

# Summer School 2015

# Summer Programs

- ▶ Soar to Success, Maloney & Rotella Programs for students in grades K-4
- ▶ Grade 5-6 Transitional Programming
- ▶ Summer Bridge (8-9 Transitional Program)
- ▶ Credit Retrieval at WAMS

# Soar to Success

- ▶ Leadership Director Pam Baim and Coordinator Michael Theriault
- ▶ Site Administrators-Melissa Gugliotti, Dee Tomasella, Jennifer Rosser and Claudia Biello
- ▶ Student Day July 6<sup>th</sup> to July 30<sup>th</sup> (Monday-Thursday for 4 weeks)
  - ▶ Breakfast
  - ▶ Academics from 8:30 a.m. - 12:30 p.m.
  - ▶ Lunch & Recreation from 12:30 p.m - 2:30 pm.
- ▶ All certified teachers
- ▶ Teachers had to be trained in mClass in order to be eligible for summer school teaching positions.

# Summer Slide

The summer months provide an opportunity for the district to design programs that promote student learning via targeted intervention and enrichment.

Students fall behind academically in what's often referred to as the "summer slide."

# Research

- ▶ Most **students lose about two months** of grade level equivalency in **mathematical computation skills** over the summer months. **Low-income students also lose more than two months in reading achievement**, despite the fact that their middle-class peers make slight gains (Cooper, 1996).
- ▶ **More than half of the achievement gap** between lower- and higher-income youth can be explained by **unequal access to summer learning opportunities**. As a result, low-income youth are less likely to graduate from high school or enter college (Alexander et al, 2007).
- ▶ Children lose more than academic knowledge over the summer. **Most children**—particularly children at high risk of obesity—**gain weight more rapidly** when they are out of school during summer break (Von Hippel et al, 2007).

# Objective

- To halt the summer slide for our most needy students and provide enriching activities.

# Student eligibility

- ▶ Students who were eligible for summer school had a red composite score in the mCLASS reading assessment in the Spring of 2014.
- ▶ A red score indicates students are performing well-below benchmark and at high risk for limited reading success.
- ▶ Students were eligible through the PPT process as stated on their IEP.

# Design of program

## Academics

- ▶ Differentiated instruction in reading and math
- ▶ Curriculum designed to help support students in the upcoming fall
- ▶ Small group instruction to support students on their most critical need based on Mclass scores.
- ▶ Math practices implemented consistent with school year.

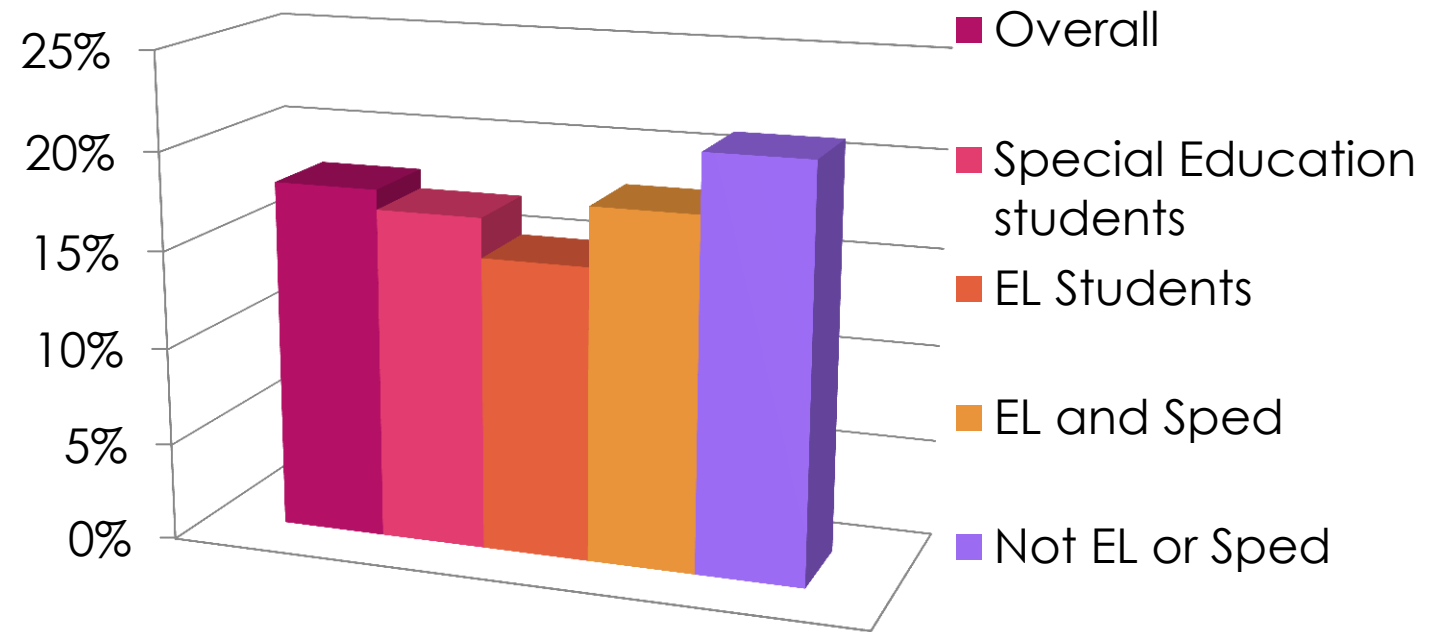
## Enrichment

- ▶ Teambuilding exercises
- ▶ Traditional games (Tag, kickball, relay races)
- ▶ Playground activities
- ▶ Yoga
- ▶ Soccer
- ▶ Basketball
- ▶ Arts and crafts
- ▶ Computer lab/technology



# Math Data

	Growth
All Grades	17%
K	15%
1	19%
2	18%
3	13%
4	17%



# Reading/ELA

## mCLASS Data from Spring 2014 to FALL 2015

<b>Levels</b>		<b>Attended Summer School</b>	<b>Did Not Attend Summer School</b>	<b>Statistically Significant to Prevent Summer Slide</b>
<b>Improved One or More Composite Levels</b>	Count	210	451	
	%	30.9%	8.6%	Yes
<b>Remained at Same Composite Level</b>	Count	461	3583	
	%	67.9%	68.6%	Yes
<b>Declined One or More Composite Levels</b>	Count	8	1192	
	%	1.2%	22.8%	Yes

# Attendance & Survey Results

- ▶ Average Daily Attendance was 84.9%
- ▶ Parent Survey Results:
  - I am happy with the Waterbury Summer School Program -93%
  - Summer school program helps my child in reading-92%
  - Summer School program helps my child in math-89.3%
  - I am happy that my child was able to participate in summer school program 89.3%
- ▶ Quotes about what parents liked about the program:
  - My child loved the afternoon recreation time
  - My child improvement in reading and math
  - I like that it prepared my child for next school year
  - My child is reading more at home
  - Breakfast and air conditioning
  - All of the staff was so nice
  - They had gym and outside play time
  - My son has more confident within himself when comes to reading and writing! you guys are awesome!

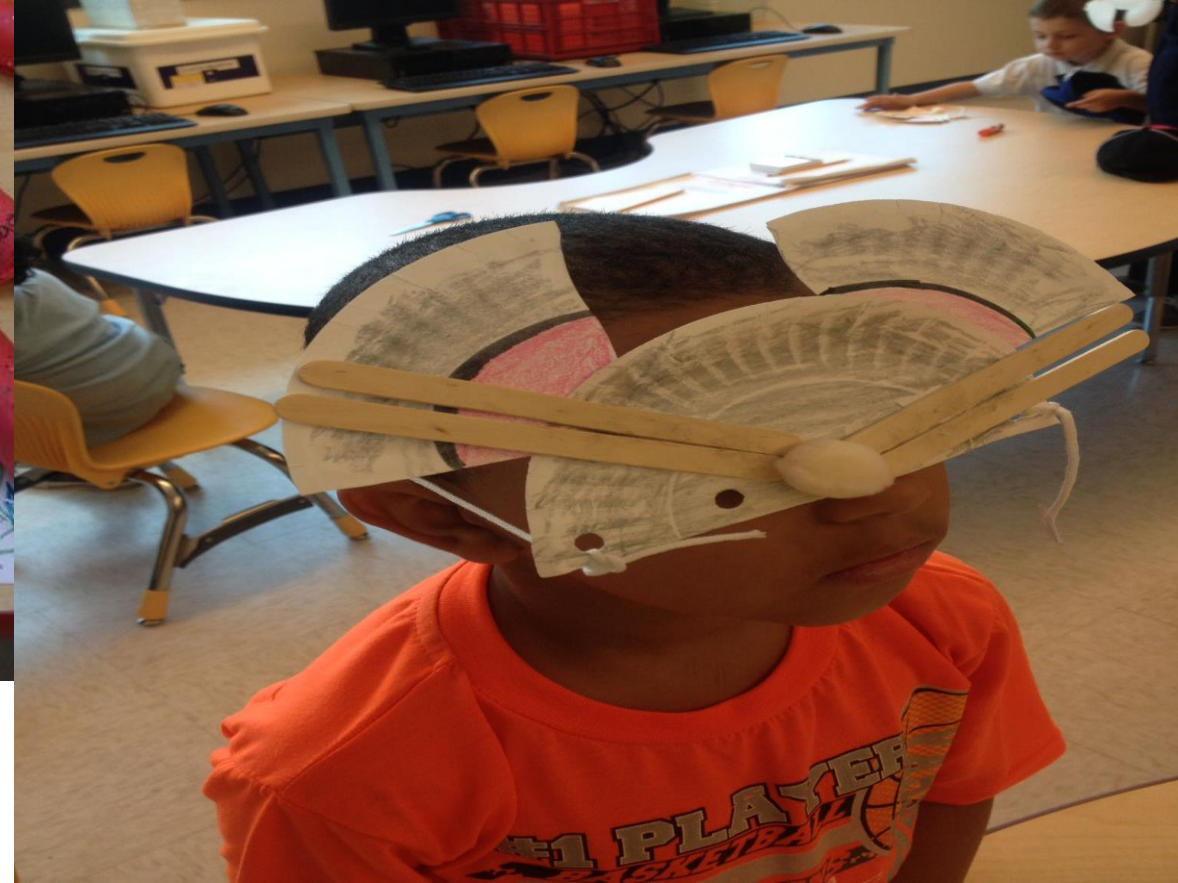
# Communication

- ▶ Every student brought home a copy of their attendance and academic data to bring home at the end of the session
- ▶ All data from summer school was forwarded onto the receiving school and teacher









