

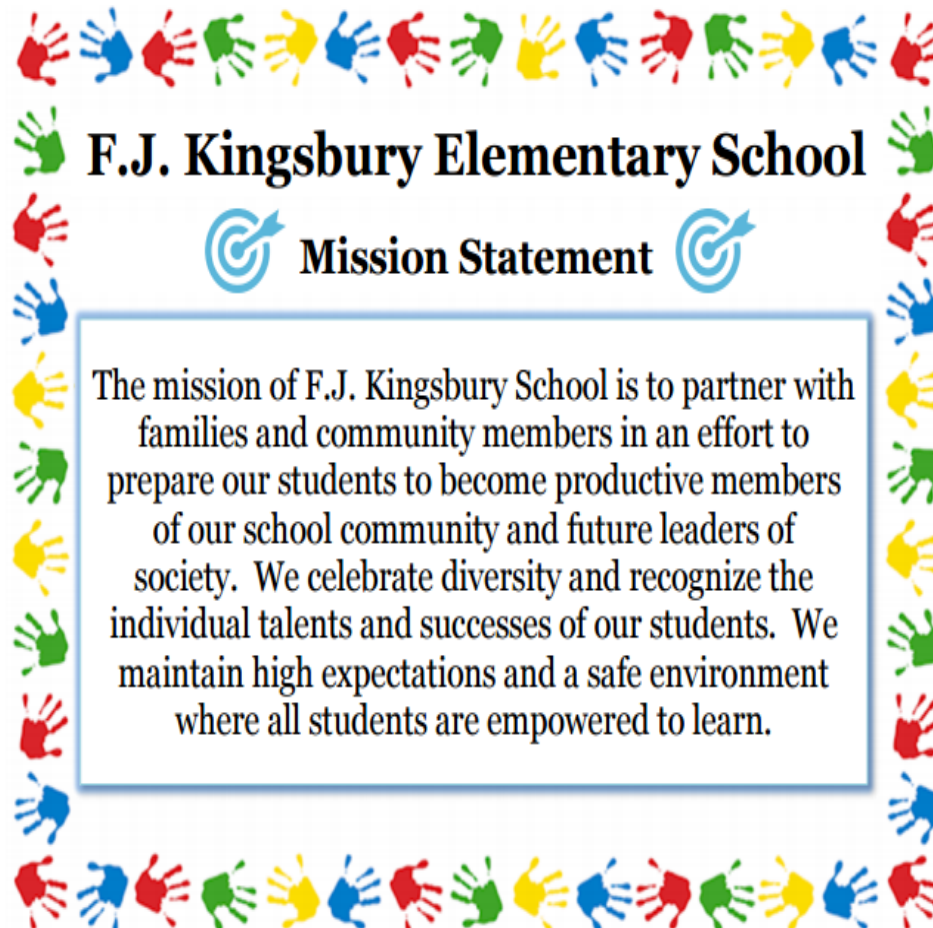


Welcome to Kingsbury School

Mrs. Angela Razza, Principal

Mr. Erik Brown, Supervising Vice Principal

Kingsbury School Mission Statement



F.J. Kingsbury Elementary School

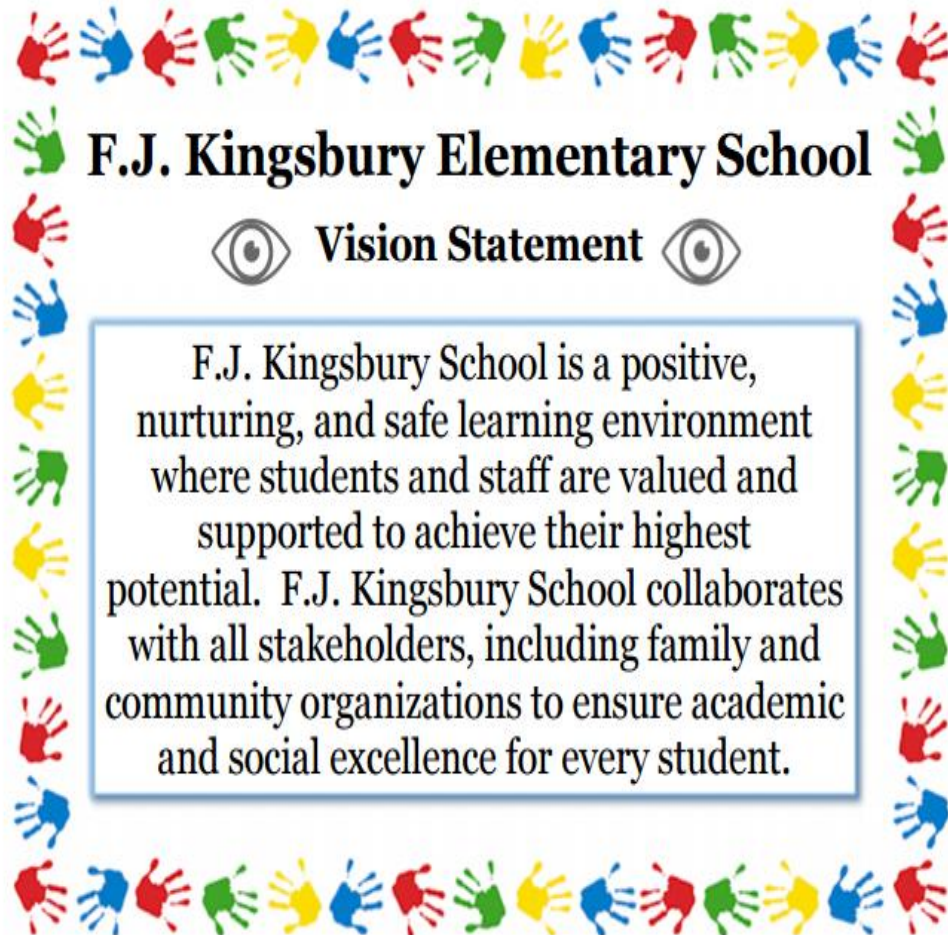


Mission Statement



The mission of F.J. Kingsbury School is to partner with families and community members in an effort to prepare our students to become productive members of our school community and future leaders of society. We celebrate diversity and recognize the individual talents and successes of our students. We maintain high expectations and a safe environment where all students are empowered to learn.

Kingsbury School Vision Statement



F.J. Kingsbury Elementary School

 **Vision Statement** 

F.J. Kingsbury School is a positive, nurturing, and safe learning environment where students and staff are valued and supported to achieve their highest potential. F.J. Kingsbury School collaborates with all stakeholders, including family and community organizations to ensure academic and social excellence for every student.

Kingsbury's Commitments

Academic Achievement



PBIS

Responsibility

Own your behavior

Academic Achievement

Respect

Safety

Family and Community



Academic Achievement

Goal 1: ELA

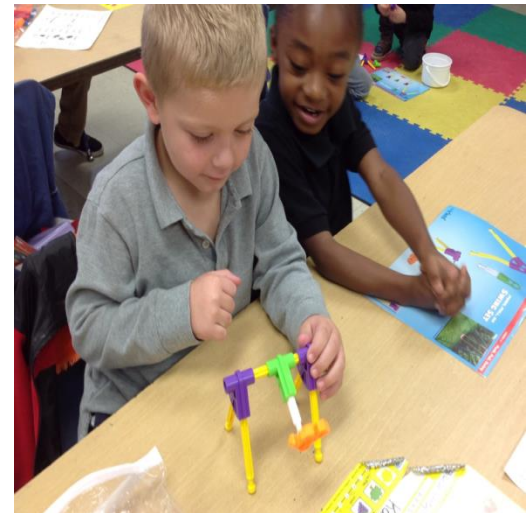
**Students will increase
their reading proficiency
in the area of phonics
and fluency**



Academic Achievement



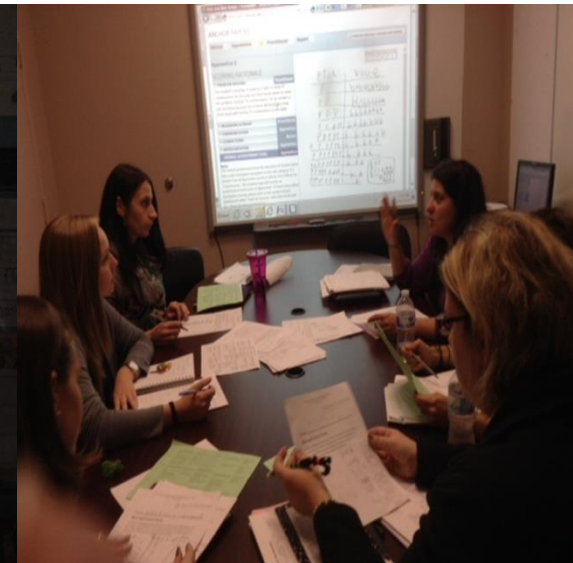
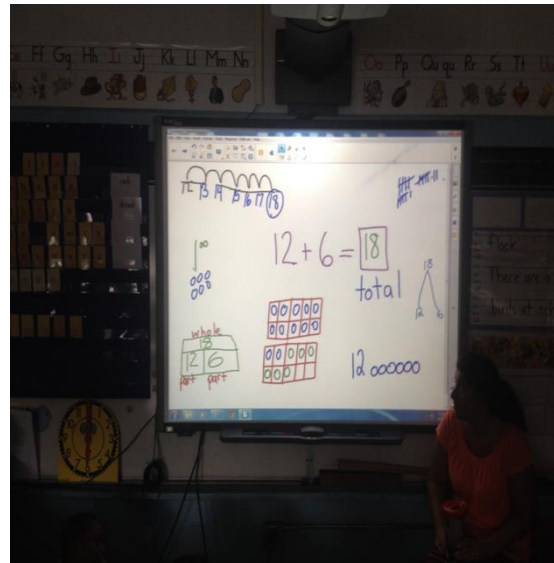
**Next Generation
Science Standards
integrated into the
Kindergarten curriculum**



Academic Achievement

Goal 2: Math

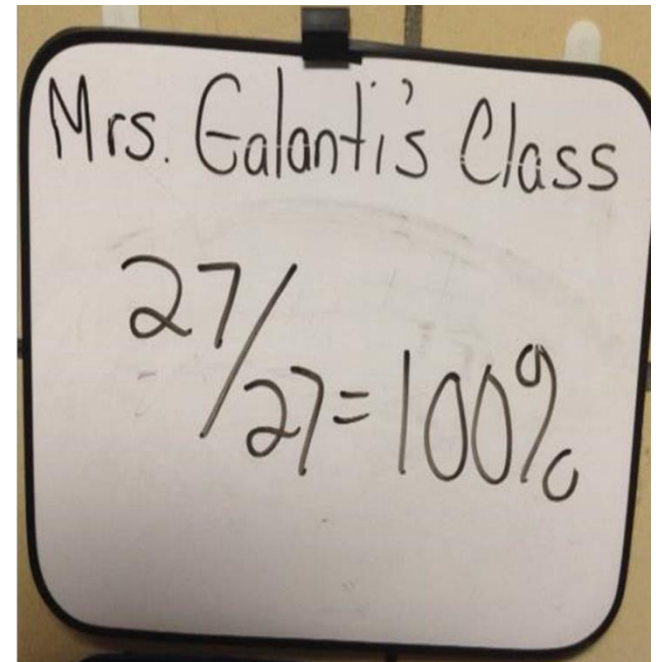
Students will increase the ability to make sense of rich, complex problems, persevere in solving them, and provide evidence to communicate mathematical understanding



Academic Achievement

Goal 3: Reduce chronic absenteeism

- Home Visits
- Parent workshops educating parents
- CAT meeting bi-weekly
- Communication with school
- Weekly incentive for students
- Perfect Attendance per marking period
- Waterbury Youth Services



PBIS at Kingsbury

“We are the Kingsbury Tigers!”

