselors	\$323,372	\$323,372	\$67,383	\$0	\$255,989	\$323,372	\$0
511233	ABA Behavioral Therapist	\$1,535,316	\$1,535,316	\$567,548	\$0	\$967,768	\$1,535,316	\$0
511234	Interpreters	\$175,800	\$175,800	\$26,874	\$0	\$148,926	\$175,800	\$0
511550	Hourly Employee	\$47,166	\$47,166	\$12,131	\$0	\$35,035	\$47,166	\$0
511650	Overtime	\$740,000	\$740,000	\$432,625	\$0	\$307,375	\$740,000	\$0
511653	Longevity	\$37,850	\$37,850	\$1,155	\$0	\$36,695	\$37,850	\$0
511700	Extra Police Protection	\$456,703	\$456,703	\$0	\$0	\$456,703	\$456,703	\$0
529001	Car Allowance	\$81,000	\$81,000	\$29,835	\$0	\$51,165	\$81,000	\$0
529003	Meal Allowances	\$9,000	\$9,000	\$0	\$0	\$9,000	\$9,000	\$0
Subtotal Salaries		\$121,069,333	\$121,069,333	\$37,571,526	(\$73,346)	\$83,571,154	\$121,071,295	(\$1,962)

ACCOUNT	CLASSIFICATION	FY 16 ORIGINAL BUDGET	FY 16 ADJUSTED BUDGET	NOVEMBER EXPENDITURE	NOVEMBER ENCUMBRANCE	CURRENT BALANCE	PROJECTED EXP.	PROJECTED DIFFERENCE
Purchased Services								
533009	Evaluation	\$75,000	\$75,000	\$13,089	\$1,128	\$60,783	\$75,000	\$0
533020	Consulting Services	\$309,500	\$309,500	\$159,775	\$106,254	\$43,471	\$309,500	\$0
533100	Auditing	\$54,000	\$54,000	\$30,000	\$22,062	\$1,938	\$52,062	\$1,938
539005	Sporting Officials	\$35,000	\$35,000	\$3,852	\$0	\$31,148	\$35,000	\$0
539007	Report Cards	\$22,000	\$22,000	\$0	\$4,450	\$17,550	\$22,000	\$0
539008	Messenger Service	\$34,000	\$34,000	\$8,092	\$25,908	\$0	\$34,000	\$0
543000	General Repairs & Maintenance	\$1,463,800	\$1,463,800	\$532,859	\$443,636	\$487,305	\$1,463,800	\$0
543011	Maintenance - Service Contracts	\$522,844	\$522,844	\$205,126	\$279,906	\$37,811	\$522,844	\$0
544002	Building Rental	\$607,778	\$607,778	\$355,020	\$197,008	\$55,751	\$607,778	\$0
545002	Water	\$240,000	\$240,000	\$0	\$0	\$240,000	\$240,000	\$0
545006	Electricity	\$3,109,855	\$3,109,855	\$1,131,761	\$0	\$1,978,094	\$3,109,855	\$0
545012	Inspections - Lead/Asbestos	\$10,000	\$10,000	\$2,200	\$400	\$7,400	\$10,000	\$0
545013	Security/Safety	\$102,500	\$102,500	\$16,353	\$30,570	\$55,578	\$102,500	\$0
551000	Pupil Transportation	\$11,903,680	\$11,903,680	\$3,420,466	\$8,483,214	(\$0)	\$11,903,680	\$0
553001	Postage	\$65,000	\$65,000	\$25,854	\$0	\$39,146	\$65,000	\$0
553002	Telephone	\$170,000	\$170,000	\$14,022	\$5,783	\$150,195	\$170,000	\$0
553005	Wide-area Network (SBC)	\$75,000	\$75,000	\$10,800	\$40,968	\$23,232	\$75,000	\$0
556055	Tuition - Outside	\$6,259,225	\$6,259,225	\$1,095,850	\$3,423,829	\$1,739,546	\$6,259,225	\$0
556056	Purchased Service - Outside	\$2,428,677	\$2,428,677	\$396,230	\$1,765,891	\$266,556	\$2,428,677	\$0
557000	Tuition Reimbursement	\$6,000	\$6,000	\$0	\$0	\$6,000	\$6,000	\$0
558000	Travel Expenses	\$20,000	\$20,000	\$855	\$251	\$18,894	\$20,000	\$0
559001	Advertising	\$40,000	\$40,000	\$5,183	\$0	\$34,817	\$40,000	\$0
559002	Printing & Binding	\$75,000	\$75,000	\$3,731	\$145	\$71,124	\$75,000	\$0
559104	Insurance - Athletics	\$17,000	\$17,000	\$17,000	\$0	\$0	\$17,000	\$0
Subtotal Purchased Services		\$27,645,859	\$27,645,859	\$7,448,118	\$14,831,404	\$5,366,337	\$27,643,921	\$1,938
Supplies/Materials								
561100	Instructional Supplies	\$2,230,712	\$2,230,712	\$854,915	\$462,667	\$913,130	\$2,230,712	\$0
561200	Office Supplies	\$71,840	\$71,840	\$12,656	\$21,974	\$37,211	\$71,840	\$0
561204	Emergency/Medical Supplies	\$15,000	\$15,000	\$0	\$1,445	\$13,555	\$15,000	\$0
561210	Intake Center Supplies	\$1,000	\$1,000	\$917	\$76	\$7	\$1,000	\$0
561211	Recruitment Supplies	\$65,000	\$65,000	\$15,466	\$24,623	\$24,911	\$65,000	\$0
561212	Medicaid Supplies	\$20,000	\$20,000	\$8,817	\$1,788	\$9,395	\$20,000	\$0
561501	Diesel	\$1,075,649	\$1,075,649	\$406,531	\$648,575	\$20,543	\$1,075,649	\$0
561503	Gasoline	\$64,920	\$64,920	\$16,958	\$864	\$47,098	\$64,920	\$0

ACCOUNT	CLASSIFICATION	FY 16 ORIGINAL BUDGET	FY 16 ADJUSTED BUDGET	NOVEMBER EXPENDITURE	NOVEMBER ENCUMBRANCE	CURRENT BALANCE	PROJECTED EXP.	PROJECTED DIFFERENCE
561505	Natural Gas	\$2,016,000	\$2,016,000	\$268,455	\$0	\$1,747,545	\$2,016,000	\$0
561507	Janitorial Supplies	\$235,000	\$235,000	\$91,692	\$44,289	\$99,019	\$235,000	\$0
561508	Electrical Supplies	\$55,000	\$55,000	\$24,247	\$10,638	\$20,115	\$55,000	\$0
561509	Plumbing Supplies	\$100,000	\$100,000	\$34,158	\$14,355	\$51,487	\$100,000	\$0
561510	Building & Ground Supplies	\$190,000	\$190,000	\$73,615	\$52,024	\$64,361	\$190,000	\$0
567000	Clothing Supplies	\$40,000	\$40,000	\$0	\$39,276	\$724	\$40,000	\$0
567001	Crossing Guard Uniforms	\$2,500	\$2,500	\$2,493	\$0	\$7	\$2,500	\$0
569010	Recreational Supplies	\$20,000	\$20,000	\$3,316	\$1,813	\$14,872	\$20,000	\$0
569029	Athletic Supplies	\$217,837	\$217,837	\$53,861	\$35,817	\$128,160	\$217,837	\$0
Subtotal Supplies/Materials		\$6,420,458	\$6,420,458	\$1,868,095	\$1,360,225	\$3,192,138	\$6,420,458	\$0
Property								
575008	Furniture-Misc.	\$50,000	\$50,000	\$345	\$32,081	\$17,574	\$50,000	\$0
575200	Office Equipment	\$165,000	\$165,000	\$53,649	\$51,231	\$60,120	\$165,000	\$0
575408	Plant Equipment	\$40,000	\$40,000	\$4,701	\$3,154	\$32,146	\$40,000	\$0
Subtotal Property		\$255,000	\$255,000	\$58,694	\$86,466	\$109,840	\$255,000	\$0
Other/Miscellaneous								
589021	Mattatuck Museum	\$13,750	\$13,750	\$0	\$0	\$13,750	\$13,750	\$0
589034	Board of Ed Commissioners	\$20,700	\$20,700	\$8,625	\$0	\$12,075	\$20,700	\$0
589036	Emergency Fund	\$9,400	\$9,400	\$9,376	\$0	\$24	\$9,376	\$24
589201	Mileage	\$33,500	\$33,500	\$924	\$0	\$32,576	\$33,500	\$0
589205	Coaches Reimbursements	\$7,000	\$7,000	\$697	\$0	\$6,303	\$7,000	\$0
589900	Dues & Publications	\$60,000	\$60,000	\$44,747	\$4,544	\$10,709	\$60,000	\$0
591004	Athletic Revolving Fund	\$90,000	\$90,000	\$45,250	\$19,875	\$24,875	\$90,000	\$0
Total Other/Miscellaneous		\$234,350	\$234,350	\$109,619	\$24,419	\$100,312	\$234,326	\$24
GRAND TOTAL OPERATING BUDGET		\$155,625,000	\$155,625,000	\$47,056,052	\$16,229,167	\$92,339,780	\$155,625,000	\$0
Other Additional Funding								
	Alliance Non-Reform	\$11,501,340	\$11,501,340	\$3,109,061	\$0	\$8,392,279	\$11,501,340	\$0
	Alliance Carryover	\$2,200,000	\$2,200,000	\$603,736	\$0	\$1,596,264	\$2,200,000	\$0
	GF Surplus	\$1,000,000	\$1,000,000	\$0	\$0	\$1,000,000	\$1,000,000	\$0
	Contingency Surplus	\$500,000	\$500,000	\$0	\$0	\$500,000	\$500,000	\$0
	City Non Lapsing Account	\$675,000	\$675,000	\$0	\$0	\$675,000	\$675,000	\$0

ACCOUNT	CLASSIFICATION	FY 16 ORIGINAL BUDGET	FY 16 ADJUSTED BUDGET	NOVEMBER EXPENDITURE	NOVEMBER ENCUMBRANCE	CURRENT BALANCE	PROJECTED EXP.	PROJECTED DIFFERENCE
Total Additional Funding		\$15,876,340	\$15,876,340	\$3,712,797	\$0	\$12,163,543	\$15,876,340	\$0
GRAND TOTAL ALL FUNDING		\$171,501,340	\$171,501,340	\$50,768,849	\$16,229,167	\$104,503,324	\$171,501,340	\$0

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: November 30, 2015Name of Travel Agency : Educational Travel Adventure1) Requested by: Elisa D'Agostino and Patricia Theriault WAMS 8

Name of Staff Member

School

Grade level/Subject

2) How many students? 503) Name of destination: Philadelphia, PA ; Hershey PA; Lancaster, PA4) City/State of destination: Pennsylvania5) Departure: Tuesday May 17, 2016 7:00 a.m.