# Maloney

- ▶ 16 Day Program (Kindergarten through grade 4)
- ▶ Mon-Thurs. July 6<sup>th</sup> to July 30<sup>th</sup> Hours 8:30-11:30
- ▶ Students rotate from Reading, Math and Technology while learning about different cultures
- ▶ 131 students in Grades K-4 attending
- ▶ Whole school math program improved from an average of 40% on the pretest to 60% on the post test.
- ▶ Whole school reading program -
  - ▶ Kindergarten – increased on Phoneme Segmentation Fluency from 50 to 54
  - ▶ First Grade – increased on Correct Letter Sounds from 96 to 105
  - ▶ Second Grade – increased from reading 60 to 65 words per minute
  - ▶ Third/Fourth Grade – increased from reading 82 to 90 words per minute

# Rotella

- ▶ 16 day program (PK through grade 3)
- ▶ Monday – Thursday – July 6<sup>th</sup> to July 30<sup>th</sup> from 8:00am to 12pm
- ▶ “Family” theme was the focus for the 2015-2016 school year.
- ▶ Academic Program - Students rotated – Reading, Math, and Art integration rotation with math and reading
- ▶ Enrichment Program Students rotated through 3 classes selecting their top 3 choices ( most were able to get at least 2 of their 3 choices): Musical theater, dance, visual arts, movement, reader’s theater, technology/media, quilting, and cooking
- ▶ Students attending **Academic Program: 43 Enrichment Program 164** total students attending summer school - **207**

## Academic Program

- ▶ Pre-K students – recognize alphabet names and shapes – math number recognition
- ▶ 100% of the students increased in alphabet names, shapes, and number recognition
- ▶ Kindergarten through grade 3 – whole group- Mathematical Practice 3 modeling- small group by students’ needs and Dream Box Computer Program
- ▶ Kindergarten through grade 3 Reading – Whole group comprehension – small group students’ individual needs – fluency& accuracy and Lexia
- ▶ 94% of the students increased in fluency and accuracy



## 5<sup>th</sup> to 6<sup>th</sup> Transition Basics

- ▶ All students who applied were accepted and planned for at each comprehensive middle school
- ▶ The program was Monday-Thursday, 8AM-12PM (4 weeks)
- ▶ 190 students attended with over a 90% attendance rate
- ▶ New CT Core Standards aligned curriculum

# 5<sup>th</sup> to 6<sup>th</sup> Grade Transition Program

One of the keys to ensuring a successful middle school experience is a positive transition from elementary school. This program provided students with:

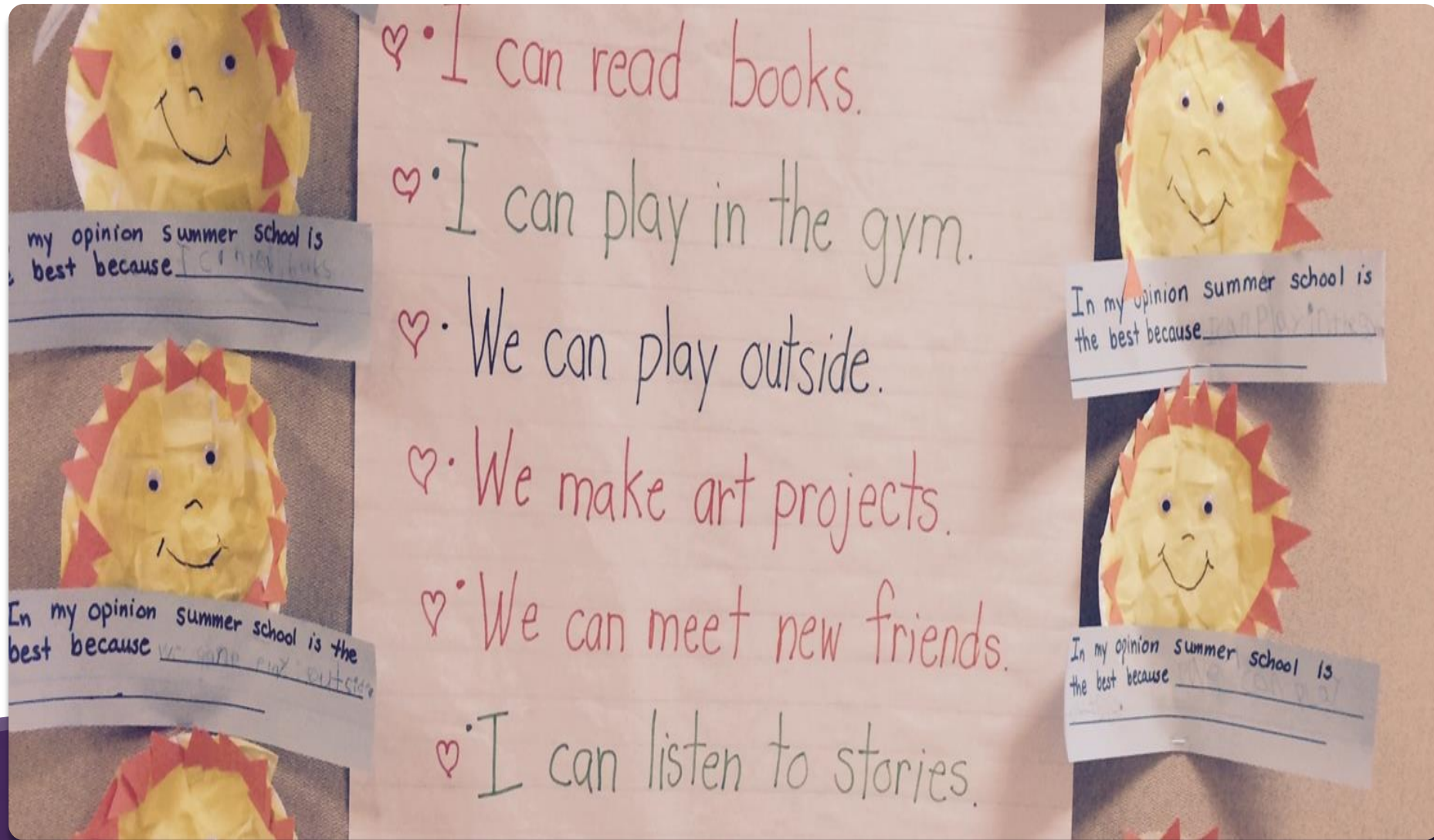
- ▶ The opportunity to preview the middle school experience while also working toward the applicable skill sets which define sixth grade learning expectations embedded in the standards.
- ▶ Students learned and practiced school-wide PBIS expectations and routines for transitions and behavior.
- ▶ Students also worked on organizational strategies and study skills, such as note-taking, annotation, and citation.
- ▶ They also developed their social character and leadership skills while being exposed to the support services available.

# Summer Bridge

- ▶ The Gear UP/WPS 8 to 9 Transition ELA Summer Program is a project-based program designed with the learning principles of college and career readiness in mind. The curricular structure is designed to apply particular emphasis on the four pillars of leadership: effective communication, resiliency/grit, goal setting, and preparation (leading to college and career readiness). The intent of the program is to build social character, while providing applicable academic support- all necessary components to ensure a seamless transition to high school.
- ▶ Summer Bridge was housed at each comprehensive high school and Waterbury Career Academy (Kennedy was at NVCC due to construction) and
- ▶ The Bridge Program was 16 days (July 6-27)
- ▶ 67% of students earned the 0.5 credit for regular attendance and passing

# Credit Retrieval

- ▶ Summer school was housed at WAMS and ran 16 days (July 6-27)
- ▶ Students in danger of failing are identified by guidance and a letter goes out with the final report card. This is followed up by a phone call from the school counselor.
  - Students must attend every day and pass the class to receive credit
  - Traditional Summer School      134 out of 141 students received credit
  - Edgenuity      36 out of 39 received credit



# Questions?



## **TUTORS FOR THE (AVID) PROGRAM**

(Turnaround Grant Funded)

### **JOB DESCRIPTION**

#3

#### **POSITION SUMMARY:**

**Goals:** AVID (Advancement Via Individual Determination) tutors will support high school students enrolled in the AVID elective course by providing direct instructional support to students with the assistance of an AVID elective course teacher. AVID tutors will be active participants in the learning, growth, and personal development of students with the goal of preparing students to successfully attend college. In addition, they will serve as role models to students. Tutors will work a minimum of 2 hours per week, spread out over 1-2 days per week. Approximately 90 minutes per week will be spent directly with students. Tutors will work through mid-June. AVID tutors are critically essential to student success in the *AVID* elective course and beyond!

**About AVID:** Advancement Via Individual Determination (AVID) is an educational program for middle and high school students that supports student preparation for college through an academic elective course that teaches necessary learning skills, reinforces the academic core, and encourages rigorous student course taking.