- **Responsibility**
- **Own your behavior**
- **Academic Achievement**
- **Respect**
- **Safety**



PBIS

- Teachers met over the summer to revise PBIS
- Enthusiastic effort by all staff to improve behavior
- New school pledge




I'm a Kingsbury Tiger, I'll say it with pride.

Being responsible and respectful will help me to provide the academic achievement I intend to earn;

Owning my behavior, so everyone can learn.

I'm a Kingsbury Tiger, who ROARS toward success.

No one can stop me from trying to be my best.

ADMIT ONE	ROARS TICKET		ROARS
	THANKS FOR BEING RESPECTFUL, BEING RESPONSIBLE AND DOING THE RIGHT THING!		
Name:		Teacher:	
_____		_____	

Family and Community

- Target and Home Depot made donations
- BJ adopted Kingsbury 2015 – 2016
- Waterbury Youth Services
- Stop and Shop & Shop Rite
- Multiple monthly events (AM and PM)
- Diversity Celebrations
- Texas Roadhouse (SOM and attendance)
- McEducator Night
- Southmayd Home



School and Home

Available through
Kingsbury's website:

- Type to Learn 4
- Lexia
- Smarter Balanced Practice
- MobyMax
- IReady for grades 3-5
- Additional resources



[Home](#) [District News](#) [Calendar](#) [Schools](#) [Departments](#) [Board of Education](#)

QUICK LINKS

[District Home Page](#)
[Kingsbury Home](#)
[Principal's Page](#)
[Vice Principal's Corner](#)
[Vision Statement](#)

Smarter Balanced Practice

Students may practice Smarter Balanced tests at home. Please click on this link:

[SMARTER BALANCED PRACTICE](#)

Once there, you will be a 'Guest'

Click on 'Sign In'

Choose the appropriate grade level, click 'Yes' at the bottom and you will see a variety of practice tests

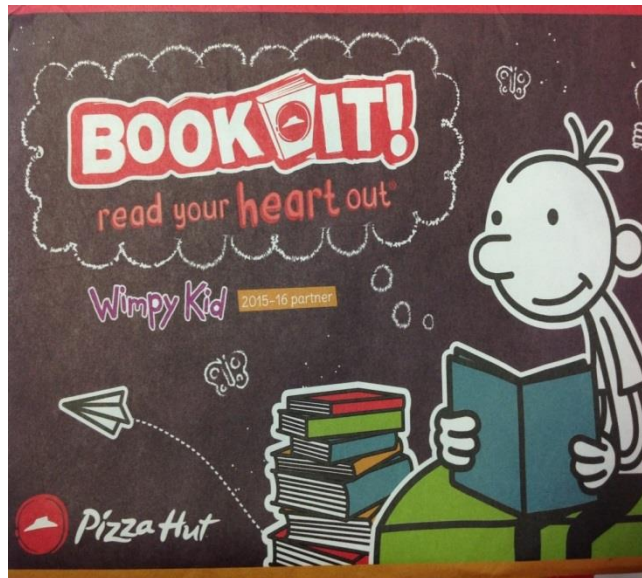
ESH at Kingsbury

Extended School Hours 2015-2016

- **Starts November 10, 2015 for students in grades 3, 4 and 5**
- **Tuesday, Wednesday, Thursday; 2 hours a day**
- **Focus will be on Math, Science, ELA and PE**
- **Small group instruction with technology component**

Things to Come...

- Literacy How
- Hill for Literacy
- Multiple Family Functions
- PTO



#3

Hi Carrie,

Last year our Art teacher Stefanie Porcaro received an Arts Mini Grant to run an after school program at Bunker Hill, Washington, Wilson and Carrington. Since she did not receive the grant again this year we would like to replicate the program at Wilson, Chase and Reed using FRC funds. I believe Ernie has already contacted you regarding the dates and staff for his program so I am just including information on behalf of the Wilson and Chase FRCs. I am hoping you can add this information to the Superintendent's Notifications for the upcoming meeting.

The Wilson and Chase FRC's will be running an Arts After School Program for 6 weeks starting on Monday Nov. 9th and ending on Thursday December 17th. The program will run Monday - Thursday from 3-4:30 pm at both Chase and Wilson School. We will not be providing transportation for this program which parents will be notified of in the application. The following staff will be working the program and will be paid per their contracted hourly rate.

Chase School:

Jacqueline Torres - Coordinator
Dina Stanziano - Teacher
Gina Turner - Para
Angelica Cavallo - Teacher Sub

Wilson School:

Jessica Reho - Coordinator
Stefanie Porcaro - Teacher
Terri LaRosa - Para
Sara LeStage - Teacher Sub
Donna Orsatti - Para Sub

Please contact me with any further questions. Also, our Art Teacher Stefanie Porcaro can be available to attend the workshop next week if you feel that would be necessary.

Have a great weekend!

Jessica Reho

Wilson FRC Coordinator
235 Birch St. Waterbury, CT 06704
Phone: 203-573-6664/Fax: 203-573-6663
jreho@waterbury.k12.ct.us



Arts After School Program 2015



Dear Parent or Guardian,

We are excited to announce that the Arts After School Program will be starting on Monday, November 9th. The program will run Monday-Thursday for 6 weeks ending on Thursday December 17th. Children will receive help with their homework as well as study various art forms and create several art projects.

After-School Program: Monday through Thursday 3:00 PM To 4:30 PM

WEEK 1: NOVEMBER 9, 10, (NO SCHOOL 11/11), 12

WEEK 2: NOVEMBER 16, 17, 18, 19

WEEK 3: NOVEMBER 23, 24,

(EARLY DISMISSAL 11/25) & (NO SCHOOL 11/26)

WEEK 4: NOVEMBER 30, DECEMBER 1,

(EARLY DISMISSAL 12/2), 3

WEEK 5: DECEMBER 7, 8, (EARLY DISMISSAL 12/9), 10

WEEK 6: DECEMBER 14, 15, 16, 17

Please note that due to lack of funds there is no transportation provided for this program. Therefore, you must be able to pick up your child no later than 4:30 PM or provide a note giving your child permission to walk home after the program. Please note that this is an extra-curricular privilege for our students, therefore, it is expected that all students will follow all PAWS expectations during this time as they would be expected during the school day. Please be aware that consistent problematic behaviors may also result in termination from the program. If you have any further questions, feel free to contact the Family Resource Center at (203)573-6664.

Thank You,
Jessica Reho
FRC Coordinator

#5+6

SUMMARY
Title III Grant Application
Immigrant Children and Youth Education Grant Application
2015 – 2017

<u>2014 – 2016</u>	<u>2015 – 2017</u>	<u>Title III – English Language Acquisition Enhancement and Academic Achievement Act</u>
\$330,844	\$352,509	The grant is for Limited English Proficient (LEP) students. Educational materials will be purchased to expand or enhance existing language and academic content instruction programs. The grant funds salaries for Bilingual Instructional aides, technology, office support staff, and language assessors

<u>2015-2016</u>		<u>Immigrant Children and Youth Education</u>
\$25,211		<p>The purpose of this grant is to assist eligible local educational agencies (LEAs) that experience unexpectedly large increases in their student population due to immigration to:</p> <ul style="list-style-type: none"> (1) provide high-quality instruction to immigrant children and youth; and (2) help such children and youth— <ul style="list-style-type: none"> (a) with their transition into American society; and (b) meet the same challenging state academic content and student academic achievement standards that all children are expected to meet.

SUMMARY
CONSOLIDATED TWO YEAR FEDERAL GRANTS
2015 – 2017

2014-2016
\$10,098,635

2015-2017
\$10,001,979

Title I Part A – Improving Basic Programs,

Public schools are still ranked according to poverty percentages and divided into poverty bands for per pupil allocations. Funds are allocated to schools for Title I Literacy and Numeracy staff, parent liaisons, hall monitors and truancy and prevention specialists. The Early Childhood Education staff and program operation are also funded with the Title I funds. Professional Development funds are provided for school wide programs, Alliance and Blueprint plans, teacher evaluation and Common Core. Set aside funds are provided for Public School Choice students previously enrolled for homeless students, family involvement and professional support for non-highly qualified teachers. Funds are also set aside for the Focus and Turn Around schools. The private school entitlement is also included for tutors, educational materials, professional development and family involvement.

\$1,169,353

\$1,154,263

Title IIA – Teacher and Principal Training and Recruiting,

Professional Development funds support training, curriculum writing and the mentoring and assist with the orientation of newly hired teachers. Funding is used for the salaries of the Human Resource Assistant, respective staff and five new hires. Funds are also transferred to support programs in technology, innovative programs and safe school initiatives. Schools receive funds for Positive Behavioral Interventions and Support (PBIS) and the innovative plans include summer school programs. The private school entitlement is also included for similar programs.