Day

Date

Time

6) Return: Thursday May 19, 2016 5:00 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 trip is intended for our 8th grade students at the end of their middle school experience. This trip is specific to academic and art curricula such as American History, cultures, theater and visual arts.

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

Demonstrate an understanding of history during 1600's – 1800's; initiate questions and hypothesis about historic events being studied; locate the events, people and places they have studied in time and place relative to their own; relate the events of U.S. History from reconstruction to the present

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

This is a culminating activity across the curriculum for our 8th grade class; explore and investigate the pivotal role played by the city of Philadelphia during the Revolutionary War.

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

The 8th grade team will lead the class discussions following the trip regarding sites visited that are appropriate to their subject area.

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

Discussion in classes across the curriculum.

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

The itinerary is specific to their academic and arts curricula, such as American History, cultures, theater and visual arts. This trip is for our 8th grade students at the end of their middle school experience.

14) Transportation: Type/name of Approved PUC Carrier

Kelley Transportation

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

Name	Phone Number	Name	Phone Number
1. Elisa D'Agostino	203.573.6300	4	
2. Patricia Theriault	203.573.6300	5.	
3		6	

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

Teacher(s) as chaperones: Elisa D'Agostino, Patricia Theriault, Joseph Mendello, Carey Edwards, Matt Rucinski; Lynn Krawvzk

Aides(s) as chaperones:

Parent(s) as chaperones: Joseph Santopietro

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

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

\$470

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

20) What is the approximate cost all chaperones?

\$100

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

Teacher	Subject/Grade	Teacher	Subject/Grade
1. Elisa D'Agostino	Reading/8	4.	
2. Patricia Theriault	Science/8	5.	
3. Joseph Mendello	Social Studies/8	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

12/3/15

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

12-3-15

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

12-8-15

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

12/17/15

Date

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: 11/30/15 Name of Travel Agency (if applicable): Nedarlander

1) Requested by: Heidi Doolan Wilby Music 9-12

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

2) How many students? 36

3) Name of destination: Fiddler on the Roof at 1681 Broadway

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

5) Departure:	<u>Wednesday</u>	<u>03/2/16</u>	<u>7:30 AM</u>
	Day	Date	Time

6) Return:	<u>Wednesday</u>	<u>03/2/16</u>	<u>9:00PM</u>
	Day	Date	Time

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

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

Experience, explore and evaluate American Musical Theater.

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

Responding to Music: Plan and provide sequential, developmentally appropriate instruction that empowers students to independently perform (select, analyze, interpret, and evaluate) music. Students develop the aural and theoretical skills and understandings, vocabulary and familiarity with representative musical examples that provide the foundation for understanding and communicating about music.

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

What are the relevant vocabulary and key terms: script, playwright, play bill, stage directions, scene, character and plot?
Describe and analyze the elements of music.

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

Performances are expected to build a strong foundation of technique and artistry in acting, singing, and dancing.

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

Students will be guided through a performance of their own in class. They will write and perform one skit. Students will work in pairs to make connections between historically based fiction and modern reality. Students will employ empathy, creative, writing and story telling skills to explore class and power from a characters point of view.

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

Expose students to theatre practices and performances. It will give them an appreciation of the arts and cultures.

14) Transportation: Type/name of Approved PUC Carrier

Land Jet Bus Company

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

Name	Phone Number	Name	Phone Number
1. Heidi Doolan	203-578-0004	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:
Heidi Doolan, Elaine Stroble, Elizabeth Santoro,

Aides(s) as chaperones:
Nicole Lewis-Darj, Tyrell Zimmerman

Parent(s) as chaperones:
Mrs. Ruiz

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.)

Students will individually finance their trip. Students will receive \$5 from each cake they sell toward their trip.

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

\$80

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

20) What is the approximate cost all chaperones?

\$80

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

Teacher	Subject/Grade	Teacher	Subject/Grade
1. Heidi Doolan	Music 9-12	4.	
2. Elizabeth Santoro	English	5.	
3. Elaine Stoble	PE	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 ☐

Tracy A. Benson RA
Signature of School Nurse

12/21/15
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 ☐

M. Buehler
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 ☐

FRS 12/28/15
Signature of Superintendent/Designee/ILD

12-28-15
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 _____

D. M. [Signature]
Signature of BOE/Designee

12/28/15
Date

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

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: 12/21/2015 Name of Travel Agency (if applicable): _____

1) Requested by: <u>Cassandra Fann-Pierce</u>	<u>J.F. Kennedy</u>	<u>9th-12th</u>
Name of Staff Member	School	Grade level/Subject

2) How many students? 30

3) Name of destination: Habitat For Humanity, New Orleans

4) City/State of destination: New Orleans, LA

5) Departure: <u>Wednesday</u>	<u>March 23, 2016</u>	<u>6:00 am</u>
Day	Date	Time

6) Return: <u>Sunday</u>	<u>March 27, 2016</u>	<u>10:00pm</u>
Day	Date	Time

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

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

H.O.P.E. community service club (Helping Out People Everywhere) and
Y.E.S. club (Young Educators Society)

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

CCSS.ELA- Literacy. CCRA. SL 1- Prepare for an participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.

CCSS.ELA- Literacy. SL 11-12. 1c Propel conversations by posing and responding to questions that probe reasoning and evidence; ensure a hearing for a full range of positions on a topic or issue; clarify, verify, or challenge ideas and conclusion; and promote divergent and creative perspectives.

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

How does the interaction of multiple life roles impact personal responsibilities toward family, work and community?

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

Our mission is to facilitate where students can make a difference by transforming lives and communities by providing low-income families with affordable living opportunities. Kennedy students will assist in building and renovating decent homes for needy families. Students partnership with Habitat for Humanity to accomplish this mission.

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

Students are required to write a personal reflection or community service experience essay.

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

The educational value of this field trip is a life's lesson in responsibility, accountability and to learn to share a concern and compassion for those in need.

14) Transportation: Type/name of Approved PUC Carrier

Airline

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

Name	Phone Number	Name	Phone Number
1. Cassandra Fann-Pierce	203-574-8150	4 Carolyn Highsmith	203-574-8150
2. Johanna Hayes	203-574-8150	5.	
3 Lorraine Langlais	203-574-8150	6	

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

Teacher(s) as chaperones: Cassandra Fann-Pierce, Johanna Hayes, Lorraine Langlais, Carolyn Highsmith

Aides(s) as chaperones:

Parent(s) as chaperones: Oscar Pierce, Milford Hayes (husband of teacher chaperones)

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.)

Various fund raising activities over the past 2 years. Each student will personally pay \$350.00 - \$400.00.

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

\$1,200.00

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

N/A

20) What is the approximate cost all chaperones?

\$1,200.00

21) How many substitutes are necessary? 4 (If none specify)

Teacher	Subject/Grade	Teacher	Subject/Grade
1. Cassandra Fann-Pierce	Family & consumer Science	4. Carolyn Highsmith	Physical Ed.
2. Johanna Hayes	Family & consumer Science	5.	
3. Lorraine Langlais	History	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 ☐

Margaret Owens
Signature of School Nurse

12-22-15
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]
Signature of School Principal

12-23-15
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

12-28-15
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]
Signature of BOE/Designee

12/28/15
Date

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

#21

COMMITTEE ON SCHOOL FACILITIES & GROUNDS

WORKSHOP: Thursday, January 14, 2016
BOARD MEETING: Thursday, January 21, 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
K. Yamashita-Iverson	Maloney café: Fri., Jan. 22nd 6:00-8:00pm (Japanese New Year party for 5th graders & family)
Mayor's Office	WAMS atrium, café, art classrooms: Sat., April 30th 8am-2pm
Monroe Webster	(annual family & housing expo)
Human Resources	Kennedy café: Wed., Jan. 20th 2:15-6:00pm (maintainer exam)
CSEA/SEIU	Kennedy café: Fri., Feb. 19th 2:30-5:00pm (café members mtg.)
N. Clemente	Sprague gym: Wed., Jan. 20th 4:00-7:00pm (Math Night)
E. Boutote	Career Academy: Fri., Feb. 5th 6:30-9:30pm (Valentine's Dance) (snow date: Fri., Feb. 19th)
Joseph Silva	WSMS café: Fri., March 18th 2:30-5:00pm (grant meeting)
Police Dept.	Wilby gym & track: Sat., Jan. 30th 6:30am-2:30pm
Lt. Mark Ryan	(police officer physical agility exam)
E. Racine	Reed café, rms.: Feb. 1st thru Mar. 28th 3:00-4:30pm (after school program) Reed café: Sun., Jan. 24th 1:30-5:00pm (3rd Annual Dad, Me and Football Family Event)
M. Marold	Career Academy: Sat. Jan. 16th 8:00am-2:00pm (snow date: 1/23/16) (1st. Annual Dr. Martin Luther King Jr. Youth Day) (Ok'd per G. Miller)
C. Damor	Wilson gym: Tues., Jan. 26th 5:00-7:00pm (Family Fitness Night) (snow date: 1/27/16)
J. Reed	Kennedy lib.: Tues., Jan. 26th 2:00-5:00pm (Science Council mtg.)