#### **RESPONSIBILITIES:**

- Work individually with students on writing assignments, as well as support student mastery of various content subject areas;
- Lead peer critique groups that underscore the principle of collaborative learning;
- Assist students in any subject area, by being familiar with students' textbooks and materials and AVID classroom resources;
- Teach mini-lessons;
- Assist in teaching study skills and other skills necessary for college preparation.
- Work with students at all phases of the writing process, such as brainstorming, clustering, read arounds, revision, and editing;
- Respond to student writing with helpful verbal and written comments;
- Order learning priorities to assure that students complete work in a timely manner;
- Communicate regularly with the AVID coordinator/teacher regarding student progress and areas of concern and confer with the teacher about future tutorial plans
- Establish and maintain rapport with students;
- Facilitate student learning in a challenging, yet supportive, tutoring environment;
- Set an example of personal excellence and high expectations for all AVID students to follow;
- Participate in all required trainings, professional development sessions, and meetings;
- Performs other duties as assigned to meet student's educational goals.

#### **REQUIREMENTS & QUALIFICATIONS:**

- Bachelor's degree or evidence of earned college credit in the field of education; OR successful enrollment in a science, math, or liberal arts Bachelor's program.
- Former AVID program participation or experience working with a school or community-based academic support program or previous student tutoring or mentoring experience
- Passionate belief in the ability of all students to graduate college-ready
- Effective communication skills with students and adults
- Excellent writing skills;
- Strong analytical and problem solving skills
- Demonstrated responsibility and reliability
- Experience in an urban school district and/or a multicultural environment preferred

#### **PAY RATE: \$15/hour**

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

For more information on this position send resume and cover letter to Paul Whyte at [pwhyte@waterbury.k12.ct.us](mailto:pwhyte@waterbury.k12.ct.us).

## Potential Options for Creating Classroom Space Other Than New School Construction

### A. Construct classroom additions at select elementary schools; convert schools to PreK-8

#### 1. Potential Elementary Schools

- a. Wendell Cross Elementary School (increase to 530 students, 2 classrooms per grade)
  - Classroom addition for 155 students
  - Addition includes a new cafeteria
  - Site acquisition not required
  - Minimal alterations of existing; no renovation as new construction
  - Estimated probable range of project costs: \$12.0M to \$14.0M (\*)
- b. Regan Elementary School (increase to 530 students, 2 classrooms per grade)
  - Classroom addition for 307 students
  - Addition includes a new gymnasium
  - Site acquisition not required
  - Minimal alterations of existing; no renovation as new construction
  - Estimated probable range of project costs: \$24.0M to \$27.0M (\*)
- c. Hopeville Elementary School (increase to 795 students, 3 classrooms per grade)
  - Classroom addition for 328 students
  - Site acquisition required
  - Minimal alterations of existing; no renovation as new construction
  - Estimated probable range of project costs: \$26.5M to \$29.5M (\*)

### B. Acquire or rent vacant private school space

### C. Rental and fit-out of big box or warehouse space

### D. Convert Inter-district Magnet Elementary Schools from PreK-5 to PreK-8

1. Rotella Magnet Elementary School (increase to 795 students, 3 classrooms per grade)
  - Classroom addition for 255 students (70% Waterbury students – 179 students)
  - Site acquisition not required
  - Minimal alterations of existing; no renovation as new construction
  - Estimated probable range of project costs: \$20.0M to \$22.5M (\*)
2. Maloney Magnet Elementary School
  - Not recommended due to site constraints

#### Notes:

1. The estimated probable range of project costs is based upon the cost data noted in Appendix D of the Milone & MacBroom Public School Facility Utilization & Redistricting Study. Detail analysis is required to establish a project budget for grant submission.
2. The size of the classroom additions are based upon 138 square feet per student which was determined in accordance with State space standards.



#5

### Pre-Vocational Riding Program Information and Behavioral data

Program began 2/23/2015

Data below was obtained from AS400 data on the 5 State Street students who attended the program

Data below compares out- of- school suspensions before the program began (9/1/2014-2/20/2015) and out- of-school suspensions during the program (2/23/2015-11/2015)

<u>Student</u>	9/1/2014-2/20/2015	2/23/2015-11/2015
	<i>Before program began</i>	<i>During Program</i>
	<u># of out of school suspensions</u>	<u># of out of school suspensions</u>
A	4	2
B	3	0
C	2	1
D	2	0
E	0	0

### Informal data was collected via Student Reflection Survey

- \* All 5 students enjoyed participating in the riding program
- \* All 5 students enjoyed learning about the different equine careers
- \* 3 students indicated interest in career as riding instructor and farrier
- \* 3 students wanted more time to explore careers in this area
- \* Prior to working with horses students identified that they felt: nervous, shy, excited, happy
- \* After working with horses and riding students identified that they felt: engaged, focused, helpful, feel better about themselves, happy



### Additional Information

Students learned about various careers in the equine world such as a farrier, vet tech, equine dentist, prof groom, riding instructor, facility manager.

Students observed and worked with the farrier and learned the basics in horse shoeing and hoof care and typical day of a farrier; observed an equine veterinarian conduct a horse examination and injections, observed equine dentist and learned about dental care, learned how to groom, tack and untack a horse and vacuum a horse, learned about facility management and instruction, how to care for horses, feeding, walk the fence line, learned how to build wood and electric fence and used magnetic to check paddocks for metal

The students learned about equine anatomy and diseases and each student did a research project on a disease and presented to the group. Students gained self-confidence and how to regulate their behaviors and emotions.

All of the students learned how to groom, tack up, mount and dismount a horse, walk, trot and a couple even learned to canter. Students had weekly one hour riding lesson.

**AGREEMENT  
SPECIAL EDUCATION SERVICES DEPARTMENT – BOARD OF EDUCATION  
BETWEEN  
CITY OF WATERBURY  
and  
AVON VALLEY SHOW STABLES, LLC  
for a  
STUDENT PREVOCATIONAL PROGRAM**

**THIS AGREEMENT**, effective on the date signed by the Mayor (the “effective date”) is by and between the City of Waterbury, the Board of Education, acting herein by Mayor Neil M. O’Leary, City Hall, 235 Grand Street, Waterbury, Connecticut, 06702, hereinafter referred to as the “City” or the “Board” and Avon Valley Show Stables, LLC, a Connecticut Limited Liability Company doing business at 595 Waterville Road, Avon, CT 06001, hereinafter referred to as the “Contractor”.

**WHEREAS**, the City desires to obtain a Student Prevocational Program which includes a component of equine care; and

**WHEREAS**, the Contractor is willing to provide a prevocational program which shall include a component of equine care to select group of students per each student’s pre-vocational needs;

**NOW THEREFORE**, it is mutually agreed as follows:

**1.     Scope of Services**

1.1     The Contractor shall provide equine related services such as stable management, horse care, barn safety, equine habitat, nutrition, horse handling, and equine services to the City and its students , for the period of time and hours ,as more specifically identified in the Scope of Services set forth herein as **Schedule “A”**, attached hereto and made a part of this Agreement as if fully set forth herein.

**2.     Payment**

2.1     The City shall pay to the Contractor the amount up to Twenty-Five Thousand Dollars (\$25,000.00) for services properly rendered and accepted by the City, upon the terms and conditions set forth in this Agreement. The City shall pay a rate of One Hundred Dollars (\$100.00) per hour, per child for services provided as set forth in Schedule A. The Contractor shall provide monthly invoices, detailing hours worked and date of services and a detailed explanation of what services were provided by the Contractor or its employees. The Contractor shall be paid in accordance with the City of Waterbury’s policy and procedures.

3. **Term**

3.1 The term of this Agreement shall be from December 1, 2015 to June 30, 2016 or any part thereof.

4. **Representation Regarding Qualification**

4.1 The Contractor hereby represents that it and all its employees have been duly licensed, where applicable, to provide equine services to children with or without disabilities, as defined by the Connecticut General Statutes and its regulations, and are licensed, if applicable, to perform said services.

4.2 The Contractor shall be knowledgeable regarding any and all federal and/or state regulations, policies, procedures, statutes, codes, participant protection and confidentiality, family rights to privacy, protection of pupil rights, local school system policies and procedures, administrative directives of the Connecticut State Board of Education and the State Department of Education. The Contractor hereby represents that it has reviewed all the state and federal policies, regulations, procedures, statutes, codes (applicable to this Agreement) and agrees to adhere to each and every condition as it applies.

4.3 The Contractor represents that its employees are licensed, as applicable, to perform the scope of work set forth in this Agreement. The Contractor further represents that its employees have the requisite skill, expertise and knowledge necessary to perform the scope of work required under the terms of this Agreement. Upon signing this Agreement, the Contractor shall provide the City with copies of the Contractor's license, certification and resumes, as applicable. If the Contractor is a corporation, it shall provide a corporate resolution authorizing this Agreement and the signatory thereof.

4.3.1 **Representations regarding Personnel.** The Contractor represents that it has or will secure at its own expense, all personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City, unless use of City employees or of personnel having a contractual relationship with the City is approved in writing. As set forth above, all the services required hereunder shall be performed by the Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state or local law to perform such services.

4.3.2 **Representations regarding Criminal Violations.** The Contractor represents and warrants that it and its employees who may be assigned to perform the Scope of Services set forth in this Agreement have no history of violations of the laws or regulations of the State of Connecticut pertaining to public health, have not been convicted of a crime and have no criminal investigation pending. That each of the Contractor's employees has submitted to a state and national criminal history records check. The Contractor further warrants and represents

that it has conducted a records check of each individual. The Contractor represents that each worker who performs a service involving direct student contact has submitted his or herself to a state and national criminal history records check. The City and Board shall rely upon these representations.