\$11,267,988

\$11,156,242

GRAND TOTAL FOR ALL GRANTS

EDUCATION

Special Education - Office Manager**Specific Examples of Duties: (Not limited to duties listed below)**

- Oversee day to day operations of the Special Education & Pupil Service Department
- Manages the reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image.
- Promote and model respectful professional climate/relationships.
- Supervises all clerical personnel and implements procedures of office operations and district policies.
- Conducts clerical evaluations and hiring
- Maintains schedules of vacation days, personal days, sick days etc.
- Prepares and submits department payroll for clerical personnel and supervisors
- Assemble and coordinate expenditures for the office budget, input of purchase orders
- Supervises the maintenance of office areas and equipment, including copier, fax machine, etc.
- Oversee ordering and distribution of classroom supplies as needed for special education programs.
- Process Expulsion packets and maintain data base
- Oversees hiring, placement, transfers, appraisals and employee change forms for paraprofessionals, ABA therapists, Attendance Counselors, and other civil service employees employed by special education department.
- Types letters, memos, forms, evaluations, notes, calendars, etc., as requested by Director of Special Education & Pupil Services
- Handle and Distribute U.S. Mail and inter-office mail.
- Other duties as assigned by Director of Special Education & Pupil Services

Qualifications:

- High School Diploma or GED required.
 - Five years' of experience in clerical or secretarial work.
 - Knowledge and Experience of principles and practices of office management.
 - Knowledge of computers -Microsoft Office: Word, Excel, PowerPoint, Adobe, Internet etc...
 - Ability to prioritize work and make good decisions in accordance with policies and procedures of the department.
 - Ability and experience to maintain a variety of clerical records in an organized and systematic form.
 - Excellent communication skills for interacting with staff, parents and community
 - Ability and experience to maintain complex records.
- Work/Year/ Hours of Work: 12 months, 35 hours per week
 - Salary/ Benefits \$15.38 --- \$16.48
 - This is a grant funded position that exists as long as grant funds are available. Benefits are governed by UPSEU Collective Bargaining Agreement

Please apply at: <http://www.applitrack.com/waterbury/onlineapp>

Closing date:

Revised: Oct/2015



Waterbury Public Schools

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

Paul F. Guidone
Chief Operating Officer
& Chief of Staff

MEMORANDUM

DATE: October 27, 2015

TO: Board of Education Commissioners

FROM: Paul F. Guidone, Chief Operating Officer and Chief of Staff *PFG*

SUBJECT: School Construction Program Management Contract

The District issued a RFP for School Construction Program Management Services. Six firms responded and were interviewed by the Selection Committee consistent with the City of Waterbury's Procurement Regulations. The Committee consisted of President Charles Stango, Commissioners Ann Sweeney and Jason Van Stone, Director of Purchasing Rocco F. Orso, Chief of Staff Joseph Geary, Interim Chief of Staff and Chief Operating Officer Gary Miller and myself. Commissioner Thomas Van Stone also attended the interview session. It was the Committee's unanimous decision to recommend O & G Industries, Incorporated to perform the services. As you know, the firm has functioned in this capacity for the past 10 years.

I have included the following attachments for your information.

1. Summary of Scope of Services Projects
2. Historical Summary of Contract versus Actual Billing
3. Comparison of 2014-2015 and Proposed 2015-2016 Contract

As you can determine, as with all other City Contracts, this agreement contains a not-to-exceed amount. However, costs are based on actual services provided. School Construction Program Management Fees have in fact been underspent by \$1,610,330 over the past ten years.

I will be available to provide an overview and answer questions at the workshop.

PFG/mc

Attachments (2)

cc: Kathleen M. Ouellette, Superintendent of Schools
Gary Miller, Interim Chief Operating Officer and Chief of Staff
File

Active Construction Projects	Total Budget
♦ Kennedy High School Addition & Alterations	\$25,232,000
♦ West Side Middle School Roof Replacement	\$3,040,000
♦ Security Grant II	\$1,074,693
♦ Crosby Turnaround Grant #2	\$448,000
♦ Walsh Turnaround Grant #2	\$200,000

Project Close-Outs	Total Budget
♦ Reed Elementary School	\$48,000,000
♦ Carrington Elementary School	\$37,043,326
♦ Waterbury Career Academy	\$68,190,000
♦ Wallace Middle School Addition & Alterations	\$15,758,000
♦ Duggan Elementary School	\$39,644,922
♦ Enlightenment School	\$13,544,000
♦ Wendell Cross Elementary School Elevator Addition	\$450,000
♦ Bucks Hill Elementary School Elevator Addition	\$500,000
♦ Existing Walsh Elementary School Turnaround	Completed
♦ Washington Elementary School Roof Replacement	\$200,000
♦ Bucks Hill Elementary School Roof Replacement	\$405,250
♦ Existing Crosby High School Turnaround	Completed
♦ Elementary School Security Improvements Bond	\$815,000

Other Projects under CT Department of Education Audit	Total Budget
♦ Gilmartin Elementary School	\$31,200,000
♦ Wilby High School Science Room Renovations	\$5,200,000
♦ Kennedy High School Code Improvements	\$2,900,000

Future Projects	Total Budget
♦ Possible East End Pre-K to 8 School	\$40,000,000
♦ Crosby and Walsh Turnaround Capital Improvements	\$500,000
♦ Sprague and Chase Elementary Schools Elevator Project	\$850,000
♦ Kennedy High School Tile Abatement	\$275,000
♦ Bucks Hill Tile Abatement	\$275,000
♦ Other Projects that may result from on-going Facility Utilization and Redistricting Study	Unknown
♦ Anticipated State General Maintenance Improvement Grant	\$2,000,000

Waterbury School Construction Program
Budget Review: Program Manager Costs
Program Year #1 thru #11
 (September 2005 thru August 2016)

Program Year	Period of Time	Base Cost	Change Order Allowance	Contract	Billings	Net Unspent (Contract vs. Billings)
1	2005-2006	\$827,873	\$41,394	\$869,267	\$579,017	\$290,250
2	2006-2007	\$897,752	\$44,888	\$942,640	\$818,002	\$124,638
3*	2007-2008	\$708,407	\$35,420	\$743,827	\$845,281	-\$101,454
4	2008-2009	\$1,019,272	\$50,964	\$1,070,236	\$981,740	\$88,496
5	2009-2010	\$1,493,135	\$74,657	\$1,567,792	\$1,305,281	\$262,511
6	2010-2011	\$1,497,718	\$74,886	\$1,572,604	\$1,397,052	\$175,552
7	2011-2012	\$1,522,528	\$76,126	\$1,598,654	\$1,285,014	\$313,640
8	2012-2013	\$1,616,284	\$80,814	\$1,697,098	\$1,286,883	\$410,215
9	2013-2014	\$1,497,594	\$0	\$1,497,594	\$1,329,125	\$168,469
9**	--	--	--	--	--	-\$206,774
10	2014-2015	\$1,189,160	\$0	\$1,189,160	\$1,104,373	\$84,787
11	2015-2016	<u>\$1,050,953</u>	<u>\$0</u>	<u>\$1,050,953</u>	<u>--</u>	<u>--</u>
Totals	--	\$13,320,676	\$479,149	\$13,799,825	\$10,931,768	\$1,610,330

* The Original Agreement Budget for Contract Years 1 thru 3 was \$2,555,734. Contract Year 3 billings increased as a result of adding Program Staff to meet the demands of the 7 school projects that were funded at that point in time. Added staff was paid out of CO Allowance. The net unspent + CO allowance for Contract Years 1 thru 3 was \$313,434.

** Budget for Program Management Fees associated with Department of Education Capital Projects: 2 - Turn Around School Projects; 2 - Security Improvement Projects

**Waterbury School Construction Program
Program Management Fee Comparison:
Program Year #10 vs Program Year #11**

	Program Year #10: 2014-2015		Program Year #11: 2015-2016		Net Change
	# of Staff	Schedule of Values	# of Staff	Schedule of Values	Year #11
Program Staffing					
Program Executive	1	\$120,432	1	\$79,456	-\$40,976
Program Director	--	\$0	1	\$129,792	\$129,792
Sr. Program Manager	1 1/2	\$482,508	--	\$0	-\$482,508
Program Manager	1	\$313,706	2	\$628,160	\$314,454
Administrative Assistant	1	\$122,283	1	\$105,774	-\$16,509
Assistant Program Manager (FF&E)	1	\$51,241	1	\$23,040	-\$28,201
Home Office Support					
Sr. Estimator	--	\$0	--	\$0	\$0
Staff Estimator	--	\$0	--	\$0	\$0
Estimator	--	\$0	--	\$0	\$0
Contract Administration	--	\$16,689	--	\$0	-\$16,689
Reimbursables					
Office Rental		\$46,644		\$31,096	-\$15,548
Office Utilities		included above		\$3,450	\$3,450
Office Parking		included above		\$2,760	\$2,760
Cleaning Service		\$4,836		\$3,450	-\$1,386
Internet Service		\$7,245		\$2,415	-\$4,830
Security System, Monitoring & Maintenance		\$1,032		\$1,380	\$348
Copier/Scanner & Maintenance		\$7,245		\$8,970	\$1,725
Monthly Telephone, Fax Service		\$2,484		\$2,070	-\$414
Office Supplies		\$7,280		\$3,450	-\$3,830
UPS & Postage		\$696		\$690	-\$6
Cell Phones & Service *		\$4,839		\$0	-\$4,839
Grant Program Cost Estimate Contingency		\$0		\$25,000	\$25,000
Contract Amount		\$1,189,160		\$1,050,953	-\$138,207
					12% Reduction
* Cell Phones & Service is included in the Program Staffing Costs for Year #11.					

#9

AGREEMENT
RFP No. 5303
for
PROGRAM MANAGEMENT SERVICES
For
SCHOOL BUILDING CONSTRUCTION PROJECTS
between
The City of Waterbury, Connecticut
and
O & G Industries, Incorporated

THIS AGREEMENT, effective on the date signed by the Mayor, is by and between the CITY OF WATERBURY, City Hall, 235 Grand Street, Waterbury, Connecticut (the "City") and O&G Industries, incorporated, located at 112 Wall Street in Torrington, Connecticut, a State of Connecticut duly registered domestic corporation (the "Consultant" or "Contractor").

WHEREAS, the Consultant submitted a proposal to the City responding to Request for Proposal (RFP) No. 5303 for Program Management Services for School Building Construction Projects; and

WHEREAS, the City accepted the Consultant's proposal for RFP No. 5303; and

WHEREAS, the City desires to obtain the Consultant's services pursuant to the terms, conditions and provisions set forth in this agreement (the "Project").

NOW THEREFORE, THE PARTIES AGREE AND COVENANT AS FOLLOWS:

1. Scope of Services. The Consultant shall furnish all of the labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc. necessary to complete the Project as specified in this agreement (also referred to herein as "Contract") and such shall be completed in a satisfactory manner, as reasonably determined by the City. All labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc. shall comply with any and all applicable Local, State and Federal laws, statutes, ordinances and regulations and with generally accepted professional standards. The Consultant shall make such revisions or modifications to its work, at its own cost and expense, as the City may require in order to be deemed complete.