Approved:

John Theriault

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

SCHOOL PERSONNEL USE ONLY

DEC 23 2015

DATE: 12/18/2015

TO: SCHOOL BUSINESS OFFICE

FROM: Kazumi Yamashita-Iverson
Maloney, Japanese Teacher

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

NAME OF SCHOOL REQUESTED: Maloney

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: 1/22/2016

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

FOR THE FOLLOWING PURPOSES:

For the Japanese New Year's Party for
our 5th graders and their family. About 130 people
will be attending.

Kazumi Iverson
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.

FAH 12/22

Book

DEC 22 2015

SCHOOL PERSONNEL USE ONLY

DATE: DEC 18 2015

TO: SCHOOL BUSINESS OFFICE

FROM: MONRIE WEBSTER

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

NAME OF SCHOOL REQUESTED: WAMS

ATRIUM & WART CLASSROOMS, 1ST FLOOR HALLWAY

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: APRIL 30, 2016

FROM: 8:00 am/pm TO: 2:00 am/pm

FOR THE FOLLOWING PURPOSES:

ANNUAL FAMILY AND HOUSING
EXPO

Monrie P. Webster
APPLICANT

.....
Please note the following provisions:

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

Book

SCHOOL PERSONNEL USE ONLY

DEC 22 2015

DATE: 12/21/2015

TO: SCHOOL BUSINESS OFFICE

FROM: Armen Arisian, Civil Service HR

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

NAME OF SCHOOL REQUESTED: Kennedy High School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Wednesday January 20, 2016

FROM: 2:15 pm TO: 6:00 pm

FOR THE FOLLOWING PURPOSES:

***Maintainer I - Open Competitive Exam #2101
Written Exam for approx. 100 candidates (exact count to follow)***

Armen Arisian

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

JAN - 4 2016

SCHOOL PERSONNEL USE ONLY

DATE: January 4, 2016

TO: SCHOOL BUSINESS OFFICE

FROM: CSEA/SEIU Local 2001

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

NAME OF SCHOOL REQUESTED: Kennedy High School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: February 19, 2016

FROM: 2:30 am/pm ☒ TO: 5:00 am/pm ☒

FOR THE FOLLOWING PURPOSES:

Waterbury Catorica Membership Meeting

Andrew Midgeen
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

JAN - 4 2016

DATE: 1/4/16

TO: SCHOOL BUSINESS OFFICE

FROM:

Early Childhood Education Program

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☐ Caf /RoomsDATES REQUESTED: Wednesday, January 20, 2016FROM: 4:00 am/pmTO: 7:00 am/pm

FOR THE FOLLOWING PURPOSES:

Early Childhood Family Math NightNera Clemente

APPLICANT

Happy New Year! Please send confirmation. Thank you!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 PAL

SCHOOL PERSONNEL USE ONLY

JAN - 5 2016

DATE: 1/5/16

TO: SCHOOL BUSINESS OFFICE

FROM: WCA

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

NAME OF SCHOOL REQUESTED: Waterbury Career Academy

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Feb 5, 2016 Snow Date Feb 19, 2016
FROM: 6:30 am/pm TO: 9:30 am/pm

FOR THE FOLLOWING PURPOSES:

PBIS Valentine's Dance

Eucra Bunte
APPLICANT
PBIS Coach Bunte

Please note the following provisions:

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

Book

SCHOOL PERSONNEL USE ONLY

JAN - 7 2016

Date: 12 - 22 - 15

TO: _____

FROM: _____

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

NAME OF SCHOOL REQUESTED: West Side Middle School

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café

DATES REQUESTED: March 18, 2016

Time: 2:30 - 5

FOR THE FOLLOWING PURPOSES:

Captivating Kids - interdistrict grant

Jose Silva
Applicant

Jose Silva

Please note the following provisions:

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

Book

JAN - 7 2016

SCHOOL PERSONNEL USE ONLY

DATE: 11/7/16

TO: SCHOOL BUSINESS OFFICE
FROM: LT Mark Ryan

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

NAME OF SCHOOL REQUESTED: Wilby H.S.

☐ Auditorium ☒ Gymnasium & Track ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: 11/30/16, (2/6/16 - SNOW DATE)
FROM: 0630 am/pm TO: 2:30 am/pm

FOR THE FOLLOWING PURPOSES:
Waterbury Police Officer Physical agility
Examination

[Signature]
APPLICANT

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

Book

JAN - 8 2016

SCHOOL PERSONNEL USE ONLY

TO: SCHOOL BUSINESS OFFICE

FROM: Reed FRC Coordinator, Ernst Racine, Jr.

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

NAME OF SCHOOL REQUESTED: Jonathan Reed Elementary

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms ☐ Music Room

DATES REQUESTED: February 1st, 2016-March 28th, 2016.

FROM: 3 am/(pm) TO: 4:30 am/(pm)

FOR THE FOLLOWING PURPOSES:

The Reed School FRC will be co-facilitating an afterschool program ,Dance Team Group (Spirit Team) Students will receive homework assistance as well instruction on dance and cheering.
There will need to be use of the Cafetorium.

Ernst Racine, Jr., Reed FRC Coordinator

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.

Nook

SCHOOL PERSONNEL USE ONLY

JAN 11 2016

TO: SCHOOL BUSINESS OFFICE

FROM: Reed FRC Coordinator, Ernst Racine, Jr.

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

NAME OF SCHOOL REQUESTED: Jonathan Reed Elementary

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms ☐ Music Room

DATES REQUESTED: January 24, 2016.

FROM: 1:30 am/(pm) TO: 5 am/(pm)

FOR THE FOLLOWING PURPOSES:

The Reed School FRC will be hosting its 3rd Annual Dad, Me and Football Family Event. During this family event there will be a light presentation on the importance of positive attendance as well having children read every day. There will giveaways of age appropriate reading books, raffle of Samsung Nook, Father related prizes. Door prizes for Dad. There will also be some service providers providing accessible and local resource information. (Cafetorium)

Ernst Racine, Jr., Reed FRC Coordinator

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

DEC 22 2015

SCHOOL PERSONNEL USE ONLY

DATE: Dec. 22 2015

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

☒ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

Atrium / 2

Snow Date

DATES REQUESTED: Saturday January 16, 2016 Jan. 23, 2016

FROM: 8:00 am/pm

TO: 2:00 am/pm

FOR THE FOLLOWING PURPOSES:

1st Annual Dr. Martin Luther King Jr. "Each One... Teach One" Youth Day - Unity, community and Self-Sufficiency is the theme of day

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.

Book

JAN 11 2016

03/13/2008 10:43 FAX 2035748032

SCHOOL BUSINESS OFFICE

001

SCHOOL PERSONNEL USE ONLY

DATE:

1/11/16

TO: SCHOOL BUSINESS OFFICE

FROM:

Cristina Damore - Parent Liaison

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

NAME OF SCHOOL REQUESTED:

Woodrow Wilson School



AUDITORIUM



GYMNASIUM



SWIMMING POOL



CAFETEROOMS

DATES REQUESTED:

1/26 Fitness night 1/27 - snow date

FROM

5

am/pm

TO

7

am/pm

FOR THE FOLLOWING PURPOSES:

Family Fitness Workshop which includes exercise, information in ^{nutrition} ~~nutrition~~ nutrition and fitness.

Will provide parents with free books and progressbook information

Cristina Damore

APPLICANT

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified.

These arrangements *must* be made in person at police and fire headquarters.

Cancel T.P.

SCHOOL PERSONNEL USE ONLY

DATE: 1/12/16

JAN 11 2016

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: Kennedy High School
Media Center

☐

Auditorium

☐

Gymnasium

☐

Swimming Pool

☐

Café/Rooms

DATES REQUESTED: January 26, 2016

FROM: 2:00

am/pm

TO: 5:00

am/pm

FOR THE FOLLOWING PURPOSES:

Science Council meeting

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.

COMMITTEE ON SCHOOL FACILITIES & GROUNDS

WORKSHOP: Thursday, January 14, 2016
BOARD MEETING: Thursday, January 21, 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.

GROUP	FACILITIES AND DATES/TIMES
Yashiva K'Tana of Wtby.	Wilby aud.: Sat. & Sun. Jan. 23rd & 24th 9:00am-6:00pm
Tamar Kornitzer	(school play) (ok'd per G. Miller)

REQUESTING WAIVERS:

Long Hill Bible Church	Reed café & classrm.: Sat., Jan. 16th 9:00am-2:00pm
Eric K. Lott	(workshop) (\$504.) (ok'd per G. Miller)
Hoops 4 Life	Crosby gym: Jan. 24, 31, Feb. 7, 14, 28 3:30-5:45pm
Deneen Fryer	(basketball clinic) (\$546.)