**5. Confidentiality**

5.1 The Contractor shall strictly adhere to all State and Federal Statutes, rules, policy, regulations, codes of participant protection and confidentiality, administrative directives of the State of Connecticut Board of Education and State Department of Education, as well as any policies, ordinances, rules and regulations established by the City of Waterbury regarding confidentiality of student records.

5.2 Any and all materials contained in each child's files as entrusted to the Contractor or gathered by the Contractor in the course of its services shall remain in the strictest confidence to prevent disclosure of the same. All information furnished by the City or gathered but the Contractor shall be used solely for the purposes of providing services under this agreement.

**6. Debarment**

6.1 The Contractor hereby certifies that it and its principals are not debarred or suspended from doing business as required by Executive Orders 12549 and shall provide to the City of Waterbury a signed certificate regarding debarment and suspension.

**7. Indemnification**

7.1 The Contractor shall indemnify and hold harmless the City, the City's Board of Education and their agents, officials and employees from and against all claims, suits, damages, losses, judgments, costs and expenses including attorney's fees arising out of or resulting from the performance of the Work, provided that any such claims, suits, damages, losses, judgments, costs or expenses (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and (2) is caused in whole or in part by any willful or negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

7.2 The Contractor assumes all risk in the operation of this Agreement, and shall be solely responsible and answerable in damages for all accidents or injuries to person or property, except for the actions or negligence of the City and the Board and their officers, agents or employees. The Contractor hereby covenants and agrees to (i) indemnify, (ii) pay the City and Board's, their officers, agents, or employees attorney's fees, and (iii) hold harmless the City and Board and their officers, agents or employees from any claims, suits, actions, damages, losses and injury to person or property arising out of the operation of this Agreement or the negligence or improper conduct of the Contractor or

any servant, agent or employee thereof, which responsibility shall not be limited to the insurance coverage herein provided.

7.3. In any and all claims against the City, the Board of Education or any of its employees by any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under Paragraph A, 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 Contractor or any subcontractor under Worker's Compensation Acts, disability benefit acts or other employee benefit acts.

7.4 The Contractor expressly understands and agrees that any insurance protection required by this Agreement, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City as provided here.

## **8. Contractor's Liability Insurance**

8.1 The Contractor shall not commence work under this Agreement until all insurance required under this section has been obtained by the Contractor and such insurance has been approved by the City, nor shall the Contractor allow any subcontractor to commence work on any subcontract until all similar insurance required of any such subcontractor has been so obtained and approved by the City. Insurance shall be provided by insurers, satisfactory to the City and authorized to do business in the State of Connecticut, an "A-" Best's Rating and at least a Class V3 or better financial size category as shown in the most current A.M. Best Company ratings. The Contractor shall secure and maintain, for the duration of this Agreement, including any amendments hereto, with the City and the Board of Education being named as an additional insured party, the following minimum liability insurance coverage at no cost to the City.

8.1.1 **Comprehensive General Liability Insurance:** coverage with limits of \$1,000,000 per Occurrence/ \$2,000,000 Aggregate; \$2,000,000 Products/ Completed Operations Aggregate

8.1.2 **Student Special Accident Liability Insurance** coverage with limits of \$1,000,000, with a \$25,000 deductible;

8.1.3 **Worker's Compensation** Statutory limits within the State of Connecticut. Employer Liability (EL):  
\$500,000 EL Each Accident  
\$500,000 EL Disease Each Employee  
\$500,000 EL Disease Policy Limit

8.1.4 **Excess/Umbrella Liability Insurance:** coverage with limits of \$1,000,000 each Occurrence, /\$1,000,000 Aggregate

#### 8.1.5 Certificates of Insurance

8.1.5.1 The Contractor will, prior to the execution of this Agreement, provide the City with Certificates of Insurance and an Additional Insured Endorsement evidencing the aforementioned Comprehensive General Liability, Professional Liability, Worker's Compensation and Excess General Liability Insurance coverage and a 30-day notice of cancellation prior to the cancellation of any insurance. **The Certificates of Insurance and Additional Insured Endorsement must read: "The City of Waterbury is listed as Additional Insured on a primary and non-contributory basis on all policies except Workers Compensation. All Policies shall include a Waiver of Subrogation and be written on an Occurrence basis."**

8.1.5.2 Such certificate(s) shall be subject to certification by the City's Risk Manager. The Contractor shall provide replacement and/or renewal certificates at least thirty (30) 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 no less than thirty (30) days has been mailed to:

City of Waterbury  
Attn: Education Dept-Paul Guidone, 1st Floor  
236 Grand Street  
Waterbury, CT 06702

8.1.5.3 Upon request, the Contractor shall deliver to the City a copy of its insurance policies and endorsements and riders.

#### 8.1.6 Failure to Maintain Insurance

In the event the Contractor fails to maintain the minimum required coverage as set forth herein, the City may, at its option, purchase same, and invoice or offset the Contractor's invoices for the cost of said insurance, or the City and Board may terminate this Agreement immediately upon information of no insurance coverage.

#### 8.1.7 Cancellation.

THE CITY SHALL RECEIVE WRITTEN NOTICE OF CANCELLATION FROM THE INSURER AT LEAST THIRTY (30) CALENDAR DAYS PRIOR TO THE DATE OF ACTUAL CANCELLATION, REGARDLESS OF THE REASON FOR SUCH CANCELLATION.

9. **Discriminatory Practices**

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

9.2 The Contractor shall admit any eligible child and shall not discriminate against any child regardless of race, religion, color, ancestry, natural origin, sex, handicap or disability.

9.2.1 **Equal Opportunity.**

In its execution of the performance of this Agreement, the Contractor shall not discriminate and shall comply with applicable laws prohibiting discrimination on the grounds of race, color, religion, sex, national origin or citizenship status, age or handicap. The Contractor agrees to comply with all local, state and federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements, and will require the same of all subcontractors.

10. **Termination**

10.1 **Termination of Agreement for Cause**

10.1.1 If, through any cause, in part or in full, not the fault of the Contractor, the Contractor shall fail to fulfill in timely and proper manner his obligations under this Agreement, or if the Contractor 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 Contractor of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination.. In the event of such termination, all documents, data, studies, and reports prepared by the Contractor under this Agreement shall, at the option of the City, become its property.

10.1.2 Notwithstanding the above, the Contractor 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 Contractor, and the City may withhold any payments to the

Contractor for the purpose of setoff until such time as the exact amount of damages due the City from the Contractor is determined.

**10.2. Termination for Convenience of the City**

10.2.1 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 Contractor. If this Agreement is terminated by the City as provided herein, the Contractor will be paid an amount for the services actually performed and provided for under this agreement.

**10.3. Termination for Lack of Funding- Non-Appropriation.**

10.3.1 The Contractor acknowledges that the City is a municipal corporation and

10.3.1 The Contractor acknowledges that the payment obligations of the City under this Agreement are intended to be funded by the City through general fund appropriations, federal or state assistance or grant monies provided by the federal or state governments as well as the sale of tax exempt long and short term debt obligations issued by the City. The Contractor acknowledges that continuation of this Agreement is subject to the lawful continual appropriation of funds by the City, State or Federal government, including the funding of grants for the purpose of this Agreement. Moreover, this Agreement may also be subject to the ability of the City to legally issue and sell the aforementioned debt obligations, (as determined by opinion of bond counsel and or the Internal Revenue Service) and to do so in a commercially viable manner, and is furthermore subject to the lawful continual appropriation of funds by the City, State or Federal government. The Contractor therefore agrees that the City and Board shall have the right to terminate this Agreement in whole or in part without penalty in the event that: (1) the City is unable to issue the debt obligations for sale because of a legal infirmity as otherwise determined by Bond counsel or the Internal Revenue Service; or, (2) the City is unable to market and or timely sell the required amount of debt obligations required to fund the Agreement in whole or in part, or, (3) the money required to enable the City to pay the Contractor is either not appropriated, authorized or made available pursuant to law, or such funding appropriations have been reduced pursuant to law.

10.3.2 The Contractor therefore agrees that the City shall have the right to terminate this Agreement in whole or in part without penalty in the event that the money required to enable the City to pay the Contractor is either not appropriated, authorized or made available pursuant to law, or such funding appropriations or grant monies have been reduced pursuant to law.

10.3.2.1 **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 Contractor.

10.3.2.2 **No Payment for Lost Profits.** In no event shall the Board or the City be obligated to pay or otherwise compensate the Contractor for any lost or expected future profits.

**11. Subcontracting.**

11.1 The Contractor shall not, without the prior written approval of the City, subcontract, in whole or in part, any of the Contractor's services.

11.2 The Contractor shall be as fully responsible to the City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by the Contractor.

**12. Assignability.**

12.1 The Contractor shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the City; provided, however, that claims for money due or to become due the Contractor 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.

**13. Audit.**

13.1 The City reserves the right to audit the Contractor'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, or as required by the grant. In the event the City elects to make such an audit, the Contractor 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.

**14. Interest of City Officials.**

14.1 No member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the carrying out of this Agreement, shall have any personal interest, direct or indirect, in this Agreement.

**15. Prohibition Against Gratuities and Kickbacks**

15.1 No person shall offer, give, or agree to give any current or former public official, employee or member of a board or commission, or for such current or former public official, employee or member of a board or commission to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any: decision; approval; disapproval; recommendation; preparation of any part of a program requirement or a requisition; influencing the content of any specification or procurement standard; or rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or purchase order, or to any solicitation or proposal therefore.