1.1. The Project consists of Program Management Services for School Building Construction Projects, as detailed and described in **Attachment A** and are hereby made material provisions of this Contract, as well as the services set forth hereto as **Attachment B** and hereby made material provisions of this Contract. **Attachment A** shall consist of the

following which are attached hereto, are acknowledged by the Consultant as having been received, or are otherwise hereby incorporated by reference as noted below, and all are made a part hereof:

- (i) City of Waterbury RFP No. 5303 consisting of 16 pages;
- (ii) City of Waterbury Addendum No. 1 to the RFP No. 5303 consisting of 4 pages;
- (iii) O & G Industries, Incorporated's response to RFP No. 5303 consisting of 57 pages, including Fee and Compensation Schedule consisting of 6 pages; totaling 63 pages;

1.2. The entirety of **Attachment A** plus this executed instrument are together deemed the Contract Documents (hereinafter collectively referred to as "Contract Documents"). The City's record copy of the Contract Documents shall control and shall be effective and binding on the Consultant. In the event that any provision in the Contract Documents conflict with any other provision therein, the provision in the component part of the Contract Document first enumerated below shall govern over any other component part which follows it numerically:

- (i) Contract;
- (ii) Scope of Services
- (iii) City of Waterbury's Request for Proposal No. 5303
- (iv) O&G Industries Response to Request for Proposal No. 5303;
- (v) Additional Contract Documents, made up of Certification of Debarment, Disclosure Affidavit, Annual Statement of Financial Interests, any applicable licenses.

2. Consultant Representations Regarding Qualification and Accreditation. The Consultant represents that, to the extent required by law, its employees are licensed to perform the scope of work set forth in this Contract. The Consultant 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 Contract, including any supplementary work and the City relies upon these.

2.1. Representations regarding Personnel. The Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services under this Contract. 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 by the City in writing. As set forth above, all the services required hereunder shall be performed by the Consultant 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.

2.2. Representations regarding Qualifications. The Consultant hereby represents that, to the extent required by Federal, State and Local statutes, regulations, codes, ordinances, and policies, that the Consultant and/or its employees be licensed, certified, registered, or otherwise qualified, the Consultant and all employees providing services under this Contract, are in full compliance with those statutes, regulations and

ordinances. Upon City request, the Consultant shall provide to the City a copy of the Consultant's licenses, certifications, registrations, etc.

3. Responsibilities of the Consultant. All data, information, etc. given by the City to the Consultant and/or created by the Consultant shall be treated by the Consultant as proprietary to the City and confidential unless the City agrees in writing to the contrary and shall be used solely for the purposes of providing services under this Contract. The Consultant agrees to forever hold in confidence all files, records, documents and other information which may come into the Contractor's possession during the term of this Contract, except where a disclosure is expressly stated as a requirement of this Contract. Notwithstanding the foregoing, where a Consultant disclosure is required to comply with statute, regulation, or court order, the Consultant shall provide prior advance written notice to the City of the need for such disclosure. The Consultant agrees to properly implement the services required in the manner herein provided.

3.1. Use of City Property. To the extent the Consultant is required to be on City property to render its services hereunder, the Consultant shall have access to such areas of City property as the City and the Consultant agree are necessary for the performance of the Consultant's services under this Contract (the "Site" or the "Premises") and at such times as the City and the Consultant may mutually agree. Consultant shall perform all work in full compliance with Local, State and Federal health and safety regulations. All work hereunder shall be performed in a safe manner. Consultant shall immediately correct any dangerous condition caused by or resulting from its work. If it fails to correct, or to act diligently to correct, any condition which City reasonably believes to be a hazard to persons or property, then immediately upon oral or written notice to any supervisory or similar personnel of Consultant, City may, but shall not be required to, correct same at Consultant's expense. City shall confirm in writing any oral notice given within five (5) business days thereafter.

3.2. Working Hours. To the extent the Consultant is required to be on City property to render its services hereunder, the Consultant shall coordinate its schedule so that work on the Premises is performed during those hours the City sets forth in a written notice to the Consultant, unless written permission is obtained from the City to work during other times. This condition shall not excuse Consultant from timely performance under the Contract. The work schedule must be agreed upon by the City and the Consultant.

3.3. Cleaning Up. To the extent the Consultant is required to be on City property to render its services hereunder, the Consultant shall at all times keep the Premises free from accumulation of waste materials or rubbish caused by Consultant, its employees or subcontractors, and at the completion of the work shall remove all rubbish from and about the Project and all tools, scaffolding and surplus materials and shall leave the Premises "broom clean" or its equivalent, unless more exactly specified. In case of dispute, the City may remove the rubbish and charge the cost to the Consultant.

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

3.5. Standard of Performance. All workmanship, services, materials or equipment, either at the Premises or intended for it, shall conform in all respects with the requirements of all this Contract, and shall be the best obtainable from the crafts and trades. In all cases, the services, materials, equipment, reports, plans, specifications, deliverables, workmanship, etc. shall be equal to or better than the grade specified, and the best of their kind that is obtainable for the purpose for which they are intended. The standard of care and skill for all services performed by the Consultant shall be that standard of care and skill ordinarily used by other members of the Consultant's profession practicing under the same or similar conditions at the same time and in the same locality. The Consultant's services rendered hereunder shall be rendered completely and by qualified personnel in accordance with standard industry practice.

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

3.7. Due Diligence Obligation. The Consultant acknowledges its responsibilities to examine and to be thoroughly familiar with the City's proposal document, including, but not limited to the specifications, and any addenda thereto. The Consultant hereby warrants and represents that prior to the submission of its proposal during the proposal process it reviewed or was afforded opportunity, by the City, to review all physical items, facilities, services or functions essential to the satisfactory performance of the services required ("Due Diligence") and thereby certifies that all such items facilities, services or functions are included in this Contract and thereby warrants that:

3.7.1 it conducted or had opportunity to conduct all Due Diligence prior to the submission of its proposal and, accordingly, any additional costs, services or products resulting from the failure of the Consultant to complete Due Diligence prior to submission of its proposal shall be borne by the Consultant. Furthermore the Consultant had the opportunity during the proposal process to ask questions it saw fit and to review the responses from the City;

3.7.2 its failure or omission to make investigation and verification of data shall, in no way, be cause for future claim of ignorance of such data or conditions nor shall such failure to investigate and verify be the basis for any claim whatsoever, monetary or otherwise;

3.7.3 it is solely responsible for resolving any issues resulting from the failure to conduct Due Diligence and shall assume any costs that may result during the implementation of the Project, including, but not limited to, adherence to specifications and pricing for the Project.

3.7.4 it was responsible for specifying any changes and disclosing any new costs prior to the submittal of its proposal. Thus, in the event any changes or costs are disclosed by the Consultant, or otherwise required, during the performance of its services, the sole responsibility for any modification, delay and cost of such changes shall reside with the Consultant.

3.7.5 has familiarized itself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and Federal, State and Local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the Work;

3.7.6 has given the City written notice of any conflict, error or discrepancy that the Consultant has discovered in the Proposal Documents; and

3.7.7 agrees that the Proposal Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the Work.

3.8. Reporting Requirement. The Consultant shall deliver periodic, monthly, written reports to the City's Using Agency setting forth (i) the issue date of the report, (ii) the time period covered by the report, (iii) a brief description of the work and services completed by the Consultant and/or delivered by the Consultant during the time period covered by the report, (iv) expressed as a percentage of the total work and services required under this Contract, the percentage of the total work represented by the work and services described in subsection iii above, (v) expressed as a percentage of this Contract's Section 6 total compensation, the percentage of the total compensation represented by the work and services described in subsection iii above, (vi) the Consultant's declaration as to whether the entirety of the Consultant's work and services required in this Contract will be, or will not be, completed within the Contract's Section 6 total compensation amount, and (vii) any and all additional useful and/or relevant information. Each report shall be signed by Chief Operating Officer and Chief of Staff or designee.

NOTE: the Consultant's failure to deliver any report required herein shall be deemed a material breach of this Contract, the City hereby reserving the right to exercise all available legal remedy(ies) to address said breach.

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

5. Contract Time. The Consultant shall complete all work and services required under this Contract within thirty-six (36) months commencing September 1, 2015 and terminating August 31, 2018.

5.1. Time is and shall be of the essence for all Project milestones and completion dates for the Project. The Consultant further agrees that the Work shall be prosecuted regularly, diligently and uninterruptedly and at such rate of progress as will insure full completion thereof within the Contract Time stated above. It is expressly understood and agreed, by and between the Consultant and City, that the Contract Time is reasonable for the completion of the Work. The Consultant shall be subject to City imposed fines and/or penalties in the event the Consultant breaches the foregoing dates.

5.2. Option Periods/ Renewal Terms. The City shall have the option, at its sole discretion, to extend this agreement for two (2) additional one-year terms, upon the terms and conditions as outlined herein, to include the following two one-year periods:

- i. September 1, 2018 through August 31, 2019 (First Renewal Term); and
- ii. September 1, 2019 through August 31, 2020 (Second Renewal Term).

The City shall exercise each renewal term, upon three (3) months prior written notice to the Consultant, of the City's election to renew said contract.

6. Compensation. The City shall compensate the Consultant for satisfactory provision of all of the goods and services set forth in this Contract as follows in this Section 6.

6.1. The City shall compensate the Consultant for satisfactory provision of all of the goods and services set forth in this agreement as follows in this Section 6.

A. Fee Schedule. The fee payable to the Consultant shall not exceed Two Million Six Hundred Twenty-one Thousand Three Hundred and seven Dollars (\$2,621,307) with the basis of payment as follows:

- i. For the period of time from September 1, 2015 through August 31, 2016, in an amount not to exceed One Million Fifty Thousand Nine Hundred and Fifty-three Dollars (\$1,050,953);
- ii. For the period of time from September 1, 2016 through August 31, 2017, in an amount not to exceed Eight Hundred Sixty-nine Thousand and Fifty Dollars (\$869,050);
- iii. For the period of time from September 1, 2017 through August 31, 2018, in an amount not to exceed Seven Hundred and One Thousand, Three Hundred and Four Dollars (\$701,304).

B. Fee Schedule for Renewal Terms. The fee payable to the Consultant for satisfactory performance and delivery of all contract services for the first and second renewal terms shall be as outlined below.

- i. Payment for the First Renewal Term. The fee payable to the

Contractor for the first renewal term, of this contract, September 1, 2018 through August 31, 2019 shall not exceed Five Hundred and Ninety-eight Thousand Three Hundred and Eighty-five Dollars (\$598,385);

ii. Payment for the Second Renewal Term. The fee payable to the Contractor for the second renewal term, of this contract, September 1, 2019 through August 31, 2020 shall not exceed Five Hundred and Ninety Thousand Seven Hundred and Fifty-six Dollars (\$590,756).

6.2. Limitation of Payment. Compensation payable to the Consultant is limited to those fees set forth in Section 6.1. above. Such compensation shall be paid by the City upon review and approval of the Consultant's invoices for payment and review of the work, services, deliverables, etc. required in this Contract and review as may be further required by the Charter and Ordinances of the City. Consultant's invoices shall describe the work, services, reports, plans, specifications, deliverables, etc. rendered and the compensation sought therefore in a form and with detail and clarity acceptable to the City.

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

6.3. Review of Work. The Consultant shall permit the City to review, at any time, all work performed under the terms of this Contract at any stage of the work. The Consultant shall maintain or cause to be maintained all records, books or other documents relative to charges, costs, expenses, fees, alleged breaches of the Contract, settlement of claims or any other matter pertaining to the Consultant's demand for payment. The City shall not certify fees for payment to the Consultant until the City has determines that the Consultant has completed the work in accordance with the requirements of this Contract.