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

Wtby. Reds Baseball	Gilmartin gym: Mondays 1/28/16-3/29/16 5:30-7:30pm
Michael Cleary	(baseball training)

MONIES COLLECTED TO DATE:

\$ 42,517.75

Approved:

Felix M. Rodriguez

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

These activities are completed and have been billed:

Dancers, Inc.
Triple Threat Dance Group

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

DEC 28 2015

CONTRACT#

APPLICANT Yeshiva K'Tana of Waterbury NAME OF ORGANIZATION Yeshiva K'Tana of Waterbury
ADDRESS 47 Buckingham Street Waterbury CT 06710 TELEPHONE # 203-805-4147
(street) (city) (state) (zip code)

SCHOOL REQUESTED Wilby HS DATES Jan 23rd - 24th ROOM(S) Auditorium

OPENING TIME 9am CLOSING TIME 6pm PURPOSE School Performance

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 100 CHILDREN 100

SIGNATURE OF APPLICANT Tamar Kornitzer DATE 12/24/15

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

Tamar Kornitzer 136 Columbia Blvd Waterbury CT 06710 917-399-0595

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. Y.K. (PLEASE INITIAL)

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

RENTAL FEES: _____

MISCELLANEOUS FEES: Tech. \$55. - HR.

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

1/5/16
OK'd
per
B.M.

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

DEC 14 2015
tax exempt
RECEIVED

300K
APPLICANT Eric K. Lott NAME OF ORGANIZATION Lane Hill Bible Church
ADDRESS PO Box 4818 Wbvy CT 06704 TELEPHONE 860-250-1912
(street) (city) (state) (zip code)
SCHOOL REQUESTED Reed Sch DATES Sat Jan 16th ROOMS Class Rm 3 rms
OPENING TIME 9:00 AM CLOSING TIME 2:00 PM PURPOSE WORKSHOP
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 20 CHILDREN _____
SIGNATURE OF APPLICANT EKL DATE 12-14-15
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 licensee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. EKL (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR. plus 1 hr service per cust. (2)(\$84.)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____

INSURANCE COVERAGE _____

YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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

White-Permittee

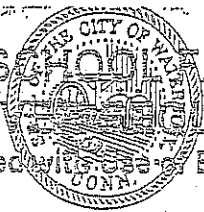
Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

1/5/16
OK'D
PER
G.M.

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



APPLICANT/ORGANIZATION: Long Hill Bible Church Youth board

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Reed School

DATE(S): Sat, Jan. 16th

TIMES: 9am - 2pm

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

12-14-15

Date

EK Lott

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____
Building Usage Fees

\$ 504.⁰⁰
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#

APPLICANT Daneen Fryer NAME OF ORGANIZATION Hoops4Life, Inc

ADDRESS 232 N. Elm St Waterbury CT 06702 TELEPHONE # 203 575-4340
(street) (city) (state) (zip code)

SCHOOL REQUESTED Croft High DATES 1/24/16 1/31/16 2/14/16 2/28/16 ROOM(S) Gym
232-4578

OPENING TIME 3:30 CLOSING TIME 5:45pm PURPOSE basketball clinic

ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO N/A

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 8 CHILDREN 45

SIGNATURE OF APPLICANT Daneen Fryer DATE 1/4/16

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

Daneen Fryer 203 232-4578 - Chris Ortiz 203 565-2651

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. NP (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR service (\$546.)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

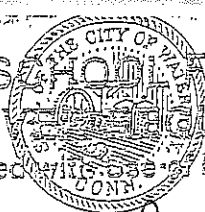
PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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

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



APPLICANT/ORGANIZATION: Hoops4Life, Inc

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: _____

DATE(S): 1/24 / 16

TIMES: 3:30 - 5:45

DATE(S): 1/31 / 16

TIMES: " "

DATE(S): 2/7 / 16

TIMES: " "

DATE(S): 2/14

TIMES: " "

DATE(S): 2/28

TIMES: _____

DATE(S): _____

TIMES: _____

1/4 / 16
Date

[Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____
Building Usage Fees

\$ 546.-
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#

Waterbury Reds
Waterbury Baseball League

APPLICANT Michael Cleary NAME OF ORGANIZATION Waterbury Reds
ADDRESS 50 hickory hill drive (street) (city) (state) (zip code) TELEPHONE # 203 592-9448

SCHOOL REQUESTED Gill Martin DATES 1-4-16 thru 3-30-16 ROOM(S) Gym
OPENING TIME 5³⁰ pm CLOSING TIME 7³⁰ pm PURPOSE Baseball training

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 14

SIGNATURE OF APPLICANT Michael Cleary DATE 12-15-15

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

Marcy Kane, 301 Kimberly Lane, Watertown CT 06795

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. ml (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

#23c

Clemente

Special Education - Office Manager**Specific Examples of Duties: (Not limited to duties listed below)**

Oversee day to day operations of the Special Education & Pupil Service Department
Manages the reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image. Promote and model respectful professional climate/relationships. Supervises all clerical personnel and implements procedures of office operations and district policies. Conducts clerical evaluations and hiring Maintains schedules of vacation days, personal days, sick days etc. Prepares and submits department payroll for clerical personnel and supervisors Assemble and coordinate expenditures for the office budget, input of purchase orders Supervises the maintenance of office areas and equipment, including copier, fax machine, etc. Oversee ordering and distribution of classroom supplies as needed for special education programs. Process Expulsion packets and maintain data base Oversees hiring, placement, transfers, appraisals and employee change forms for paraprofessionals, ABA therapists, Attendance Counselors, and other civil service employees employed by special education department.

- Types letters, memos, forms, evaluations, notes, calendars, etc., as requested by Director of Special Education & Pupil Services
- Handle and Distribute U.S. Mail and inter-office mail.
- Other duties as assigned by Director of Special Education & Pupil Services
- Qualifications:
 - High School Diploma or GED required.
 - Five years' of experience in clerical or secretarial work.
 - Knowledge and Experience of principles and practices of office management.
 - Knowledge of computers -Microsoft Office: Word, Excel, PowerPoint, Adobe, Internet etc...
 - Ability to prioritize work and make good decisions in accordance with policies and procedures of the department.
 - Ability and experience to maintain a variety of clerical records in an organized and systematic form.
 - Excellent communication skills for interacting with staff, parents and community
 - Ability and experience to maintain complex records.

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

Salary/ Benefits \$15.38 --- \$16.48

This is a grant funded position that exists as long as grant funds are available.
Benefits are governed by UPSEU Collective Bargaining Agreement

Please apply at: <http://www.applitrack.com/waterbury/onlineapp>

Experience in an urban school district and/or a multicultural environment preferred.

Closing date: 11/16/2015

Revised: Oct/2015

Waterbury Public Schools Online Application

Clemente, Susan - AppNo: 7055

Date Submitted: 11/10/2015

Internal Candidate

Personal Data

Name: Mrs. Susan E Clemente
 (Title) (First) (Middle Initial) (Last)
 Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: Miss Susan E Dibble
 (Title) (First) (Middle Initial) (Last)

Email Address: sclemente@waterbury.k12.ct.us

Postal Address

Permanent Address

Number & Street: 73 Mildred Avenue
 Apt. Number:
 City: Waterbury
 State/Province: CT
 Zip/Postal Code: 06708
 Country: United States of America
 Daytime Phone: (203) 346-3505
 Home/Cell Phone: (203) 725-7693

Present Address

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

Employment Desired

Closed Vacancy Desired:

JobID: 690 **Administration-OTHER:** Special Education Office Manager at Districtwide

Date Last Submitted
11/10/2015

Experience in Similar Positions
20 years

Experience

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

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
City of Waterbury Secretary III		236 Street Waterbury, CT 06702 203-574-8017		Mrs. Wendy Owen 203-574-8017 wowen@waterbury.k12.ct.us	
Date From - Date To:	01/1996 - 11/2015	Full or Part Time:	Full <input type="checkbox"/>	Last Annual Salary:	14.78 hr
Reason for Leaving:	still employed				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	maintain schedules of time off, oversee day to day operations, order classroom supplies, process expulsion packets and maintain data base, oversee hiring of paraprofessionals, process all ECF's for paraprofessionals, type letters, memos, distribute inter office mail, process all certified mail,				

Waterbury Public Schools Online Application

Clemente, Susan - AppNo: 7055

Date Submitted: 11/10/2015

Internal Candidate

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
City of Waterbury Lunch room aide, and office help		24 Kenmore Avenue Waterbury, CT 06708 203-574-8184		Anne Marie Cullinan acullinan@waterbury.k12.ct.us	
Date From - Date To:	09/1993 - 06/1996	Full or Part Time:	Part <input type="checkbox"/>	Last Annual Salary:	10.00 hr
Reason for Leaving:	needed full time work				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	lunch room aide, assisted students with their lunches, walk student to playground and back to class, office help made copies for teacher, assist with answering phones.				

Education

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

High School Attended: Naugatuck High School, Naugatuck, CT

Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

No education was entered.

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

List honors, awards or distinctions you have earned:

Waterbury Public Schools Online Application

Clemente, Susan - AppNo: 7055

Date Submitted: 11/10/2015

Internal Candidate

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	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. What personal characteristics define an excellent administrator?

N/A

2. From your point of view, how important is technology in education? What technology-related skills can you contribute to a school district?