15.2 No person shall make any payment, gratuity, or offer of employment as an inducement for the award of a subcontract or order, by or on behalf of a subcontractor, the prime contractor or higher tier subcontractor or any person associated therewith, under contract or purchase order to the City.

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

15.4 The value of anything transferred or received in violation of the provisions of this Chapter or regulations promulgated hereunder by any person subject to this Chapter may be recovered by the City.

**16. Prohibition Against Contingency Fees**

16.1 The Contractor hereby represents that it has not retained anyone to solicit or secure a contract with the City upon an agreement or understanding for a commission, percentage, brokerage or contingency fee.

**17. City of Waterbury's Ethics Code Ordinance**

17.1 The Contractor hereby acknowledges receipt of the City of Waterbury's Ordinance regarding Ethics and Conflicts of Interest and has familiarized itself with said Code.

**18. Entire Agreement.**

18.1 This Agreement shall constitute the complete and exclusive statement of the contract between the parties as it relates to this transaction and supersedes all previous

agreements and understandings, whether written or oral, relating to such subject matter. Any amendment to this Agreement must be in writing and agreed to by the City and the Contractor.

**19. Independent Contractor Relationship.**

19.1 The relationship between the City and the Contractor is that of client and independent Contractor. No agent, employee, or servant of the Contractor shall be deemed to be an employee, agent or servant of the City. The Contractor shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Agreement.

19.2 Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the City, the Contractor or any employee, or agent of the Contractor. Both parties acknowledge that the Contractor and its employees - are not employees of the City for federal or state tax purposes.

19.3 As the Contractor and its employees are not employees of the City, the Contractor is responsible for paying all required state and federal taxes. In particular:

19.3.1 The City will not withhold FICA (Social Security) from the Contractor's payment.

19.3.2 The City will not make state or federal unemployment insurance contributions on behalf of the Contractor or its employees or agents.

19.3.3 The City will not withhold state or federal income tax from payment to the Contractor or its employees or agents.

19.3.4 The City will not make disability insurance contributions on behalf of the Contractor or its employees or agents.

19.3.5 The City will not obtain workers' compensation insurance on behalf of the Contractor or its employees or agents.

**20. Severability.**

20.1 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.

**21. Survival.**

21.1 Any provisions of this Agreement that impose continuing obligations on the parties and shall survive the expiration or termination of this Agreement for any reason.

**22. Disputes; Legal Proceedings and Continued Performance.**

23.1 Notwithstanding any such claim, dispute or legal action, the Contractor shall continue to perform services under this Agreement in a timely manner, unless otherwise directed by the City.

**23. Binding Agreement.**

24.1 The City and the Contractor 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.

**24. Waiver.**

25.1 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.

**25. Governing Laws.**

26.1 This Agreement, its terms and conditions and any claims arising therefrom shall be governed by the laws of the State of Connecticut.

[Signature page follows.]

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals the day and year first written below.

**WITNESSES:**

**CITY OF WATERBURY  
STATE OF CONNECTICUT**

\_\_\_\_\_

by:\_\_\_\_\_

Neil M. O'Leary  
Mayor, City of Waterbury

\_\_\_\_\_  
Print name

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

**CONTRACTOR:  
AVON SHOW STABLES, LLC**

\_\_\_\_\_

by:\_\_\_\_\_

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print Name and Title

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

**SCHEDULE "A"**  
**Scope of Services**

City of Waterbury  
And  
Avon Valley Show Stables, LLC  
(Consisting of 4 pages)

**I. CONTRACTOR SERVICES:**

**Avon Valley Show Stables**

**Pre-Vocational/Horseback Riding Program**

1.1 Avon Valley Show Stables is a premium care, full service equestrian facility. It is located on 30 acres of beautiful grassy fields overlooking the Farmington River. Avon Valley Show Stables aims to provide a warm and professional atmosphere for both horse and rider. The facility is dedicated to excellence in equine education by providing a quality facility with first-rate staff.

1.2 Avon Valley Show Stables has agreed to partner with the Waterbury Public Schools to provide middle and high school students with disabilities covered under IDEA with a unique learning opportunity. The students that attend this program will be taught skills such as stable management, basic horse care, nutrition, equine health care and anatomy. Students will also have the opportunity to participate in weekly riding lessons. While utilizing the therapeutic component of equine care and riding, the students will be provided the opportunity to build character, confidence, acquire self-discipline and increase self-esteem.

1.3 The students will attend the program one day per week for three hours to enjoy a healthy and positive alternative learning experience as part of their school day. Students will be supervised at all times by school personnel and the staff from AVSS. Any documentation and consent forms required by the stables will be obtained by Waterbury Public Schools from the students and parents/guardians. The staff and students will be transported by school bus to and from the stables.



## **2. Learning Tasks**

### **2.1 Equine and Barn Safety**

- 2.1.1 Barn tour/rules/equine terminology
- 2.1.2 Safety on ground around horses
- 2.1.3 Prey vs predatory instinct
- 2.1.4 Herd instinct/companionship
- 2.1.5 Way horses communicate
- 2.1.6 Body Language

### **2.2 Stable Management**

- 2.2.1 Students will learn the process and importance of maintaining the cleanliness and safety of barn areas including stalls and paddocks, feeding, as well as tack and saddlery.

### **2.3 Horse Care**

- 2.3.1 Students learn to lead, groom and gain knowledge of horse colors and breeds, horse anatomy, confirmation, and basic hoof care.

### **2.4 Equine Habitat**

- 2.4.1 Importance of maintaining: paddocks, fences, stabling, run-in shelter
- 2.4.2. Importance of clean stalls and paddock areas

## **2.5. Equine Nutrition**

2.5.1 Feeding

2.5.2 Types

2.5.3 Schedules

2.5.4 Water

2.5.5 Treats

2.5.6 Supplements

2.5.7 Pasture

## **3. Learning Tasks**

### **3.1 Equine Health Care**

3.1.1 Vaccinations

3.1.2 Deworming

3.1.3 Dental care

3.1.4 Shoeing

3.1.5 Supplemental (massage and acupuncture)

3.1.6 Digestive problems

3.1.7 Colic

### **3.2 Horse Grooming and Handling**

3.2.1 Grooming tools

3.2.2 How to groom a horse

3.2.3 Learn parts of hoof and foot

3.2.4 Learn type of halter (how to put on/off, adjusting) lead ropes (how to lead, safety)

### **3.3 Equine Anatomy**

3.3.1 Parts of a horse (tail, barrel, knee, fetlock, neck, shoulder, etc...)

3.3.2 Colors, breeds, disciplines, gaits

3.3.3 Sleeping habits and patterns

### **3.4 Tack and Equipment**

3.4.1 Parts of saddle/bridle



- 3.4.2 How to clean equipment
- 3.4.3 Riding apparel
- 3.4.4 How to tack/untack a horse

#### **4. Activities**

##### **4.1 Students will have the opportunity to participate in the following hands-on experiences.**

- 4.1.1 Halter a horse
- 4.1.2 Lead horse out of stall
- 4.1.3 Put horse on cross ties
- 4.1.4 Groom horse
- 4.1.5 Saddle horse
- 4.1.6 Point to various parts of horse and hoof/observe farrier
- 4.1.7 Pick stalls
- 4.1.8 Re-bed stalls
- 4.1.9 Clean water buckets
- 4.1.10 Put up/move/paint jumps
- 4.1.11 Water arena
- 4.1.12 Walk fence line and check for obstructions (nails, sharp objects, broken wood)
- 4.1.13 Sweep isle
- 4.1.14 Clean tack
- 4.1.15 Hay horses
- 4.1.16 Learn how to mount and dismount a horse
- 4.1.17 Identify parts of saddle and bridle
- 4.1.18 Learn how to ride a horse at the walk, trot and canter (at discretion of riding instructor)



# Waterbury Public Schools <sup>#6</sup>

236 Grand Street ♦ Waterbury, Connecticut 06702 ♦ (203) 575-3725 ♦ Fax (203) 574-8010

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

## MEMORANDUM

**DATE:** December 7, 2015

**TO:** Board of Education Commissioners

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

**RE:** Department of Education Budget Schedule for the 2016-2017 Operating and Capital Budgets

---

Please see attached a schedule for preparation, review and adoption of the 2016-2017 Education Department Operating and Capital Budgets. Revisions will be made as necessary.

WGM/mc

Attachment

cc: Dr. Kathleen M. Ouellette, Superintendent of Schools  
Darren Schwartz, Chief Academic Officer  
Doreen Biolo, School Business Administrator  
Terry Corcoran, Assistant to the Mayor  
Ofelia Matos, Budget Director  
File

## **Education Budget Schedule – Fiscal Year 2017**

### **Proposed – Budget timeline**

<b>January 4-13, 2016 (TBD)</b>	<b>Finance Committee meets to review and discuss the proposed budget and recommends budget to the Committee of the Whole</b>
<b>Thursday, January 14, 2016</b>	<b>Committee of the Whole reviews the Finance Committee's budget recommendation at Workshop</b>
<b>Thursday, January 21, 2016</b>	<b>Board of Education adopts budget request and sends it to the Mayor</b>
<b>February thru March 2016</b>	<b>Proposed Budget considered by Office of the Mayor and Office of Budget Control</b>
<b>By Friday, April 1, 2016</b>	<b>Mayor proposes budget to BOA</b>
<b>April thru May 2016</b>	<b>Meet with Board of Alderman Budget Subcommittee for review</b>
<b>By Friday, June 10, 2016</b>	<b>BOA adopts budget</b>
<b>Tuesday, June 7 or Wednesday, June 8, 2016</b>	<b>Board of Education Finance Committee meets to discuss final budget</b>
<b>Thursday, June 9, 2016</b>	<b>Board of Education Workshop meets to adopt Board of Education final budget</b>
<b>Thursday, June 16, 2016</b>	<b>Board of Education adopts final budget</b>

12/10/15

1. Two Security Grants and State Bond monies in process.
2. Regular drills at all 31 schools in conjunction with WPD, WFD and WEM:
  - Fire drills
  - Lockdowns
  - Shelter in place
  - Evacuation and relocation
3. Marked drill improvement by both staff and students especially in the younger grades.
4. Background checks for school volunteers
5. Photo ID's with colored lanyards have been issued to staff in 18 schools and most new hires.
6. Bringing in a new on-line fingerprint system for faster response on record checks for all staff
7. WPS Emergency Plan is in a constant test, modification and update mode.
8. WPS Security and School Safety is part of a statewide Security Director's forum where we share experiences both positive and otherwise so we may all learn and improve.
9. Regular Security reviews and updates based upon visual inspections, input from staff and students, WPD and WFD, School Governance Councils and members of the general public. We subscribe to Security related publications which provide immediate information on school-related issues both nationally and internationally.
10. Regular back and forth communications with the district principals and the school staff about matters relating to bolstering our security procedures.