6.4. Proposal Costs. All costs of the Consultant in preparing its proposal for RFP No. 5303 shall be solely borne by the Consultant and are not included in the compensation to be paid by the City to the Consultant under this Contract or any other Contract.

6.5. Payment for Services, Materials, Employees. The Consultant shall be fully and solely responsible for the suitability, and compliance with the Contract, of all labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc. furnished to the City under this Contract. The Consultant shall promptly pay all employees as their pay falls due, shall pay promptly as they fall due all bills for labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc., going into the work, and all bills for insurance, bonds, Worker's Compensation

coverage, Federal and State Unemployment Compensation, and Social Security charges applicable to this Project. Before final payment is made, the Consultant shall furnish a legal statement to the City that all payments required under this subparagraph have been made.

6.6. Liens. Neither the final payment nor any part of the retained percentage, if any, shall become due until the Consultant, if requested by the City, shall deliver to the City a complete release of all liens arising out of this Contract, or receipts in full in lieu thereof, and, if required, in either case, an affidavit that so far as the Consultant has knowledge or information, the releases and receipts include all the labor and material for which a lien could be filed; but the Consultant may, if any subcontractor refuses to furnish a release or receipt in full, furnish a bond satisfactory to the City, to indemnify it against any lien. If any lien remains unsatisfied after all payments are made, the Consultant shall refund to the City all moneys that the City may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

7. Passing of Title and Risk of Loss. Title to each item of equipment, material, reports, plans, specifications, supplies, services, etc. required to be delivered to the City hereunder shall pass to City upon City payment to the Consultant for that item. Consultant and its insurer shall assume the risk of loss or damage up to and including the date title passes, except that City shall be responsible for loss or damage caused by City's negligence.

8. Indemnification.

8.1. The Consultant shall indemnify, defend, and hold harmless the City and its boards, the City's Board of Education (if applicable), commissions, 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 delivery of the labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc. provided that any such claims, suits, damages, losses, judgments, costs or expenses (i) are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the services itself) including the loss of use resulting there from, and (ii) are caused in whole or in part by any willful or negligent act or omission of the Consultant, its employees, 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.

8.2. In any and all claims against the City or any of its boards, agents, employees or officers by the Consultant or any employee of the Consultant, 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 8.1, above, shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Consultant or any subcontractor under Worker's Compensation Acts, disability benefit acts or other employee benefit acts.

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

9. Consultant's Insurance.

9.1. The Consultant shall not commence work under this Contract until all insurance required under this Section 9 has been obtained by the Consultant and such insurance has been approved by the City. The Consultant shall not allow any subcontractor to commence work on any subcontract until all insurance required of any such subcontractor has been so obtained and approved by the City. Insurance shall be provided by insurers that are satisfactory to the City, authorized to do business in the State of Connecticut, that have at least an "A-" Best's Rating, and are in an A.M. Best financial size category of VII or higher. The A.M. Best classifications are based on the most current A.M. Best Company ratings or an equivalent City approved rating system.

9.2. At no additional cost to the City, the Consultant shall purchase and maintain the insurance coverages set forth below which shall protect the City from claims which may arise out of or result from the Consultant's obligation under this Contract, whether such obligations are the Consultant's or subcontractor or person or entity directly or indirectly employed by said Consultant or subcontractor, or by any person or entity for whose acts said Consultant or subcontractor may be liable.

9.3. The Vendor's General, Automobile and Excess Liability Insurance policies shall be endorsed to add the City as an additional insured. Waivers of subrogation shall be provided on the automobile liability, general liability and workers compensation. The insurance afforded the additional insured shall be primary non-contributory insurance and the coverage and limits provided under the Vendor's policies shall not be reduced or prorated by the existence of any other insurance applicable to any loss the additional insured may have suffered. Each insurance policy shall state that the insurance company shall agree to investigate and defend the insured against all claims for damages, even if groundless. If any insurance required herein is to be issued or renewed on a claims made form as opposed to an occurrence form, the retroactive date for coverage shall be no later than the commencement date of this Contract and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims ("Tail Coverage") shall be available for at least 60 months.

9.4. The following policies with stated limits shall be maintained, in full force and effect, at all times during which the services are to be performed by the Consultant:

9.4.1 General Liability Insurance: \$2,000,000.00 per occurrence, \$2,000,000.00 aggregate.

Providing coverage to protect the City for all damages arising out of bodily injuries, sickness to or death of all persons in any one accident or occurrence

and for all damages arising out of destruction of property in any one accident or occurrence.

9.4.2 Automobile Liability Insurance: \$2,000,000.00 combined single limit (CSL)

Providing coverage to protect the City with respect to claims for damage for bodily injury and or property damage arising out of ownership, maintenance, operation, use or loading and unloading of any auto including hired & non-owned autos.

9.4.3 Workers' Compensation: Statutory Limits within the State of Connecticut.

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

9.4.4 Excess/Umbrella Liability Insurance: Excess or Umbrella insurance coverage that follows form or sits over General Liability, Automobile Liability and Workers Compensation insurances. \$25,000,000.00 aggregate limit.

9.4.5 Professional Liability Insurance: \$1,000,000.00 aggregate limit. Professional liability (also known as, errors and omissions) insurance providing coverage to the Consultant.

9.4.6 Pollution and Professional Liability Insurance: \$10,000,000 each occurrence; \$10,000,000 each claim.

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

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

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

9.7. Certificates of Insurance: The Consultant's General, Automobile and Excess/Umbrella Liability Insurance policies shall be endorsed to add the City and its Board of Education as additional insureds and provide a waiver of subrogation on all lines of coverage except Professional Liability. The insurance afforded the additional insured shall be primary and non-contributory insurance and the coverage and limits provided under the Consultant's policies shall not be reduced or prorated by the existence of any other insurance applicable to any loss the additional insured may have

suffered. At the time the Consultant executes this Contract, it shall furnish to the City, subject to City approval, certificate(s) of insurance and Additional Insured Endorsement and Waiver of Subrogation Endorsement verifying the above coverages, including the naming of the City of Waterbury, as follows: **"The City of Waterbury and its Board of Education are listed as additional insureds on all lines of coverage except Workers Compensation and Professional Liability and include a waiver of subrogation on all lines of coverage except Professional Liability as their interests may appear"**. The City's request for proposal number must be shown on the certificate of insurance. The Consultant must supply replacement/renewal certificates at least thirty (30) calendar days prior to the expiration of the policy (ies). Said certificates shall contain a provision that coverage afforded under the policies shall not be cancelled or reduced for any reasons unless notice of not less than thirty (30) calendar days has been mailed to the Office of Corporation Counsel, 235 Grand Street, Waterbury, CT 06702.

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

10. Conformance with Federal, State and Other Jurisdictional Requirements. By executing this Contract, the Consultant represents and warrants that, at all pertinent and relevant times to the Contract, it has been, is and will continue to be in full compliance with all applicable statutes, acts, ordinances, guidelines, resolutions, orders, judgments, decrees, injunctions, rules, and regulations of all government authorities applicable to performance by the Consultant of services hereunder, including those having jurisdiction over its registration and licensing to perform services hereunder; including, but not limited to, the following: *EQUAL EMPLOYMENT OPPORTUNITY ACT*; *COPELAND ANTI-KICKBACK ACT*, as supplemented in the Department of Labor Regulations (29 CFR Part 3); *DAVIS-BACON ACT* as supplemented by Department of Labor Regulations (29 CFR Part 5); Section 103 and 107 of the Contract Work Hours and Safety Standards Act, as supplemented by the Department of Labor Regulations (29 CFR Part 5); the *HOUSING and COMMUNITY DEVELOPMENT ACT of 1974*, as amended; TITLE 31 and Section 12-430(7) of the State of Connecticut General Statutes. All applicable sections of the City Charter and Code of Ordinances are incorporated by reference and made a part hereof.

10.1. Permits, Laws, and Regulations. Permits and licenses necessary for the delivery and completion of the Consultant's work and services shall be secured in advance and paid by the Consultant. The Consultant shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work and services as specified.

10.2. Taxes-Federal, State and Local. The City is exempt from Federal Excise and Transportation, State and Local Sales and Use Taxes, including without limitation, taxes that would otherwise be imposed upon the Consultant for transactions required or necessitated hereunder between it and its subcontractors, suppliers, etc. The Consultant remains liable, however, for any applicable tax obligations it incurs. Moreover, the

Consultant represents that the proposal and pricing contained in this Contract do not include the amount payable for said taxes.

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

10.3.1 The Consultant is aware of the provisions of Title 31, §53 of the Connecticut General Statutes, latest revision (the "Act"), concerning the payment of minimum wages and other payments or contributions established by the State of Connecticut Labor Commissioner for work on public facilities. The provisions of the Act are incorporated by reference and made a part of this Contract. The Act provides that the Connecticut prevailing wage law applies to certain remodeling, refurbishing, alteration, repair and new construction. The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee welfare fund, as defined in Conn. Gen. Statute 31-53(i), shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer or worker as part of such person's wages the amount of payment or contribution for such person's classification on each pay day.

10.3.2 The Consultant is aware of, and shall comply with, the provisions of both the Federal Davis-Bacon Act and the Federal American Recovery and Reinvestment Act of 2009, the provisions of both acts hereby incorporated by reference and made a part of this Contract. The Federal Davis-Bacon Act provides that Federal wage rate laws apply to certain federally funded contracts. The American Recovery and Reinvestment Act ("ARRA") provides that Federal wage rate laws apply to all ARRA funded contracts regardless of the contract's dollar value.

11. Discriminatory Practices. In performing this Contract, the Consultant 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 Contract. 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.

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

11.2. Equal Opportunity. In its execution of the performance of this Contract, the Consultant 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 Consultant 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.

12. Housing and Urban Development Section 3 Clause. In the event this Contract is funded, in whole or in part, through Housing and Urban Development assistance, 24 C.F.R. §135.38 may apply and the Consultant shall then be required to comply with the following (referred to as the "Section 3 clause"):

12.1. The work to be performed under this Contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted Projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

12.2. The parties to this Contract agree to comply with HUD's regulations in 24 C.F.R. part 135, which implement Section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

12.3. The Consultant agrees to send to each labor organization or representative of workers with which the Consultant has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Consultant's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

12.4. The Consultant agrees to include this Section 3 clause in every subcontract

subject to compliance with regulations in 24 C.F.R. part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. part 135. The Consultant will not subcontract with any subcontractor where the Consultant has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. part 135.