N/A

Waterbury Public Schools Online Application

Clemente, Susan - AppNo: 7055

Date Submitted: 11/10/2015

Internal Candidate

Statement continued

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

N/A

Language Skills

Do you know any language other than English? No

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Dunia Rodrigues	Noelle Alhert
School/Org:	Medicade Department	Wallace Middle School
Current Position:	Data Manager	Special Education Teacher
Home Phone:		
Cell Phone:	203-206-3962	203-231-7055
Work Phone:	206-574-6710	203-574-8140
Mailing Address:	236 Grand Street Waterbury, CT 06702	
Email:	drodrigues@waterbury.k12.ct.us	
Relationship to Candidate:	co-worker	friend
Years Known:	15 years	3 years
	Reference 3 of 3	
Name:	Allison Guerra	
School/Org:	Medicade Department	
Current Position:	Secretary II	
Home Phone:		
Cell Phone:	203-206-0132	
Work Phone:	203-573-6692	
Mailing Address:		
Email:		
Relationship to Candidate:	friend	
Years Known:	15 years	

Present Assignment

School

Grade

Subject(s)/Content Area(s)

Waterbury Public Schools Online Application

Clemente, Susan - AppNo: 7055

Date Submitted: 11/10/2015

Internal Candidate

Disclosures

Contract Status

* Are you currently under contract?

No

If Yes, which district?

If Yes, when does it expire?

When may your present employer be contacted?

Professional Status

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

No

If Yes, where?

If Yes, when?

* Have you ever been denied tenure?

No

If Yes, explain:

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

No

If Yes, explain:

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

No

If Yes, explain:

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

No

Name:

Position:

Relationship:

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

Yes

List any accommodations:

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:

Waterbury Public Schools Online Application

Clemente, Susan - AppNo: 7055

Date Submitted: 11/10/2015

Internal Candidate

Disclosures continued

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

Equal Opportunity Employer

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

Waterbury Public Schools Online Application

Clemente, Susan - AppNo: 7055

Date Submitted: 11/10/2015

Internal Candidate

Applicant's Acknowledgment and Agreement

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

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

I, Susan Clemente, agree to all of the terms above.

☒ I agree

EDUCATION

WATERBURY PUBLIC SCHOOLS North End Middle School PARENT LIAISON

Hoosain

General Statement of Duties: Supplies services that will benefit Title I students and their families, works under the supervision of the Title I Teacher, the Principal of the school and Parent Coordinator and Title I Administrators.

Specific Examples of Duties: (Not limited to duties listed below)

Recruits parents and other volunteers to support the educational programs of the school and participate in school activities and conferences as it applies to Title I. Encourage partnership between parents, school and community.

Collect and disseminate information to parents and community agencies about events at the school.

Provide a consistent community presence in the school. Maintain logs and data related to parental involvement. Make phone calls and home visits to parents who may need help. Coordinate assignments of tasks and training of volunteers. Must attend District Parent Advisory Council (DPAC) meetings on state, regional and national levels if funds are available. Should implement at least 5 parent information sessions.

Performs related tasks as assigned by the Principal and/or the Parent Coordinator.

Must be available during school hours and some evenings.

Qualifications: A high school diploma is required. Ability to work cooperatively with, and under the supervision of the Title I Teacher and the school Principal. Experience in Child Development with the ability to communicate verbally and in writing. Ability to maintain accurate records and prioritize multiple tasks. Must have the ability to work well with students and their families. Must also have residence in the school attendance area or be very familiar with attendance concerns in the school area.

Work Year/Hours of Work: School Calendar (182 days), 30 hours per week. Some evening and weekend hours required.

Salary/Benefits: \$15.12 per hour Benefits are currently governed by the UPSEU collective bargaining agreement.

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

Please apply at: <http://www.applitrack.com/waterbury/onlineapp>

- Experience in an urban school district and/or a multicultural environment preferred.

Closing Date: 11/23/2015

Revised: Oct/2015

Miss Rozeena Hoosain

450 Hill Street

Apt. Number: 12

Waterbury, CT 06704

rosieh2187@gmail.com - (203) 8080128

Contents:

1. Online Application
2. Attachment: Resume

Prepared for: Anne Phelan
Waterbury Public Schools
Dec 21, 2015 9:06 AM

Waterbury Public Schools Online Application

Hoosain, Rozeena - AppNo: 7165

Date Submitted: 11/20/2015

Personal Data

Name: Miss Rozeena Hoosain
 (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: rosieh2187@gmail.com

Postal Address

Permanent Address	Present Address
Number & Street: 450 Hill Street	Number & Street:
Apt. Number: 12	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) 8080128	Phone Number:
Home/Cell Phone: (203) 8080128	

Employment Desired

Closed Vacancy Desired:

JobID: 691	Community Services: Parent Liaison at North End Middle School	Date Last Submitted: 11/20/2015	Experience in Similar Positions: 7 years
------------	---	---------------------------------	--

Position Desired:

Community Services 1. Parent Liaison	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	
FAOG - Lighthouse Daycare Center Assistant Head Teacher		1245 Thomaston Ave Waterbury, CT 067041 2035751385		Sheila Azor 2035751385 Daycare@houseofprayer.org	
Date From - Date To:	11/2013 -	Full or Part Time:	Full	Last Annual Salary:	25,000
Reason for Leaving:	Looking for a position where I can grow more				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	?Assisting to oversee entire division of Lighthouse Daycare Center teachers, cooperating with other staff and classroom groups to maintain smooth function of center. ?Maintain a comprehensive and ongoing portfolio assessment for each child, including weekly observations in each area, examples of the child's work, and administer developmental assessments. ?Utilize parent conferences to discuss the child's individual development and progress, assist the parents in developing observational skills and solicit parent observations, while also referring to center consultants if need be.				

Waterbury Public Schools Online Application

Hoosain, Rozeena - AppNo: 7165

Date Submitted: 11/20/2015

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
New Opportunities Inc. Head Teacher		444 N. Main Waterbury, CT 06704		Joyce Brown 2037590841	
Date From - Date To:	10/2008 - 04/2013	Full or Part Time:	Full	Last Annual Salary:	27,000
Reason for Leaving:	Laidoff due to budget cuts				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	<p>?Worked as an Education Aide in a preschool setting for 1 1/2 years then was promoted to a Head Teacher in infant/toddler.</p> <p>?Provided a safe, clean, and orderly learning environment for children in accordance with NAEYC, DPH, Head Start, and Early Head Start guidelines.</p> <p>?Planned and implemented educationally sound experiences which met the individual needs of each child with Teaching Strategies Gold Curriculum, and Creative Curriculum alongside School Readiness.</p> <p>?Fulfilled responsibilities as a CPR/First Aid, Medication Administration, and Mandated Reporter certified teacher, maintaining records as necessary and reporting health and behavior inadequacies, while keeping in compliance with OSHA, HIPAA, and all other regulations.</p>				

Education

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

High School Attended: John F. Kennedy, 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 - Post University	01/2008 11/2015	Early Childhood Education Hrs:	Business Management Hrs:	CDA	06/2018

Overall GPA	Undergraduate 3.8/4	Graduate /4
Major GPA	3.8/4	/4
Highest Degree Attained	Number of graduate hours beyond your highest degree:	Grad Program Of Study
Technical Certification		Early Childhood Education
List honors, awards or distinctions you have earned:		
First Honors		
Capitol Scholarship		

Waterbury Public Schools Online Application

Hoosain, Rozeena - AppNo: 7165

Date Submitted: 11/20/2015

Statement

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

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

I, Rozeena Hoosain, am a quality candidate for a Parent Liaison. I have worked in education for over 7 years, and I am ready to take the next step in furthering my career. The knowledge and experience I have gained from working with children and parents is perfect and ideal for now assisting families with getting the services and help they need for their child to succeed.

Language Skills

Do you know any language other than English? Yes

Language(s): Spanish
Oral Level: Literate
Written Level: Literate

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Heather Lamper	Antoinette Yates
School/Org:	FAOG-Lighthouse Daycare Center	Public School
Current Position:	Teacher	Paraprofessional
Home Phone:		
Cell Phone:	2035659677	2035253486
Work Phone:		
Mailing Address:	52 Poplar Street Waterbury CT, 06704	
Email:		
Relationship to Candidate:	Used to be my assistant before being promoted	Former Assistant
Years Known:	1	7

	Reference 3 of 3	
Name:	Aina Winston	
School/Org:	Public School	
Current Position:	Paraprofessional	
Home Phone:		
Cell Phone:	2035658419	
Work Phone:		
Mailing Address:		
Email:		
Relationship to Candidate:	Former Co-Teacher	
Years Known:	7	

Waterbury Public Schools Online Application

Hoosain, Rozeena - AppNo: 7165

Date Submitted: 11/20/2015

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

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:

Waterbury Public Schools Online Application

Hoosain, Rozeena - AppNo: 7165

Date Submitted: 11/20/2015

Disclosures continued

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

Hoosain, Rozeena - AppNo: 7165

Date Submitted: 11/20/2015

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, Rozeena Hoosain, agree to all of the terms above.

☒ I agree

Rozeena Hoosain

49 Plaza Avenue
Waterbury, CT 06710
(203) 808-0128
RosieH2187@gmail.com

Objective

To obtain a position in a creative and challenging environment that will grow and develop my skills and provide the ability to impact my community and the world.

Employment

Head Teacher

November 2013-Current | First Assembly of God | Waterbury, CT

- Oversee entire division of Lighthouse Daycare Center teachers, cooperating with o and classroom groups to maintain smooth function of center.
- Maintain a comprehensive and ongoing portfolio assessment for each child, weekly observations in each area, examples of the child's work, and a developmental assessments.
- Utilize parent conferences to discuss the child's individual development and assist the parents in developing observational skills and solicit parent observation also referring to center consultants if need be.
- Performed duties of teacher in a classroom, not limited to any of the below.