#8

**REQUEST FOR FIELD TRIP**

Revised 07/17/13

**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: 10/26/2015 Name of Travel Agency: Global Endeavors Inc.

1) Requested by: Ivan Hernandez Carrington Grade 8 Math  
 Name of Staff Member School Grade level/Subject

2) How many students? 30

3) Name of destination: Washington D.C

4) City/State of destination: Washington, D.C

5) Departure: Tuesday May 10, 2016 6:00 a.m.  
 Day Date Time

6) Return: Friday May 13, 2016 8:00 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?

The Washington D.C trip will enhance units from all subjects in the district's 8<sup>th</sup> grade curriculum. Students will visit various historical monuments and museums, including the Lincoln Memorial, MLK Memorial, and Holocaust Museum. These sites, along with many others, will facilitate a deeper connection to their learning of the Civil War, WWII, the Civil Rights movement and many other periods of American History that they have discussed in the classroom. In addition, students will visit various government buildings, including the White House and Capitol, which will reinforce knowledge of government functions and civics.

The students will also explore different areas of science and math. At the Air and Space Museum, students will have the opportunity to develop a deeper understanding of astronomy, which is a topic covered in their science classes, and understand how mathematics and engineering is deeply rooted in space exploration. At the Natural History Museum, students will explore earth science and biology through various exhibits. Throughout the trip, there will be many exhibits that feature interactive technology, providing an invaluable hands-on learning experience for students.

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

## Social Studies

- CCSS.ELA-Literacy.RH.6-8.3 Identify key steps in a text's description of a process related to history/social studies (e.g., how a bill becomes law, how interest rates are raised or lowered).
- CCSS.ELA-Literacy.RH.6-8.7 Integrate visual information (e.g., in charts, graphs, photographs, videos, or maps) with other information in print and digital texts.

## Science

- CCSS.ELA-Literacy.RST.6-8.4 Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to *grades 6–8 texts and topics*.
- CCSS.ELA-Literacy.RST.6-8.8 Distinguish among facts, reasoned judgment based on research findings, and speculation in a text.
- CCSS.ELA-Literacy.RST.6-8.9 Compare and contrast the information gained from experiments, simulations, video, or multimedia sources with that gained from reading a text on the same topic.
- ESS1.C: The History of Planet Earth: The geologic time scale interpreted from rock strata provides a way to organize Earth's history. Analyses of rock strata and the fossil record provide only relative dates, not an absolute scale.

## Language Arts

- CCSS.ELA-Literacy.W.8.1 Write arguments to support claims with clear reasons and relevant evidence
- CCSS.ELA-Literacy.W.8.2 Write informative/explanatory texts to examine a topic and convey ideas, concepts, and information through the selection, organization, and analysis of relevant content.
- CCSS.ELA-Literacy.W.8.4 Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
- CCSS.ELA-Literacy.W.8.7 Conduct short research projects to answer a question (including a self-generated question), drawing on several sources and generating additional related, focused questions that allow for multiple avenues of exploration.

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

- How did women and minorities participate in the war effort (WWII)?
- What were the consequences of wars in both human and economic terms?
- How did Lincoln impact the Civil War and participate in the emancipation of slaves in the U.S.?
- Why should citizens have an interest in the federal government?
- How do we study the universe?
- What are the characteristics of the stars and galaxies?
- How does mathematics influence all aspects of daily life?

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

Students will learn how to gather factual information from each of the destinations and relate the material to their class work. They will then use the information gathered to write a persuasive letter explaining why future classes should be allowed to attend the field trip. By attending this field trip, students are expected to gain a deeper understanding and appreciation for American History, Science, and Math.

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

Students will be given a hypothetical writing prompt arguing why next year's class should be allowed to attend the trip to Washington, D.C. and how it enhanced their knowledge of the United States. Students will also be expected to complete a "scavenger hunt." They will be asked specific questions at each destination where they can discover the answer by exploring.

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

As per the above standards and learning results, this trip will enhance and reinforce all students' academic lessons from the year. Beyond the curriculum, it will also give students a deeper appreciation for the sacrifice of our veterans as they will have the opportunity to write "Thank You" letters to veterans and distribute them.

14) Transportation: Type/name of Approved PUC Carrier

Motor Coach Busses provided by Global Endeavors Inc.

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

Name	Phone Number	Name	Phone Number
1. Ivan Hernandez	203-574-8184	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:

I. Hernandez

Aides(s) as chaperones:

Parent(s) as chaperones:

R. Gorman, D. Crespo

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 fund their own portion of the trip. Individual fundraisers will be offered throughout the school year to assist students as well as group fundraisers that will lower all students' costs.

**Individual:** Candy and/or Baked Good Sale (outside of school); Sponsorship and/or Scholarship

**Group:** Pail Shakes outside of local supermarket; Dances; Teacher event(s) designed as fundraisers; Local restaurant fundraiser; Go Fund Me

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

\$500 per student

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

Students who have been suspended are not allowed to attend the trip.

20) What is the approximate cost all chaperones?

\$0

21) How many substitutes are necessary?

0

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

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

Yes ☒ No ☐

Joanne Drigle RN  
Signature of School Nurse

11-4-2015

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 ☐

Garrett  
Signature of School Principal

11-4-15

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 ☐

J. K. Baum  
Signature of Superintendent/Designee/ILD

11/12/15

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

\_\_\_\_\_  
Date

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



**REQUEST FOR FIELD TRIP**

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ALL FIELD TRIPS REQUEST MUST INCLUDE THE APPROPRIATE COVER SHEET**

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- ☐ **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: 10/15/2015 Name of Travel Agency: Global Endeavors Inc.

1) Requested by: Anthony Della Calce NEMS Grade 8 Math – Red House  
Name of Staff Member School Grade level/Subject

2) How many students? 200

3) Name of destination: Washington D.C

4) City/State of destination: Washington, D.C

5) Departure: Tuesday May 10, 2016 6:00 a.m.  
Day Date Time

6) Return: Friday May 13, 2016 8:00 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?

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

Social Studies

- CCSS.ELA-Literacy.RH.6-8.3 Identify key steps in a text's description of a process related to history/social studies (e.g., how a bill becomes law, how interest rates are raised or lowered).
- CCSS.ELA-Literacy.RH.6-8.7 Integrate visual information (e.g., in charts, graphs, photographs, videos, or maps) with other information in print and digital texts.

Science

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- **What were the consequences of wars in both human and economic terms?**
- **How did Lincoln impact the Civil War and participate in the emancipation of slaves in the U.S.?**
- **Why should citizens have an interest in the federal government?**
- **How do we study the universe?**
- **What are the characteristics of the stars and galaxies?**
- **How does mathematics influence all aspects of daily life?**

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

**Students will learn how to gather factual information from each of the destinations and relate the material to their class work. They will then use the information gathered to write a persuasive letter explaining why future classes should be allowed to attend the field trip. By attending this field trip, students are expected to gain a deeper understanding and appreciation for American History, Science, and Math.**

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

**Students will be given a hypothetical writing prompt arguing why next year's class should be allowed to attend the trip to Washington, D.C. and how it enhanced their knowledge of the United States. Students will also be expected to complete a "scavenger hunt." They will be asked specific questions at each destination where they can discover the answer by exploring.**

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

As per the above standards and learning results, this trip will enhance and reinforce all students' academic lessons from the year. Beyond the curriculum, it will also give students a deeper appreciation for the sacrifice of our veterans as they will have the opportunity to write "Thank You" letters to veterans and distribute them.

14) Transportation: Type/name of Approved PUC Carrier

Motor Coach Busses provided by Global Endeavors Inc.

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

Name	Phone Number	Name	Phone Number
1. Anthony Della Calce	203-574-8242	4.	
2. Amy Pearl	203-574-8215	5.	
3. Lindsay Parisot	203-574-8203	6	

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

Teacher(s) as chaperones:

A. Della Calce, A. Pearl, L. Parisot, M. Massimo, P. Coleman, M. Mazzini, C. Orsillo, M. McDermott, R. Spinella, A. DeLeon, J. Bao, S. Tansley, L. Elder, J. Costa, D. Pelletier, A. Dombrowski, J. Rosa, H. Modenese, K. Munoz, R. Carpenter, J. Landza

Aides(s) as chaperones:

Parent(s) as 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.)

Students will fund their own portion of the trip. Individual fundraisers will be offered throughout the school year to assist students as well as group fundraisers that will lower all students' costs.