12.5. The Consultant will certify that any vacant employment positions, including training positions, that are filled (i) after the Consultant is selected but before the Contract is executed, and (ii) with persons other than those to whom the regulations of 24 C.F.R. part 135 require employment opportunities to be directed, were not filled to circumvent the Consultant's obligations under 24 C.F.R. part 135.

12.6. Noncompliance with HUD's regulations in 24 C.F.R. part 135 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.

12.7. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450e) also applies to the work to be performed under this Contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

13. Termination.

13.1. Termination of Contract for Cause. If, through any cause, in part or in full, not the fault of the Consultant, the Consultant shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall thereupon have the right to terminate this Contract by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least five (5) business days before the effective date of such termination.

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

13.1.2 Notwithstanding the above, the Consultant shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by the Consultant, and the City may withhold any payments to the

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

13.2. Termination for Convenience of the City. The City may terminate this Contract at any time for the convenience of the City, by a notice in writing from the City to the Consultant. If this Contract is terminated by the City as provided herein, the Consultant will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Consultant covered by this Contract, less payments of compensation previously made.

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

13.3.1 Effects of Non-Appropriation. If funds to enable the City to effect continued payment under this Contract are not appropriated, authorized or otherwise made available by law, the City shall have the right to terminate this Contract without penalty at the end of the last period for which funds have been appropriated, authorized or otherwise made available by law by giving written notice of termination to the Consultant.

13.3.2 Effects of Reduced Levels of Funding. If funding is reduced by law, or funds to pay the Consultant for the agreed to level of the products, services and functions to be provided by the Consultant under this Contract are not appropriated, authorized or otherwise made available by law, the City may, upon seven (7) calendar days written notice to the Consultant, reduce the level of the products, services or functions in such manner and for such periods of time as the City may elect. The charges payable under this Contract shall be equitably adjusted to reflect such reduced level of products, services or functions and the parties shall be afforded the rights set forth in this Contract.

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

13.4. Rights Upon Cancellation of Termination.

13.4.1 Termination for Cause. In the event the City terminates this Contract for cause, the Consultant shall relinquish to the City any applicable interest, title and ownership including, but not limited to, perpetual use of any proprietary rights in and to the documents, data, studies, reports, specifications,

deliverables, etc. provided to, in possession of, and properly invoiced and paid for by (except to the extent such invoiced amount is disputed) the City. With regard to third party products, the Consultant shall transfer all licenses to the City which the Consultant is permitted to transfer in accordance with the applicable third party license. The City shall have no financial obligation to compensate the Consultant for such terminated documents, data, studies, reports, specifications, deliverables, etc. unless payment is otherwise approved by the City prior to such termination. The Consultant shall be liable for costs incurred by the City, including but not limited to reasonable attorney fees and all court awarded fees and costs incurred in terminating this agreement in whole or in part.

13.4.2 Termination for Lack of Funding or Convenience. In the event of termination of this Contract by the City for lack of funding or convenience, the City shall pay the Consultant for all documents, data, studies, reports, specifications, deliverables, etc. (including any holdbacks), installed and delivered to the City as of the Termination Date and the Consultant shall relinquish to the City any applicable interest, title and ownership including, but not limited to perpetual use of any proprietary rights in and to said documents, data, studies, reports, specifications, deliverables, etc. in possession of and paid for by the City (except to the extent any invoiced amount is disputed). The Consultant shall be required to exercise commercially reasonable efforts to mitigate damages. In the event of a termination for Lack of Funding or Convenience the City and the Consultant may negotiate a mutually acceptable payment to the Consultant for reasonable demobilization expenses. Said demobilization expenses, if any, shall be handled in accordance with the provision of this Contract pertaining to Changes in the Work.

13.4.3 Termination by the Consultant. The Consultant may, by written notice to the City, terminate this Contract if the City materially breaches, provided that the Consultant shall give the City thirty (30) calendar days prior written notice and an opportunity to cure by the end of said thirty (30) day period. In the event of such termination, the Consultant will be compensated by the City for work performed prior to such termination date and the Consultant shall deliver to the City all deliverables as otherwise set forth in this Contract.

13.4.4 Assumption of Subcontracts. In the event of termination of this Contract, the City shall have the right to assume, at its option, any and all subcontracts for products, services and functions provided exclusively under this Contract, and may further pursue completion of the work under this Contract by replacement contract or otherwise as the City may in its sole judgment deem expedient.

13.4.5 Delivery of Documents. In the event of termination of this Contract, (i) the Consultant shall promptly deliver to the City, in a manner reasonably specified by the City, all labor, services, equipment, materials, reports, plans,

specifications, deliverables, incidentals, etc. and other tangible items furnished by, or owned, leased, or licensed by, the City, and (ii) the City shall pay the Consultant for all services performed and deliverables completed and accepted (pro-rated for deliverables partially completed) prior to the effective date of the termination (except to the extent any invoice amount is disputed).

14. Ownership of Instruments of Professional Services. The City acknowledges the Consultant's documents, data, studies, reports, specifications, deliverables, etc. created and to be created pursuant to this Contract, including electronic files, are Instruments of Professional Services. Nevertheless, the final Instruments of Professional Services, including, but not limited to documents, data, studies, reports, specifications, deliverables, etc. prepared for the City under this Contract shall become the property of the City upon City payment for that Instrument of Professional Services and the City reserves the right to use the Instruments of Professional Services.

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

15.1. Acts of God, fire, explosion, epidemic, cyclone, flood, war, strikes, revolution, civil commotion, or acts of public enemies.

15.2. Change of law and order, proclamation, regulation, ordinance, or governmental requirement.

Upon cessation of work for reason of force majeure delays, Consultant shall use its best efforts to meet the schedule set forth in Section 5 of this Contract.

16. Subcontracting. The Consultant shall not, without the prior written approval of the City, subcontract, in whole or in part, any of the Consultant's services. Any subcontractor so approved shall be required to secure and maintain insurance coverage equal to or better than that required of the Consultant and shall name the City as an additional insured party and said subcontractors shall deliver to the City a certificate of insurance evidencing such coverages. All subcontractors shall comply with all Federal, State and Local, laws, regulations and ordinances but such requirement shall not relieve the Consultant from its requirement that all work and services provided or required hereunder shall comply with all Federal, State and Local, laws, regulations and ordinances.

16.1. The Consultant shall be as fully responsible to the City for the acts and omissions of the Consultant's 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 Consultant.

17. Assignability. The Consultant shall not assign any interest in this Contract, 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 Consultant from the City under this Contract 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.

18. Audit. The City reserves the right to audit the Consultant's books of account in relation to this Contract any time during the period of this Contract or at any time during the twelve month period immediately following the closing or termination of this Contract. In the event the City elects to make such an audit, the Consultant shall immediately make available to the City all records pertaining to this Contract, including, but not limited to, payroll records, bank statements and canceled checks.

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

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

21. Entire Agreement. This Contract 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 Contract must be in writing and agreed to and executed by the City and the Consultant.

22. Independent Contractor Relationship. The relationship between the City and the Consultant is that of client and independent contractor. No agent, employee, or servant of the Consultant shall be deemed to be an employee, agent or servant of the City. The Consultant shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Contract. It is the express intention of the parties hereto, and the Consultant hereby agrees and covenants, that it and any and all third party(ies) and subcontractor(s) retained by the Consultant hereunder is/are not and shall not be deemed an employee of the City of Waterbury, but is/are and shall remain an independent contractor relative to the City and that nothing herein shall be interpreted or construed as creating or establishing the relationship of employer-employee between the City of Waterbury and the Consultant or between the City of Waterbury and any third party(ies) or subcontractor(s). Thus, the Consultant hereby covenants that it, its subcontractor(s) and third

party(ies) shall not be entitled to the usual characteristics of employment, such as income tax withholding, F.I.C.A. deductions, pension or retirement privileges, Workers Compensation coverage, health benefits, etc. and that the Consultant shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants, representatives, subcontractors and third party(ies).

23. Severability. Whenever possible, each provision of this Contract shall be interpreted in such a manner as to be effective and valid under applicable law. If any provision of this Contract, 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 Contract shall be enforced as if this Contract 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 Contract shall be deemed valid and enforceable to the maximum extent permitted by the new controlling principal of law or equity.

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

25. Contract Change Orders.

25.1. At the sole discretion of the City, a Change Order may be issued solely by the City to modify an existing party obligation set forth in this Contract where the scope of the Change Order is:

25.1.1 within the scope of the original Contract OR is made pursuant to a provision in the original Contract, AND

25.1.2 the Change Order monetary cost is charged solely against those funds encumbered for and at the time the Contract was originally executed by the City, that is those funds set forth in the original Contract as a not to exceed payment amount OR within the original Contract's contingency / allowance / reserve amount (if any is stated therein), AND

25.1.3 the Final Completion Date has not been changed.

25.2. Notwithstanding the foregoing subsection A, a Change Order shall not include:

25.2.1 an upward adjustment to a Consultant's payment claim, or

25.2.2 a payment increase under any escalation clause set forth in the original contract, or any Change Order, or any amendment.

25.3. That the work and/or services contemplated are necessary does not, in itself, permit a Change Order. Should the need for a Change Order arise, the request shall be reviewed, and if agreed to, approved by the City's Using Agency and any City designated representative(s). To be binding and enforceable, a Change Order shall thereafter be signed by both the Consultant, any City designated representative(s), and a duly authorized representative of the City's Using Agency prior to the Consultant's delivery of the services, etc. contemplated in said Change Order. All Change Orders are governed by the provisions of this Contract. Any contract change NOT fully complying with this Section 25 shall be effectuated solely by an amendment to this Contract complying with Section 38.073 of the City's "Centralized Procurement System" ordinance.

26. Conflicts or Disputes. This Contract represents the full and complete concurrence between the City and the Consultant and governs all disputes between them. In the instance of a conflict or dispute over issues not specifically referenced within the Contract, the following documents shall be used as historical documents. Without regard to the order of precedence, to resolve such conflicts or disputes, the historical documents are **(i)** the City's aforementioned RFP No. 5303 and **(ii)** the Consultant's proposal responding to the aforementioned RFP No. 5303

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

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

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

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

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

30. Governing Laws. This Contract, its terms and conditions and any claims arising therefrom shall be governed by the laws of the State of Connecticut.

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

Consultant: O & G Industries, Incorporated
112 Wall Street
Torrington, CT 06790

City of Waterbury: City of Waterbury
Waterbury Public Schools
236 Grand Street
Waterbury, CT 06702

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

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

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

32.2. It shall be a material breach of this Contract, and it shall be a violation of the City's Code of Ordinances for any Person to offer, give, or agree to give any current or former Public Official, Employee or Member of a Board or Commission, or for such current or former Public Official, Employee or Member of a Board or Commission to solicit, demand, accept or agree to accept from another Person, a gratuity or an offer of employment in connection with any: decision; approval; disapproval; recommendation; preparation of any part of a program requirement or a requisition; influencing the content of any specification or procurement standard; or rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a Contract or Purchase Order, or to any solicitation or proposal therefore.