Infant/Toddler Head Teacher

October 2008-April 2013 | New Opportunities Inc. | Waterbury, CT

- Worked as an Education Aide in a preschool setting for 1 ½ years then was promoted to a Head Teacher in infant/toddler.
- Provided a safe, clean, and orderly learning environment for children in accordance with NAEYC, DPH, Head Start, and Early Head Start guidelines.
- Planned and implemented educationally sound experiences which met the individual needs of each child with Teaching Strategies Gold Curriculum, and Creative Curriculum alongside School Readiness.
- Fulfilled responsibilities as a CPR/First Aid, Medication Administration, and Mandated Reporter certified teacher, maintaining records as necessary and reporting health and behavior inadequacies, while keeping in compliance with OSHA, HIPAA, and all other regulations.

Education

Naugatuck Valley Community College

January 2015-Current | Waterbury, CT

- Pursuing an AS in Business Administration
- Maintaining a 3.88 GPA

Naugatuck Valley Community College

October 2008-2009 | Naugatuck Valley | Waterbury, CT

- Pursued an AS in Early Childhood Education
- Obtained CDA (Child Development Associate) certificate

John F. Kennedy HS

August 2001-June 2005 | Waterbury, CT

- 3.8 GPA Majoring in College Prep
- Member of National Honor Society, First Honors, and Honor Roll
- Capitol Scholarship Qualification and Computer Club President

Volunteer Work

Value of One Inc.

March 2014-Current | Global Non-Profit | Vice President

- Perform President duties when unavailable, including but not limited to, leading board meetings, planning and developing strategies, communicating with contacts in 13 different countries, help control finance management, organizing project developments, also plan and prepare for travel.
- Speaking at conferences and events, also in the process of planning for LESA (Let's End Sexual Abuse) my own initiative to raise awareness in the community.

4:12 Young Adults

January 2014-Current | Church Based Ministry | Minister

- Lead a group of 18-25 year old church members in Biblical principles. Discipling them to step out and influence their community in a positive way.
- Encourage community service and volunteer work with widows, orphans, homeless, addicts, or any other need.
- Empowering future generations to become bold and impactful leaders.

Skills

- MS Office 2007+ all components
- Windows Live, and Macintosh
- Knowledgeable in Dutch, and Hindi. Secondary in Spanish and Swahili.
- Excellent public speaking, highly motivated, and extremely professional

References are available on request.

Communications



Packet week ending 1/12/16

December 15, 2015

Dear Dr. Ouellette, President Brown and Board of Education Members,

It's with a very heavy heart and after nine years as the supervising vice principal at Sprague Elementary School that I have been asked to leave and go to Kingsbury as a supervising vice principal beginning January 4, 2016.

With seven months left in my educational career I would have liked to remain at Sprague until my retirement this summer. Leaving with just seven months remaining before my retirement, it is not beneficial to the Sprague staff who have already been through so many administrative changes nor to the students and families who have come to know me and trust me. Kingsbury staff and students will only know me for this very short period of time benefitting nobody.

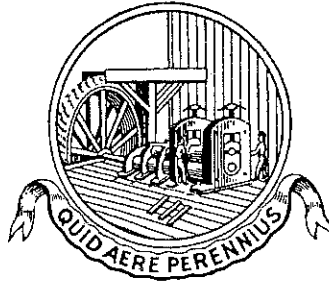
I have been a loyal and dedicated employee and I am extremely disappointed in this decision. The children as well as their families along with the staff have relied on me to be the one person who has supported them through the multiple administrative changes.

I am disappointed in how my involuntary transfer to Kingsbury was decided upon. I deserve the same amount of respect and professionalism that I have given Waterbury for more than twenty-two years. It is my hope that Waterbury continues to put the education, and overall wellbeing of our children first, which is why I entered this profession over twenty- two years ago.

Sincerely,

Cathy Tsacoyeanes

Cathy Tsacoyeanes
Sprague Elementary School



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 18, 2015

Robert Brenker
80 Vista Terrace
Cheshire, CT 06410

Dear Mr. Brenker:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Director of Personnel – Education (Req. #15-61:HRIS#2015181) at \$115,000 per year. Please contact Dr. Ouellette, Supt. of Schools at (203) 574-8000 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, January 7, 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 January 4, 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 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,


Scott Morgan
Provisional Director of Human Resources
SM/sd

cc Board of Education
Dr. Ouellette, Supt. of Schools
Mayor O'Leary

From: **Maria Feliciano** freepoet43@gmail.com
Subject: Letter of Appeal
Date: Today at 3:03 AM
To: freepoet43@gmail.com

January 7, 2016

To whom it may concern.

I am writing this letter in reference to a notice I received on Jan 7, 2016 that stated that my child Matthew Rivera is being force to transfer to Regan Elementary School. I have also been informed that my son has to take a bus. I transport my son back and forth to school because when he did take the bus in the past, Matthew was bullied.

Matthew was diagnosed with ADHD in March 2013. This year, Matthew has been making extreme progress in his special education (behavioral) class, working with his para professional teacher Ms Kleng. Matthew is in the state 504 program. He has special needs in certain areas such as Language Arts and Math. Ms. Delaney is also one of his teachers.

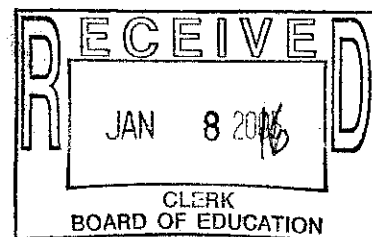
I as a parent feel that transferring him to Regan School would disrupt him and cause uncontrollable outburst and negativity affect his mental health. He is comfortable and familiar with his surroundings and teachers, making him start over at a new school will cause anxiety frustration which will trigger his ADHD, causing him to have episodes in which he is unable to think clearly or process things around him. This could lead to fits of rage in which he is dangerous to himself and others.

It is very important that he is to stay where he is now at Carrington School. Please take this into consideration when deciding on whether or not to transfer Matthew. Thank you for your time.

Sincerely



Maria Feliciano



From: **Lauren Lyric** lauren61701@gmail.com
Subject: letter of appeal
Date: Yesterday at 10:16 PM
To: freepoet43@gmail.com

LETTER OF APPEAL

To Whom It May Concern,

I am writing this letter in reference to a notice I received on January 7, 2016 that stated that my child is being forced to transfer to North End Middle School. As a parent I am concerned that doing so will have a tremendously negative effect on my child, Brianna Feliciano. I believe that transferring Brianna to North End Middle School will be detrimental to her mental health.

In February 2015 Brianna went into school telling her friends that she hated herself, didn't want to live anymore, and was having suicidal thoughts. Two of her closest friends reported it to Ms. Deer (who was the guidance counselor at the time). Ms. Deer asked me to come into the school for a meeting. When I arrived she explained to me what had happened and that she had to call a counselor from the State of CT D.S.S. I was also recommended to take Brianna to the Wellmore Clinic to seek help. Brianna was accepted and attended therapy weekly. She also receives a survey from the University of Harvard Match Project every few months to check in on her mental progress. She has come a long way and I fear that transferring her to a new school will have major setbacks for her and cause her to relapse back into being suicidal.

In fact, Brianna hasn't even been officially transferred yet and she is already going back to regularly having panic attacks so severe that she has been prescribed by a doctor to take an inhaler due to the panic attacks effecting her breathing. She doesn't adjust well to change and is terrified of switching to a new school in the middle of the year. She is also scared to go to North End Middle School because she has family members who currently attend that school who are bullied and strongly dislike the school and its staff.

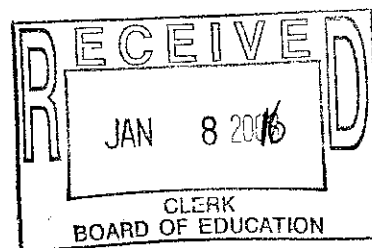
I am also concerned that her being unhappy with being transferred will cause her grades to suffer dramatically. She is currently in special education at Carrington with passing grades. She has transferred schools in the past, which caused her grades to drop majorly.

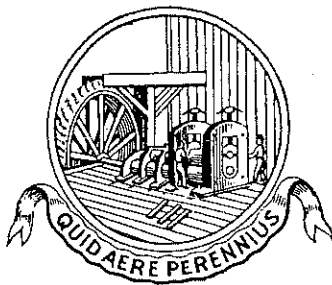
Please take this into consideration when deciding on whether or not to transfer Brianna. Thank you for your time.

Sincerely

Maria Feliciano

Maria Feliciano





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 5, 2016

Cheryl Tretiak
12 Happy Ave.
Oakville, CT 06779

Dear Ms. Tretiak:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Paraprofessional (Req. #2015612) at \$16.04 per hour. Please contact Wendy Owen, Director of Special Education at (203) 574-8017 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, January 7, 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 January 8, 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.

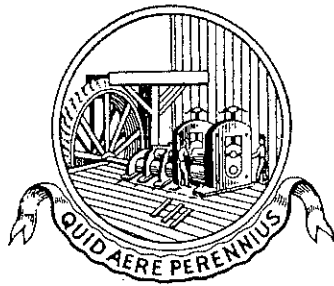
Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Lisa Dunn
Human Resources Generalist
LD/sd

cc Board of Education
Dr. Ouellette, Supt. of Schools
Wendy Owen, Director of Special Educ.