**Individual:** Candy and/or Baked Good Sale (outside of school); Sponsorship and/or Scholarship

**Group:** Pail Shakes outside of local supermarket; Dances; Teacher event(s) designed as fundraisers; Local restaurant fundraiser; Go Fund Me

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

\$500 per student

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

Students who have been suspended are not allowed to attend the trip.

20) What is the approximate cost all chaperones?

\$0

21) How many substitutes are necessary? 3-6, (1-2 per house based on how many students do not attend)

Teacher	Subject/Grade	Teacher	Subject/Grade
1. A. Della Calce	8 <sup>th</sup> Grade Math	4. L. Parisot	8 <sup>th</sup> Grade Reading/LA
2. A. Pearl	8 <sup>th</sup> Grade Science	5.	
3. M. McDermott	8 <sup>th</sup> Grade Social Studies	6.	

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

Yes

☒

No

☐

Signature of School Nurse

Date

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

Is this field trip recommended? Yes ☒ No ☐

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

Signature of School Principal

Date

### CENTRAL OFFICE RESPONSE

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

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

Signature of Superintendent/Designee/ILD

Date

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

Signature of BOE/Designee

Date

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

#10

# COMMITTEE ON SCHOOL FACILITIES & GROUNDS

**WORKSHOP:** Thursday, December 10, 2015  
**BOARD MEETING:** Thursday, December 17, 2015

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:

<b>GROUP</b>	<b>FACILITIES AND DATES/TIMES</b>
J. Matthews	Chase café: Sat., Dec. 12th 7:00am-Noon (Breakfast with Santa)
M. Cappiello	WSMS café: Thurs., Dec. 17th 5:00-10:30pm (school dance)
M. Petrillo	Bunker Hill gym: Thurs., Dec. 17th 5:00-7:00pm (Winter Festival)
L. Lombardi	Rotella aud. & gym: Wed., Jan. 27th 6:00-7:00pm (open house for new families) Rotella café: Wed., Mar. 2nd 5:00-7:00pm (Math & Reading Night)
D. Monti	Reed café: Thurs., Dec. 17th 5:00-7:00pm (Family Movie Night)
R. Martinez	WAMS café: Saturdays 12/5, 5/7, 6/4 7:00am-2:00pm (SAT Tests)
J. Pilicy	Duggan café: Thurs., Dec. 17th 3:00-7:00pm (school dance) (snow date: 12/22/15)
M. A. Marold	WAMS room: Thurs., Feb. 25th 3:30-6:00pm (19 Sch. Governance Councils Module Training) (snow date: 3/3/16) Gilmartin café: Tues., Mar. 29th 6:00-7:30pm (19 Sch. Governance Councils café & ice cream social) Carrington café: Tues., April 26th 6:00-7:30pm (19 Sch. Governance Councils café & ice cream social)
J. Rodriguez	WAMS atrium & café: Tues., April 12th 5:00-7:00pm (Family Night)

Approved:

Felix M. Rodriguez

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

SCHOOL PERSONNEL USE ONLY

DEC - 2 2015

DATE: 11/25/15

TO: SCHOOL BUSINESS OFFICE

FROM: Chase School - Julia Matthews

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

NAME OF SCHOOL REQUESTED: Chase School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Cafeteria/Rooms

DATES REQUESTED: Saturday - December 12, 2015FROM: 7:00 (am/pm) TO: 12:00 (am/pm)FOR THE FOLLOWING PURPOSES:Breakfast with Santa - First Grade Fundraiser

Julia Matthews  
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 - 2 2015

SCHOOL PERSONNEL USE ONLY

DATE: December 2, 2015  
TO: SCHOOL BUSINESS OFFICE

FROM: Michael Cappiello

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

NAME OF SCHOOL REQUESTED: West Side Middle School \_\_\_\_\_

☐ Gymnasium    ☐ Swimming Pool    Cafexxx

DATES REQUESTED: December 17th, 2015 ----- FROM: 5:00. Till 10:30p.m..

FOR THE FOLLOWING PURPOSES: C&C fundraiser dance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Michael J. Cappiello  
APPLICANT

Comment [m]  
Comment [m]

\*\*\*\*\*  
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.

Police has been taken care of



## SCHOOL PERSONNEL USE ONLY

DEC - 2 2015

TO: SCHOOL BUSINESS OFFICE

FROM:

MaryAnn Petrillo, Parent Liaison

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR USE OF SCHOOL FACILITIES (AFTER REGULAR SCHOOL HOURS) AS FOLLOWS:

NAME OF SCHOOL REQUESTED:

Bunker Hill

☐ AUDITORIUM☒ GYMNASIUM☐ SWIMMING POOL☐ CAFE/ROOMS

DATES REQUESTED:

December 17

FROM

5

AM/PM

TO

7

AM/PM

FOR THE FOLLOWING PURPOSES:

Winter Festival + Family Night

APPLICANT

MaryAnn Petrillo

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*

DEC - 3 2015

SCHOOL PERSONNEL USE ONLY

DATE: 12-2-2015

TO: SCHOOL BUSINESS OFFICE  
FROM: Laurin Lombardi

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

NAME OF SCHOOL REQUESTED: Rotella

☒ Auditorium    ☒ Gymnasium    ☐ Swimming Pool    ☐ Café/Rooms

DATES REQUESTED: January 27, 2016

FROM: 6 am/pm TO: 7 am/pm

FOR THE FOLLOWING PURPOSES:

Open House for new families

Laurin Lombardi  
APPLICANT

\*\*\*\*\*

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

Cancel EMAA.

*Book*

DEC - 3 2015

SCHOOL PERSONNEL USE ONLY

DATE: 12-2-2015

TO: SCHOOL BUSINESS OFFICE  
FROM: Lauren Lombardi

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

NAME OF SCHOOL REQUESTED: Rotella

☐ Auditorium    ☐ Gymnasium    ☐ Swimming Pool    ☒ Café/Rooms

DATES REQUESTED: March 2, 2016  
FROM: 5 am/pm TO: 7 am/pm

FOR THE FOLLOWING PURPOSES:

Math 3 Reading Night

Lauren Lombardi  
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.

NOV 30 2015

SCHOOL PERSONNEL USE ONLY

DATE: 11/30/15

TO: SCHOOL BUSINESS OFFICE

FROM: Diana Monti

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

NAME OF SCHOOL REQUESTED: Reed School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Cafeteria/Rooms

DATES REQUESTED: 12/17/15

FROM: 5:00 am/pm 7:00 am/pm

FOR THE FOLLOWING PURPOSES:

Family Movie Night

Diana Monti  
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.

NOV 30 2015

SCHOOL PERSONNEL USE ONLYDATE: 11/30/15TO: SCHOOL BUSINESS OFFICE  
FROM: Guidance

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

NAME OF SCHOOL REQUESTED: Waterbury Art Magnet☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/RoomsDATES REQUESTED: 12/5/15, 5/7/16, 6/4/16FROM: 7

am/pm

TO: 2

am/pm

FOR THE FOLLOWING PURPOSES:

SAT Test

APPLICANT

Richard Martinez

Please note the following provisions:

When the public is invited to an activity, police and fire departments must be notified.

These arrangements *must* be made in person at the police and fire headquarters.

SCHOOL PERSONNEL USE ONLY

NOV 23 2015

TO: SCHOOL BUSINESS OFFICE

DATE: 11/23/15

FROM: Janine Piliy

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

NAME OF SCHOOL REQUESTED: Duggan

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Cafeteria/Rooms

DATES REQUESTED: 12/17/15 Show date 12/22/15

FROM: 3 am/pm TO: 7 am/pm

FOR THE FOLLOWING PURPOSES:

We will be having a school dance

Janine Piliy  
APPLICANTPlease 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

Nov 23 2015

SCHOOL PERSONNEL USE ONLY

DATE: Nov. 23. 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: (WAMS) Waterbury Arts Magnet School

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

(1 Room)

DATES REQUESTED: Thursday (Snow Date March 3, 2016)  
February 25, 2016 (Thursday)

FROM: 3:30 am/pm TO: 6:00 am/pm

FOR THE FOLLOWING PURPOSES:

19 School Governance Councils Module Training  
on SBAC (Smarter Balanced Assessment  
Consortium) and district initiatives. District  
personnel will present.

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

NOV 23 2015

SCHOOL PERSONNEL USE ONLY

DATE: Nov. 23. 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: Gilmartin School

☐ Auditorium    ☐ Gymnasium    ☐ Swimming Pool    ☒ Café/Rooms

DATES REQUESTED: Tuesday  
March 29, 2016

FROM: 6:00 am/pm    TO: 7:30 am/pm

FOR THE FOLLOWING PURPOSES:

School Governance Council Cafe' and Ice  
Cream Social for all 19 District Councils.  
An opportunity for families and community members  
to talk to other council members.  
An idea exchange.

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.



*Back*

NOV 23 2015

SCHOOL PERSONNEL USE ONLY

DATE: Nov. 23. 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: Carrington School

☐ Auditorium    ☐ Gymnasium    ☐ Swimming Pool    ☒ Café/Rooms

DATES REQUESTED: Tuesday  
April 26, 2016

FROM: 6:00 am/pm ☒ TO: 7:30 am/pm ☒

FOR THE FOLLOWING PURPOSES:

School Governance Council Cafe' and Ice  
Cream Social for all 19 District Councils.

An opportunity for families and community members  
to talk to other council members.  
An idea exchange.

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.

SCHOOL PERSONNEL USE ONLYDATE: 11/5/2015

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: Waterbury Arts Magnet School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms  
☒ Atrium

DATES REQUESTED: Tuesday, April 12, 2016FROM: 5:00 am/pm TO: 7:00 am/pmFOR THE FOLLOWING PURPOSES:

Early Childhood "Pig Out on Reading" family  
fun night with Farmer Mink and  
Daisy the Pig.