32.3. It shall be a material breach of this Contract and it shall be a violation of the City's Code of Ordinances for any payment, Gratuity, or offer of employment to be made as an inducement for the award of a subcontract or order, by or on behalf of a subcontractor, the prime Consultant or higher tier subcontractor or any Person associated therewith, under a Contract or Purchase Order to the City.

32.4. The value of anything transferred or received in violation of the City's Charter, Code of Ordinances, and/or regulations promulgated there under, by any Person subject to said Charter and/or Ordinances may be recovered by the City.

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

32.6. It shall be a material breach of this Contract and it shall be a violation of the City's Code of Ordinances for a Person to be retained, or to retain a Person, to solicit or secure a contract with the City upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee; and every Person, before being awarded a City contract, shall deliver to the City, on a City authored form, a representation that such Person has not retained anyone in violation of this subsection 32.6, the failure to deliver said form being a material breach of this Contract and a violation of the City's Code of Ordinances. Note, however, this subsection 32.6 shall not apply to full-time Employees who, as a condition of their employment, may be entitled to bonuses or other fees in accordance with their employment relationship.

32.7. The Person hereby expressly represents that he/she/it has complied with those sections of the City's Code of Ordinances requiring that said Person has **(i)** delivered to the City an affidavit, on a City authored form, stating that the Person and its affiliates have no delinquent taxes or other financial obligations owed to the City; **(ii)** filed the City authored financial disclosure statement form as set forth in the City's Code of Ordinances regarding disclosure of financial interests; **(iii)** delivered to the City a written acknowledgement, on a City authored form, evidencing receipt of a copy of the "Ethics and Conflict of Interest" ordinance for the City of Waterbury and hereby expressly represents that said Person is in full compliance with the entirety of said Code of Ordinances; and **(iv)** filed a current list of all taxable personal and real property as required by the State of Connecticut General Statutes. Any violation of this subsection 32.7 shall be deemed a material breach of this Contract and shall be a violation of the City's Code of Ordinances.

32.8. The definitions set forth in the City's Code of Ordinances shall be the primary source for interpretation of the forgoing subsections 32.1-32.7.

32.9. The Consultant is hereby charged with the requirement that it shall have knowledge of, and shall fully comply with, all relevant provisions of the City's Charter and all relevant provisions of the City's Code of Ordinances, including without limitation Chapters 93, titled "Discriminatory Practices", Chapter 38 titled "Centralized Procurement System", and Chapter 39 titled "Ethics and Conflict of Interest", of said Code as may be amended from time to time.

32.10. The Consultant hereby acknowledges receipt of a copy of the Chapters 38 and 39 of City's Ordinance regarding Procurement, Ethics, and Conflicts of Interest and has familiarized itself with said Code and hereby agrees to adhere to said Code. The text of Chapters 38 and 39 of said Code may be obtained from the Office of the City Clerk of the City and on the internet at the City Clerk's web site: <http://www.waterburyct.org/content/458/539/default.aspx> [click link titled "The City of Waterbury Code of Ordinances Passed 8/24/2009". For Chapter 38, click on "TITLE III: ADMINISTRATION", then click on "CHAPTER 38: CENTRALIZED PROCUREMENT SYSTEM". For Chapter 39, click on "TITLE III: ADMINISTRATION", then click on "CHAPTER 39: ETHICS AND CONFLICTS OF INTEREST"]].

32.11. The Consultant is hereby charged with the requirement that it shall have knowledge of, and shall fully comply with, the City's Ordinance Sections 34.15 through 34.99 entitled, "Ordinance Concerning the Hiring of Waterbury Residents on Certain Publicly-Funded Construction Projects" and the State of Connecticut Legislature's Special Act No. 01-1.

32.12. Every Person who conducts business with, contracts, with or provides commodities or services to the City, is charged with notice of the extent of the powers and authority, and the limitations thereon, of the Public Officials and Employees of the City, as set forth in the charter of the City, the Code of Ordinances and any Regulations or Policies pertaining thereto. In particular, and without implying any limitation as to its applicability, it applies to all Persons who participate in the procedures pertaining to the Centralized Procurement System as set forth in Chapter 38, and the Ethics and Conflict of Interest provisions set forth in Chapter 39 of the Code of Ordinances.

32.13. INTEREST OF CITY OFFICIALS. No member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any functions or responsibilities in connection with the carrying out of the Project to which this Contract pertains shall have any personal interest, direct or indirect, in this Contract.

32.14. PROHIBITION AGAINST CONTINGENCY FEES. The Consultant 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.

32.15. FREEDOM OF INFORMATION ACT NOTICE. Pursuant to State statute,

in the event the total compensation payable to the Consultant set forth in Section 6 herein is greater than \$2,500,000.00, the City is entitled to receive a copy of any and all Consultant records and files related to the performance of this Contract and those records and files are subject to the Freedom of Information Act ("the Act") and may be disclosed by the City pursuant to the Act.

(Signature page follows)

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

WITNESSES:

CITY OF WATERBURY

By: _____
Neil M. O'Leary, Mayor

Date: _____

WITNESS:

O & G INDUSTRIES, INC.

By: _____
Aaron L. Mednick, Vice President

Date: _____

ATTACHMENT A

1. City of Waterbury RFP No. 5303 consisting of 16 pages;
2. City of Waterbury Addendum No. 1 to the RFP No. 5303 consisting of 4 pages;
3. O & G Industries, Incorporated's response to RFP No. 5303 consisting of 57 pages, including Fee and Compensation Schedule consisting of 6 pages; totaling 63 pages.

REQUEST FOR PROPOSAL NO. 5303

**PROGRAM MANAGEMENT SERVICES
FOR SCHOOL BUILDING CONSTRUCTION PROJECTS**

**City of Waterbury
Department of Education**

BID OPENING DATE: August 11, 2015

REQUEST FOR PROPOSAL (RFP) #5303

BY

THE CITY OF WATERBURY
DEPARTMENT OF EDUCATION

*Program Management Services for
School Building Construction Projects*

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REQUEST FOR PROPOSAL (RFP) #5303

BY

THE CITY OF WATERBURY DEPARTMENT OF EDUCATION

Program Management Services for School Building Construction Projects

The City of Waterbury, Department of Education (hereinafter "City"), is seeking Program Management Services for School Building Construction Projects.

A. Background and Intent

The City of Waterbury is seeking to engage a Program Management firm to oversee and manage the construction, modifications, and renovations of various school facilities. The City of Waterbury Board of Education currently operates and maintains thirty-one (31) schools within the City of Waterbury. Services will be effective September 1, 2015 or a mutually agreed upon date thereafter.

The City of Waterbury Board of Education is requesting proposals for program management services to implement construction activities for a variety of construction projects (see scope of services).

B. Qualifications

Statement of Qualifications must address the following:

1. Corporate Information – The Program Management firm shall provide the following information.
 - Name of firm.
 - Name of firm's primary areas of service.
 - Name, address and telephone number of the principal contact person to receive notifications and to reply to inquiries from the City.
2. Relevant Experience – The Program Management firm shall provide descriptions of similar projects which illustrate similar experience. The description of each project should include pertinent information such as the project type, size, and scope of work performed and any pertinent features relating to the project. The name of the project manager and principal in charge, and the owner's contact person and telephone numbers as reference should be provided.
3. Experience of Key Personnel – The Program Management firm shall provide a listing of the key personnel who would be assigned to work on this project and a brief description of the work they will perform. An organizational chart of the project staffing and the organizational structure under which the Program Manager plans to carry out the project should be included.

The organizational chart should identify any sub-consultants or outside services proposed to be used.

Resumes of the key personnel who will be directly involved in the project should be included. The resumes should be specific to the type of project and include at a minimum:

- Current job title, responsibilities, and type of work performed.
 - Educational background, academic degrees, professional associations.
 - Experience on projects similar to that described in this RFP.
4. Project Approach and Methodology – The Program Management firm shall provide a description of the proposed approach to the project, including the identification of any unusual circumstances or anticipated problems and proposed solutions.
 5. Describe your firm's management process.
 6. Proposed staffing and pricing system.*
 7. The firm must acknowledge that they are fully in accord with the requirements of the terms and conditions of the Contract Agreement.

* Any proposed full time Program Management staff will be required to be located in the immediate vicinity of Board of Education headquarters (Chase Municipal Building, 236 Grand Street, Waterbury, CT). Related costs should be included in the pricing system.

C. Scope of Services

The Program Manager shall provide services in accordance with Section 00500 – Scope of Services as part of the City of Waterbury's Agreement (Attachment B). The City's Agreement is a standard document. The City reserves the right to amend it during negotiations.

D. Agreement Period

The term of this agreement for the provision of Program Management Services for the projects shall be for a period of thirty-six (36) months subject to the City's Option to Extend this agreement in its sole and exclusive discretion as set forth in D1 below.

1. Option to Extend. The City may exercise the following options to extend the term of this agreement.
 - a) At the expiration of the term of the agreement for an additional twelve (12) months (First Renewal Term).
 - b) At the expiration of the term of the First Renewal Term for an additional twelve (12) months (Second Renewal Term).
2. The City may exercise its First Renewal Option by giving notice to the Program Management Firm at least three (3) months prior to the end of the Term of Agreement and may exercise its Second Renewal Option by giving notice to the Firm at least three (3) months prior to the end of the First Renewal Term. If either option is not exercised in accordance with the

terms of this agreement, this agreement shall automatically terminate at the end of the term then in effect.

E. General Information

1. The City is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The City is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability, in admission to, access to, or operation of its programs, services, or activities.
2. Proposers must review and be prepared to sign, prior to the execution of any contract with the City, the items and any forms included in Attachment A. (Contract Compliance Packet).
3. All questions and communications about this request for Proposal and submission requirements must be directed to the City of Waterbury eProcurement website and must be received **by 2:00 PM on July 30, 2015**. Prospective proposers must limit their contact regarding this RFP to Mr. Orso or such other person otherwise designated by Mr. Orso. Responses to questions submitted by the above date or identified at any Information Session to be held in regard to this RFP, **along with any changes or amendments to this RFP**, will be available via the City of Waterbury eProcurement website **by August 4, 2015, 2:00 PM**. It shall be the responsibility of the bidder to download this information. If you have any procedural questions in this regard, please call Mr. Orso at (203) 574-6748. Only information issued by such City written Addenda will be binding. Oral and other clarifications or interpretations will not be binding and will be without legal effect. Each bidder shall be responsible for determining that it has received all Addenda issued and shall acknowledge receipt of all Addenda on the Addendum Acknowledgement Form and the Bidder shall list therein all written Addenda number(s) issued by the City.

F. Management

The City of Waterbury Department of Education will manage any Agreement or Purchase Order resulting from this RFP.