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 5, 2016

Jennifer Atkinson
45 Crestwood Ave.
Waterbury, CT 06704

Dear Ms. Atkinson:

Your name is being certified to the Education Department for the position of School Secretary – Driggs Elementary School (Req. #2015506) at \$15.74 per hour. Please call Michael Theriault, Principal @ Driggs Elementary School, to discuss the details of the position. The telephone number is (203) 574-574-8160. Failure to call the above named individual by January 12, 2016 will result in your name being removed from the eligibility list.

We have scheduled your orientation for Thursday, January 7, 2016 at 12:00 p.m. at the Department of Human Resources, 236 Grand Street in Waterbury. You must attend the orientation session in order to be certified to this position.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. If you have not done so prior, you will 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. If you have any questions regarding these requirements, please call us prior to the orientation session.

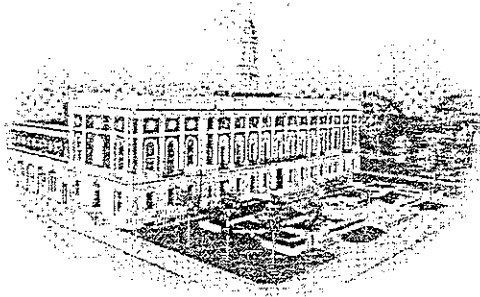
Your new probationary period in accordance with your applicable contract will be 3 months in duration. The department head will be responsible for executing your probationary evaluation no later than 3 months from your first day in your new position.

Sincerely,

Lisa Dunn
Human Resources Generalist

LD/sd

cc: Board of Education
Michael Theriault, Principal @ Driggs
Dr. Ouellette, Supt. of Schools
file



OFFICE OF THE CITY CLERK

THE CITY OF WATERBURY
CONNECTICUT

"Forwarded via Interoffice Mail"

Date:

1/7/16

Employee Name:

Employee Department:

Waterbury Board of Education

Name of Lawsuit or Claim:

Wellington Ferreira

To Whom It May Concern:

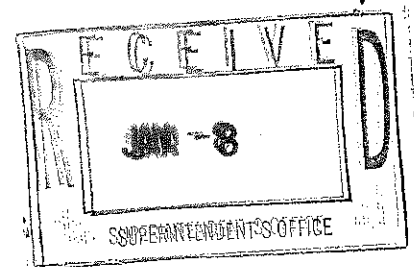
The office of City Clerk received the attached process. Pursuant to Conn. Gen. Stat. §52-57, a copy is being forwarded to you and a copy will be retained by the City Clerk's Office. Please contact the Office of Corporation Counsel upon receipt at (203) 574-6731.

Forwarded by:

Deborah Duarte

Representative of the Office of the City Clerk

cc: Office of Corporation Counsel



SUMMONS - CIVIL

JD-CV-1 Rev. 10-15

C.G.S. §§ 51-346, 51-347, 51-349, 51-350, 52-45a, 52-48, 52-259, P.B. §§ 3-1 through 3-21, 8-1, 10-13

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.ct.gov



See other side for instructions

- ☐ "X" if amount, legal interest or property in demand, not including interest and costs is less than \$2,500.
- ☒ "X" if amount, legal interest or property in demand, not including interest and costs is \$2,500 or more.
- ☐ "X" if claiming other relief in addition to or in lieu of money or damages.

TO: Any proper officer; BY AUTHORITY OF THE STATE OF CONNECTICUT, you are hereby commanded to make due and legal service of this Summons and attached Complaint.

Address of court clerk where writ and other papers shall be filed (Number, street, town and zip code) (C.G.S. §§ 51-346, 51-350)		Telephone number of clerk (with area code)	Return Date (Must be a Tuesday)
300 Grand Street, Waterbury, CT 06702		(203) 591-3300	February 16, 2016 Month Day Year
<input checked="" type="checkbox"/> Judicial District <input type="checkbox"/> Housing Session	<input type="checkbox"/> G.A. Number: Waterbury	At (Town in which writ is returnable) (C.G.S. §§ 51-346, 51-349)	Case type code (See list on page 2) Major: T Minor: 12

For the Plaintiff(s) please enter the appearance of:

Name and address of attorney, law firm or plaintiff if self-represented (Number, street, town and zip code)		Juris number (to be entered by attorney only)
David Sauer, Law Offices of Brian Mongelluzzo, 55 Lexington Street, New Britain, CT 06052		424434
Telephone number (with area code)	Signature of Plaintiff (If self-represented)	
(860) 826-1799		
The attorney or law firm appearing for the plaintiff, or the plaintiff if self-represented, agrees to accept papers (service) electronically in this case under Section 10-13 of the Connecticut Practice Book.		Email address for delivery of papers under Section 10-13 (if agreed to)
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		kbass@bjmlaw.com

Number of Plaintiffs: 1 Number of Defendants: 2 ☐ Form JD-CV-2 attached for additional parties

Parties	Name (Last, First, Middle Initial) and Address of Each party (Number, Street, P.O. Box, Town, State, Zip, Country, if not USA)	
First Plaintiff	Name: FERREIRA, Wellington Address: 21 Yale Street, 2nd Floor, Waterbury, CT 06704	P-01
Additional Plaintiff	Name: Address:	P-02
First Defendant	Name: CITY OF WATERBURY Address: Town Clerk, 235 Grand Street, 1st Floor, Waterbury, CT 06702	D-01
Additional Defendant	Name: WATERBURY BOARD OF EDUCATION Address: 236 Grand Street, 3rd Floor, Waterbury, CT 06702	D-02
Additional Defendant	Name: Address:	D-03
Additional Defendant	Name: Address:	D-04

Notice to Each Defendant

1. YOU ARE BEING SUED. This paper is a Summons in a lawsuit. The complaint attached to these papers states the claims that each plaintiff is making against you in this lawsuit.
2. To be notified of further proceedings, you or your attorney must file a form called an "Appearance" with the clerk of the above-named Court at the above Court address on or before the second day after the above Return Date. The Return Date is not a hearing date. You do not have to come to court on the Return Date unless you receive a separate notice telling you to come to court.
3. If you or your attorney do not file a written "Appearance" form on time, a judgment may be entered against you by default. The "Appearance" form may be obtained at the Court address above or at www.jud.ct.gov under "Court Forms."
4. If you believe that you have insurance that may cover the claim that is being made against you in this lawsuit, you should immediately contact your insurance representative. Other action you may have to take is described in the Connecticut Practice Book which may be found in a superior court law library or on-line at www.jud.ct.gov under "Court Rules."
5. If you have questions about the Summons and Complaint, you should talk to an attorney quickly. The Clerk of Court is not allowed to give advice on legal questions.

Signed (Sign and "X" proper box)	<input checked="" type="checkbox"/> Commissioner of the Superior Court <input type="checkbox"/> Assistant Clerk	Name of Person Signing at Left	Date signed
		David Sauer	1/5/2016
If this Summons is signed by a Clerk: a. The signing has been done so that the Plaintiff(s) will not be denied access to the courts. b. It is the responsibility of the Plaintiff(s) to see that service is made in the manner provided by law. c. The Clerk is not permitted to give any legal advice in connection with any lawsuit. d. The Clerk signing this Summons at the request of the Plaintiff(s) is not responsible in any way for any errors or omissions in the Summons, any allegations contained in the Complaint, or the service of the Summons or Complaint.			For Court Use Only File Date A True Copy Attest: William J. Davis State Marshal
I certify I have read and understand the above:	Signed (Self-Represented Plaintiff)	Date	Docket Number

Instructions

1. Type or print legibly; sign summons.
2. Prepare or photocopy a summons for each defendant.
3. Attach the original summons to the original complaint, and attach a copy of the summons to each copy of the complaint. Also, if there are more than 2 plaintiffs or more than 4 defendants prepare form JD-CV-2 and attach it to the original and all copies of the complaint.
4. After service has been made by a proper officer, file original papers and officer's return with the clerk of court.
5. Do not use this form for the following actions:
 - (a) Family matters (for example divorce, child support, custody, paternity, and visitation matters).
 - (b) Summary process actions.
 - (c) Applications for change of name.
 - (d) Probate appeals.
 - (e) Administrative appeals.
 - (f) Proceedings pertaining to arbitration.
 - (g) Any actions or proceedings in which an attachment, garnishment or replevy is sought.

ADA NOTICE

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA.