- \* Atrium for Storytelling
- \* Cafe for dinner

Jessica Rodriguez  
APPLICANT  
Rodriguez

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.

#11

## COMMITTEE ON SCHOOL FACILITIES & GROUNDS

WORKSHOP: Thursday, December 10, 2015

BOARD MEETING: Thursday, December 17, 2015

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

REQUESTING WAIVERS:

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

Bridge To Success: WAMS atrium: Wed., May 25th 3:30-8:00pm  
Kris Dorante (Workforce Dev. Career Fair)

MONIES COLLECTED TO DATE:

\$ 28,255.75

Approved:

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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  
ValleyChordsmen

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#

NOV 30 2015

APPLICANT Kris Durante NAME OF ORGANIZATION Bridge to Success  
ADDRESS 100 N. Elm Street, Waterbury CT 06702 TELEPHONE # 203-754-6040  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED WAMS DATES 5/25/16 ROOM(S) Atrium  
OPENING TIME 3:30pm CLOSING TIME 8:00pm PURPOSE Workforce Dev. Career Fair  
ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO n/a  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 50 CHILDREN 100  
SIGNATURE OF APPLICANT Kris Durante DATE 11/11/15

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

Kris Durante, 100 N. Elm Street Waterbury 203-754-6040

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. KD (PLEASE INITIAL)

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

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

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

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE \_\_\_\_\_

SCHOOL BUSINESS OFFICE

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

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

# Communications



Packet week ending: 12/8/15



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

236 Grand Street  
Waterbury, CT 06702  
203-574-6761 Phone  
203-574-8087 Fax

November 13, 2015

Robert Brenker  
80 Vista Terrace  
Cheshire, CT 06410

Dear Mr. Brenker:

Congratulations, you have been selected for employment with the City of Waterbury for the position of Director of Personnel – Education (Req#15-61:HRIS#2015181). In this position, your starting compensation will be \$115,000.00 per year. In addition, you will be eligible for benefits.

This is a conditional offer pending satisfactory results of the pre-employment process. This process includes a urine drug screen administered by Concentra Medical Services, which must be completed within 48 hours of the initial offer of the position by the Human Resources/Civil Service Department. If you do not adhere to the specified instructions, you will no longer be eligible for certification for the above mentioned position, and your conditional offer will be rescinded.

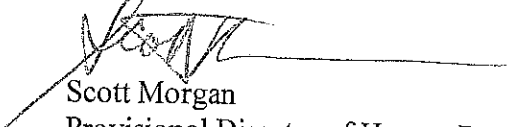
Please provide the following items, which are necessary for completing your pre-employment requirements for final certification:

- New employment paperwork
- Verification of all employment listed on your signed application
- Identification to satisfy the Federal I9 requirement
- Proof of residency (Waterbury residents only)
- Driving history report (less than 30 days old)
- National Criminal Background Check

You will be initially certified to this position when you have successfully passed all of the above mentioned pre-employment requirements. Once the Human Resources/Civil Service Office receives and verifies the above information, you will be contacted regarding your start date.

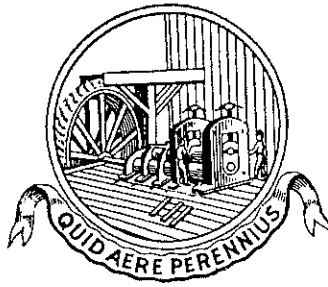
Please note, under the Civil Service Rules and Regulations, your name will be removed from the eligibility list if you decline this offer of appointment unless within three days of the date of this letter you furnish satisfactory evidence justifying your decision. Please call the Civil Service Office at (203) 574-6761 with any questions that you may have.

Sincerely,

  
Scott Morgan  
Provisional Director of Human Resources

SM/sd

cc: Mayor O'Leary  
Board of Education  
Dr. Ouellette, Supt. of Schools  
file



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 4, 2015

Michael Tortora  
67 Borghesi Court  
Wolcott, CT 06716

Dear Mr. Tortora:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I (Req. #2015434) at \$14.13 per hour. Please contact John Cross, School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, December 10, 2015 at 9:30 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be December 11, 2015 at your regular scheduled time.


At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. You will also be required to provide documentation, mandated by the federal government, to establish your right to work in this country. We have included a sheet that outlines the documents that are acceptable to meet this requirement. You cannot start work without providing us these documents. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

***Your new probationary period in accordance with your applicable contract will be 9 months in duration. The department head will be responsible for executing your probationary evaluation no later than 9 months from your first day in your new position.***

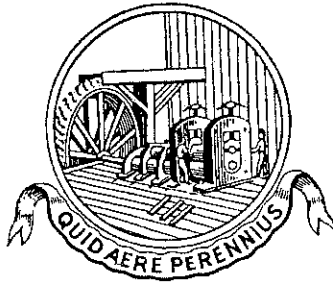
Again, welcome to the City of Waterbury.

Sincerely,

  
Lisa Dunn  
Human Resources Generalist  
LD/sd

cc Board of Education  
Dr. Ouellette, Supt. of Schools  
John Cross, School Inspector





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 4, 2015

Michael Cianciolo  
142 Aspetuck Village  
New Milford, CT 06776

Dear Mr. Cianciolo:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I (Req. #2015305) at \$14.13 per hour. Please contact John Cross, School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, December 10, 2015 at 9:30 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be December 11, 2015 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. You will also be required to provide documentation, mandated by the federal government, to establish your right to work in this country. We have included a sheet that outlines the documents that are acceptable to meet this requirement. You cannot start work without providing us these documents. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

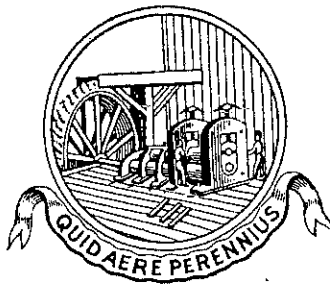
***Your new probationary period in accordance with your applicable contract will be 9 months in duration. The department head will be responsible for executing your probationary evaluation no later than 9 months from your first day in your new position.***

Again, welcome to the City of Waterbury.

Sincerely,

Lisa Dunn  
Human Resources Generalist  
LD/sd

cc Board of Education  
Dr. Ouellette, Supt. of Schools  
John Cross, School Inspector



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 4, 2015

Ronnie Kee  
156-2 National Ave.  
Waterbury, CT 06705

Dear Mr. Kee:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I (Req. #2015432) at \$14.13 per hour. Please contact John Cross, School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, December 10, 2015 at 9:30 a.m. at the Department of Human Resources located at 236 Grand Street in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be December 11, 2015 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. You will also be required to provide documentation, mandated by the federal government, to establish your right to work in this country. We have included a sheet that outlines the documents that are acceptable to meet this requirement. You cannot start work without providing us these documents. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

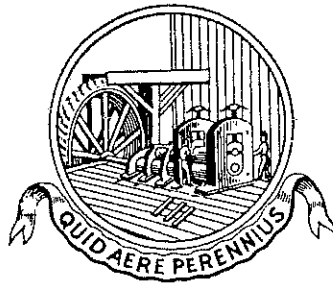
***Your new probationary period in accordance with your applicable contract will be 9 months in duration. The department head will be responsible for executing your probationary evaluation no later than 9 months from your first day in your new position.***

Again, welcome to the City of Waterbury.

Sincerely,

Lisa Dunn  
Human Resources Generalist  
LD/sd

cc Board of Education  
Dr. Ouellette, Supt. of Schools  
John Cross, School Inspector



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 4, 2015

Daniel Hurbon  
39 Granger St.  
Waterbury, CT 06705

Dear Mr. Hurbon:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I (Req. #2015305A) at \$14.13 per hour. Please contact John Cross, School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

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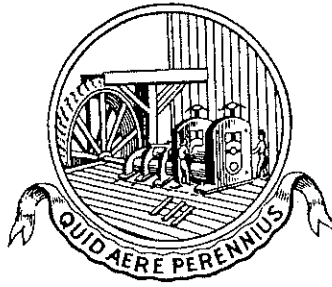
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John Cross, School Inspector



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

December 4, 2015

Joseph Mahoney  
48 Craftwood Rd., Apt. 3D  
Waterbury, CT 06704

Dear Mr. Mahoney:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I (Req. #2015433) at \$14.13 per hour. Please contact John Cross, School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

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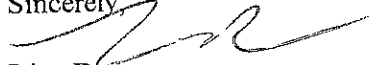
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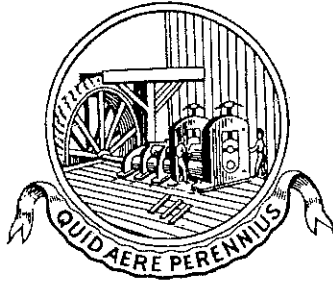
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Again, welcome to the City of Waterbury.

Sincerely,

  
Lisa Dunn  
Human Resources Generalist  
LD/sd

cc Board of Education  
Dr. Ouellette, Supt. of Schools  
John Cross, School Inspector



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 4, 2015

Melissa Moreno  
85 Rose St.  
Waterbury, CT 06704

Dear Ms. Moreno:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Maintainer I (Req. #2015443) at \$14.13 per hour. Please contact John Cross, School Inspector at (203) 574-8013 with any questions you may have in regards to this position.

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Again, welcome to the City of Waterbury.

Sincerely,



Lisa Dunn  
Human Resources Generalist  
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cc Board of Education  
Dr. Ouellette, Supt. of Schools  
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