Case Type Codes

Major Description	Codes Major/ Minor	Minor Description	Major Description	Codes Major/ Minor	Minor Description
Contracts	C 00	Construction - All other	Torts (Other than Vehicular)	T 02	Defective Premises - Private - Snow or Ice
	C 10	Construction - State and Local		T 03	Defective Premises - Private - Other
	C 20	Insurance Policy		T 11	Defective Premises - Public - Snow or Ice
	C 30	Specific Performance		T 12	Defective Premises - Public - Other
	C 40	Collections		T 20	Products Liability - Other than Vehicular
	C 90	All other		T 28	Malpractice - Medical
Eminent Domain	E 00	State Highway Condemnation		T 29	Malpractice - Legal
	E 10	Redevelopment Condemnation		T 30	Malpractice - All other
	E 20	Other State or Municipal Agencies		T 40	Assault and Battery
	E 30	Public Utilities & Gas Transmission Companies		T 50	Defamation
	E 90	All other		T 61	Animals - Dog
Miscellaneous	M 00	Injunction		T 69	Animals - Other
	M 10	Receivership		T 70	False Arrest
	M 20	Mandamus		T 71	Fire Damage
	M 30	Habeas Corpus (extradition, release from Penal Institution)		T 90	All other
	M 40	Arbitration	Vehicular Torts	V 01	Motor Vehicles* - Driver and/or Passenger(s) vs. Driver(s)
	M 50	Declaratory Judgment		V 04	Motor Vehicles* - Pedestrian vs. Driver
	M 63	Bar Discipline		V 05	Motor Vehicles* - Property Damage only
	M 66	Department of Labor Unemployment Compensation Enforcement		V 06	Motor Vehicle* - Products Liability Including Warranty
	M 68	Bar Discipline - Inactive Status		V 09	Motor Vehicle* - All other
	M 70	Municipal Ordinance and Regulation Enforcement		V 10	Boats
	M 80	Foreign Civil Judgments - C.G.S. 52-604 & C.G.S. 50a-30		V 20	Airplanes
	M 83	Small Claims Transfer to Regular Docket		V 30	Railroads
	M 84	Foreign Protective Order		V 40	Snowmobiles
	M 90	All other		V 90	All other
Property	P 00	Foreclosure			*Motor Vehicles include cars, trucks, motorcycles, and motor scooters.
	P 10	Partition	Wills, Estates and Trusts	W 10	Construction of Wills and Trusts
	P 20	Quiet Title/Discharge of Mortgage or Lien		W 90	All other
	P 30	Asset Forfeiture			
	P 90	All other			

RETURN DATE: FEBRUARY 16, 2016	:	SUPERIOR COURT
	:	
WELLINGTON FERREIRA	:	J.D. OF WATERBURY
	:	
VS	:	AT WATERBURY
	:	
CITY OF WATERBURY AND WATERBURY	:	
BOARD OF EDUCATION	:	JANUARY 5, 2016

COMPLAINT

First Count: Wellington Ferreira v. City of Waterbury

1. At all times relevant hereto, the defendant, City of Waterbury, was a municipal corporation organized and existing under the laws of the State of Connecticut.

2. At all times relevant hereto the defendant City of Waterbury owned, controlled and/or maintained the property known as West Side Middle School located at 483 Chase Parkway in Waterbury, Connecticut.

3. On or about January 16, 2014 at approximately 8:15 a.m., the Plaintiff, Wellington Ferreira, was a school bus driver for the Durham School Services who was transporting students to West Side Middle School.

4. On said date and at said time, the Plaintiff, arrived at West Side Middle School and dropped off the students that were on his bus.

5. On said date and at said time, the plaintiff requested and received from school personnel permission to enter West Side Middle School for the purpose of using the rest room.

6. On said date and at said time, after using the restroom on the second floor the plaintiff was exiting West Side Middle School and began descending a set of stairs located at the northern end of the building.

7. On said date and at said time, the stairs located at the northern end of the building were in a dangerous and defective condition.

8. On said date and at said time, as the plaintiff descended the staircase, he was caused to slip and fall on the dangerous and defective stair, and as a direct result of said slip and fall sustained injuries and damages as hereinafter set forth.

9. The injuries and losses suffered by the plaintiff were caused by the negligence and carelessness of the defendant, City of Waterbury, in one or more of the following ways:

- a. In that they knew or in the exercise of reasonable care should have known of the existence of the dangerous and defective condition of the stairway yet took no action to correct it.
- b. In that the defective condition was permitted to remain for an unreasonable period of time.
- c. In that said area was not inspected to discover said hazardous condition.

- d. In that said area was not cordoned off to prevent its use by lawful users such as the plaintiff.
 - e. In that they failed to provide notice to the plaintiff of the defective and dangerous condition.
 - f. in that they failed to adopt, promulgate and/or enforce rules, policies, regulations or procedures concerning the prompt response to address the dangerous condition of the stair.
 - g. in that the nosing on the stair was broken, cracked and uneven in violation of State of Connecticut Basic Building Code Sections 1009.3.2. and 1009.3.3.
10. The defendant knew, or had it exercised due care or diligence, should have known of the aforementioned conditions.
11. As a result of the negligence and carelessness of the defendant City of Waterbury, the plaintiff sustained the following serious and painful injuries:
- a. left quadriceps tendon rupture necessitating surgery;
 - b. left knee medial meniscal tear necessitating surgery;
 - c. injury to his left knee;
 - d. injury to his left leg;
 - e. injury to his left ankle;
 - f. injury to his left foot;
 - g. lumbar spine sprain/strain; and
 - h. thoracic spine sprain/strain.

From all of said injuries, the plaintiff has suffered and will continue to suffer great pain and mental anguish. All or some of said injuries or the effects therefrom, are, or are likely to be, permanent in nature.

14. As a further result of the negligence of the defendant, the plaintiff has incurred, and may incur in the future, expenses for hospitalization, medical and surgical care and attention, x-rays, and medicine, all to his financial loss and detriment.

15. As a further result the negligence and carelessness of the defendant and the resulting injuries, the plaintiff has suffered, and may in the future suffer, a loss of enjoyment of life's activities.

16. As a further result of the negligence of the defendant, the plaintiff was, for a period of time, unable to pursue his employment and suffered a loss of wages and reduced earning capacity, now and in the future, as a result therefrom.

Second Count (Wellington Ferreira v. Waterbury Board of Education)

1. At all times relevant hereto the defendant Waterbury Board of Education was a board, commission, and/or agency of the City of Waterbury, a municipal corporation organized and existing under the laws of the State of Connecticut.

2. At all times relevant hereto the defendant Waterbury Board of Education owned, controlled and/or maintained the property known as West Side Middle School located at 483 Chase Parkway in Waterbury, Connecticut.

3. On or about January 16, 2014 at approximately 8:15 a.m., the Plaintiff, Wellington Ferreira, was a school bus driver for the Durham School Services who was transporting students to West Side Middle School.

4. On said date and at said time, the Plaintiff, arrived at West Side Middle School and dropped off the students that were on his bus.

5. On said date and at said time, the plaintiff requested and received from school personnel permission to enter West Side Middle School for the purpose of using the rest room.

6. On said date and at said time, after using the restroom on the second floor the plaintiff was exiting West Side Middle School and began descending a set of stairs located at the northern end of the building.

7. On said date and at said time, the stairs located at the northern end of the building were in a dangerous and defective condition.

8. On said date and at said time, as the plaintiff descended the staircase, he was caused to slip and fall on the dangerous and defective stair, and as a direct result of said slip and fall sustained injuries and damages as hereinafter set forth.

9. The injuries and losses suffered by the plaintiff were caused by the negligence of the defendant, Waterbury Board of Education or an employee, agent or servant of the Waterbury Board of Education, in one or more of the following ways:

- a. In that they knew or in the exercise of reasonable care should have known of the existence of the dangerous and defective condition yet took no action to correct it.
- b. In that the defective condition was permitted to remain for an unreasonable period of time.
- c. In that said area was not inspected to discover said hazardous condition.
- d. In that said area was not cordoned off to prevent its use by lawful users such as the plaintiff.
- e. In that they failed to provide notice to the plaintiff of the defective and dangerous condition.
- f. in that they failed to adopt, promulgate and/or enforce rules, policies, regulations or procedures concerning the prompt response to address the dangerous condition of the stair.
- g. in that the nosing on the stair was broken, cracked and uneven in violation of State of Connecticut Basic Building Code Sections 1009.3.2. and 1009.3.3.

10. The defendant knew, or had it exercised due care or diligence, should have known of the aforementioned conditions.

11. As a result of the negligence and carelessness of the defendant Waterbury Board of Education, the plaintiff sustained the following serious and painful injuries:

- a. left quadriceps tendon rupture necessitating surgery;
- b. left knee medial meniscal tear necessitating surgery;
- c. injury to his left knee;
- d. injury to his left leg;
- e. injury to his left ankle;
- f. injury to his left foot;
- g. lumbar spine sprain/strain; and
- h. thoracic spine sprain/strain.

From all of said injuries, the plaintiff has suffered and will continue to suffer great pain and mental anguish. All or some of said injuries or the effects therefrom, are, or are likely to be, permanent in nature.

14. As a further result of the negligence of the defendant, the plaintiff has incurred, and may incur in the future, expenses for hospitalization, medical and surgical care and attention, x-rays, and medicine, all to his financial loss and detriment.

15. As a further result the negligence and carelessness of the defendant and the resulting injuries, the plaintiff has suffered, and may in the future suffer, a loss of enjoyment of life's activities.

16. As a further result of the negligence of the defendant, the plaintiff was, for a period of time, unable to pursue his employment and suffered a loss of wages and reduced earning capacity, now and in the future, as a result therefrom.

WHEREFORE, the plaintiff claims:

1. Money damages.

Dated at Waterbury, Connecticut this 5th day of January 2016.

THE PLAINTIFF
Wellington Ferreira

BY: 

DAVID SAUER
Law Offices of Brian J. Mongelluzzo, LLC
55 Lexington Street
New Britain, CT 06052
Telephone: (860) 826-1799
Juris No.: 424434
His Attorneys

RETURN DATE: FEBRUARY 16, 2016 : SUPERIOR COURT
WELLINGTON FERREIRA : J.D. OF WATERBURY
VS : AT WATERBURY
CITY OF WATERBURY AND WATERBURY :
BOARD OF EDUCATION : JANUARY 5, 2016

STATEMENT OF AMOUNT IN DEMAND

The amount in demand is greater than Fifteen Thousand Dollars
(\$15,000.00) exclusive of interest, costs and attorney's fees.

THE PLAINTIFF
Wellington Ferreira

BY: 

DAVID SAUER
Law Offices of Brian J. Mongelluzzo, LLC
55 Lexington Street
New Britain, CT 06052
Telephone: (860) 826-1799
Juris No.: 424434
His Attorneys