G. Conditions

All those submitting proposals must be willing to adhere to the following conditions and must positively state this in the proposal:

1. All proposals in response to this RFP are to be the sole property of the City. Proposers are encouraged **not** to include in their proposals any information which is proprietary. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.

2. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of the City.
3. The timing and sequence of events resulting from this RFP will ultimately be determined by the City.
4. The proposer agrees that the proposal will remain valid for a period of 120 days after the closing date for the submission and may be extended beyond that time by mutual agreement.
5. The City may amend the terms or cancel this RFP any time prior to the execution of a contract or purchase order for these services if the City deems it to be necessary, appropriate or otherwise in the best interests of the City. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a proposal not being considered. At his option, the City's Director of Purchasing may provide all proposers with a limited opportunity to remedy any technical deficiencies identified by the City in their initial review of proposals.
6. The proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. Any additions, deletions or changes in personnel from the proposal during the course of the agreement period must be approved by the City, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the City. At its discretion, the City may require the removal and replacement of any of the proposer's personnel who do not perform adequately, regardless of whether they were previously approved by the City.
7. All subcontractors hired by the proposer awarded a contract or purchase order as a result of this RFP must have prior approval of the City prior to and during the agreement period.
8. Any costs and expenses incurred by proposers in preparing or submitting proposals are the sole responsibility of the proposer.
9. A proposer must be prepared to present evidence of experience, ability, financial standing, and any other information deemed necessary by the City to satisfactorily meet the requirements set forth or implied in the proposal.
10. No additions or changes to the original proposal will be allowed after submittal, except as may be allowed by the City, at its option, in accordance with Section G.5. of this RFP. While changes are not permitted, clarification of proposals may be required by the City at the proposer's sole cost and expense. The final price and scope of services of any contract or purchase order resulting from this RFP may be negotiated with responsible proposers.

11. The proposer may be required to give presentations to the extent necessary to satisfy the City's requirements or needs. In some cases, proposers may have to give presentations or further explanation to any RFP selection committee established by the City.
12. All responses to the RFP must conform to instruction. Failure to include any required signatures, provide the required number of copies, to meet deadlines, answer all questions, follow the requested format, or failure to comply with any other requirements of this RFP may be considered appropriate cause for rejection of the response.
13. The proposer must accept the City's standard agreement language. See Attachment B.
14. Any contract or purchase order resulting from this RFP process will represent the entire agreement between the proposer and the City and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The City shall assume no liability for payment of services under the terms of the contract or purchase order until the successful proposer is notified that the contract or purchase order has been accepted and approved by the City. Any contract resulting from this RFP may be amended only by means of a written instrument signed by the proposer and signed by the Mayor.

H. Proposal Requirements & Required Format

One original (clearly identified as such) and **three (3)** paper copies, and a copy on disc or flash drive of the proposal submission must be received at the following address no later than **10:30 AM on August 11 2015.**

Mr. Rocco Orso
Director of Purchasing
City of Waterbury
235 Grand Street
Waterbury, CT 06702

Proposers shall complete one (1) copy of Attachment A - Contract Compliance Packet and Section 00400 – Fee Compensation Schedule and include them in a separate sealed envelope. The Fee and Compensation Schedule envelope shall be clearly identified as "Confidential: Fee and Compensation Schedule" and include the firm's name, City RFP number and RFP title. The Fee and Compensation Schedule envelope shall be submitted along with the above noted proposal submission.

Proposals submitted must be bound, paginated, indexed and numbered consecutively. Proposers shall complete **Attachment C** addressed to Mr. Orso, which, in part, includes a statement by the proposer accepting all terms and conditions and requirements contained in the RFP, and which shall be signed by a duly authorized official of the organization submitting the

proposal. Proposers shall also, as indicated in Attachment C, identify the name of a contact person, along with their telephone number, email address, if applicable, and address, who can be contacted for the purpose of clarifying the information contained in their response to this RFP. In addition to any other information required in Attachment C, proposers shall provide their firm's authorization and a request to any persons, firm, or corporation to furnish any information requested by the City of Waterbury in verification of the recitals included in its response to this RFP.

Proposals must set forth accurate and complete information for each of the items listed below. At the City's discretion, failure to do so could result in disqualification.

1. Proposer Information: Please provide the following information:

- a. Firm Name
- b. Permanent main office address
- c. Date firm organized.
- d. Legal Form of ownership. If a corporation, indicate where incorporated.
- e. How many years have you been engaged in services you provide under your present name?
- f. Names, titles, reporting relationships, and background and experience of the principal members of your organization, including officers.

2. Experience, Expertise and Capabilities

- a. Philosophy Statement and Business Focus. A statement of the proposer's philosophy and approach in undertaking the services of the nature outlined in the RFP, as well as a description of its primary business focus.
- b. Letter of Intent: Provide a letter of intent indicating your firm's commitment to the project and how your firm will meet or exceed all expectations.
- c. Executive Summary: Provide a brief history of your firm. Identify key qualities or services provided by your firm that distinguish you from other program managers.
- d. Summary of Relevant Experience. A listing of all projects that the proposer has completed within the last five (5) years must be provided, as well as all projects of a similar nature to those included in the Scope of Services in this RFP. The following information shall be provided for each organization listed under this subsection:
 - Organization name and the name, title, address and telephone number of a responsible contact person.
 - Nature of services provided and dates services started and actually completed. Please indicate, for each assignment, if it was completed within the original contract timeframe and budget. If not, please explain.
 - For each project done for a municipality or other government agency, please indicate the gross cost of the agreement. Additionally, please list any contracts or purchase orders in the last three (3) years between the proposer and any agency of the City of Waterbury.

- e. Personnel Listing. A complete listing of the staff identified in the work plan by job classification, along with their resumes. Each resume shall include the individual's qualifications and experience in the subject area. Identify each member's time commitment to this project. Identify each member's current workload and availability for this assignment.
- f. Conflict of Interest. Disclose any current (within the last 5 years) business, financial, personal or other types of relationships which may pose a conflict of interest.
- g. Program Approach: Describe your firm's management process for providing the services required by this RFP.
- h. Contract Agreement: The firm must acknowledge that they are fully in accord with the requirements of the terms and conditions of the City's Contract Agreement.
- i. Fee Proposal: Refer to Section 00400.

3. Statement of Qualifications and Work Plan

- a. Qualifications. For **each** item listed in Section B- Qualifications, please describe your firm's qualifications, experience and capabilities as they pertain to each of the areas of qualifications listed, as well as those of the personnel to be assigned to this project.
- b. Work Plan. Describe your firm's management process. For **each** item listed in Section C. - Scope of Services, please describe the approach that would be generally followed in undertaking these tasks.
- c. Services Expected of the City. Identify the nature and scope of the services that would be generally required of the City in undertaking these projects.

4. Fee and Compensation Schedule.

Refer to Section 00400 – Fee and Compensation Schedule included in this RFP. Proposals shall include a single price (for each component of) for work to be performed in accordance with this RFP, inclusive of all personnel and non-personnel expenses. This price should encompass the entire Scope of Services in this RFP. The City reserves the right to negotiate costs, scope of services, and key personnel based on provider proposals. In order for the City to evaluate the proposed cost, proposers must include for each element in the Work Plan outlined in Section H.3.b. above, the staff, hours, hourly rates and the total cost. Include details generally associated with non-personnel costs as an additional cost section.

Since the City may desire to consider the proposer's experience, qualifications, statement of work, and other aspects of the RFP prior to Section 00400 – Fee and Compensation Schedule, Section 00400 shall sealed in a separate envelope marked "Confidential: Fee and Compensation Schedule".

Note: The City is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in prices.

5. Information Regarding: Failure to Complete Work, Default and Litigation.

Please respond to the following questions:

- a. Have you ever failed to complete any work awarded to you? If so, where and why?
- b. Have you ever defaulted on a contract? If so, where and why?
- c. Is there any pending litigation which could affect your organization's ability to perform this agreement? If so, please describe.
- d. Has your firm ever had a contract terminated for cause within the past five years? If yes, provide details.
- e. Has your firm been named in a lawsuit related to errors and omissions within the past five years? If yes, provide details.
- f. During the past seven years, has your firm ever filed for protection under the Federal bankruptcy laws? If yes, provide details.
- g. Are there any other factors or information that could affect your firm's ability to provide the services being sought about which the City should be aware?

6. Exceptions and Alternatives.

Proposers wishing to take any exceptions to any requirement in the RFP shall state and explain such exceptions. The City may accept proposals which take exception to any requirements in this RFP, or which offer any alternative to a requirement herein, as well as consider such exceptions and alternatives in evaluating responses. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this Request for Proposals.

7. Additional Data.

Any additional information which the proposer wishes to bring to the attention of the City that is relevant to this RFP.

I. Evaluation of Proposals; Selection Process

1. Evaluation Criteria

The following criteria are expected to be among those utilized in the selection process. They are presented as a guide for the proposer in understanding the City's requirements and expectations for this project and are not necessarily all inclusive or presented in order of importance.

- a. Proposed statement of work. Emphasis will be on grasp of the issues involved, soundness of approach and the quality of the overall proposal.
- b. Proposed fee and compensation schedule.

- c. Experience, expertise, and capabilities of the proposer. Background, qualifications, and previous experience of personnel to be assigned to the project and their demonstrated competence, experience and expertise in the type of work to be performed. The type of experience, expertise, capabilities, and qualifications desired are outlined in Section B. - Qualifications of this RFP. The City may contact one or more of the organization references listed in Section H.2.b. of this RFP as part of assessing the experience, expertise and capabilities of the proposers or those selected as the finalist(s).
- d. Time, Project and Cost Schedule. Emphasis will be on the proposer's record with completing tasks and producing the necessary products within required time frames and within budget.

2. Selection Process

A Selection Committee will review and evaluate the qualifications of the Consultant firms responding to this RFP. Interviews may be conducted with the firms deemed most qualified and in the best interests to the City. Contract negotiations will occur with one firm deemed most qualified and offering the best value to perform the work needed.

J. Rights Reserved to the City

The City reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the proposer is in default of any prior City contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP. The City also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the City will be served.

END OF SECTION

SECTION 00300

ADDENDUM ACKNOWLEDGEMENT FORM

The undersigned declares that the only persons or parties interested in this Bid as principals are as stated; that the Bid is made without any collusion with other persons, firms, or corporations; that Bidder has carefully examined all the Bid Documents; that Bidder has informed itself fully regarding all conditions pertaining to the Work and the place where it is to be performed; and that with this representation, the undersigned makes this Bid. The Bid prices shall cover all expenses incurred in performing the Work required in the Bid Documents, of which this Bid Form is a part.

The undersigned agrees and covenants that the Contract Time shall commence on delivery of the CITY'S written notice to proceed, which shall occur only after contract execution by both parties.

The undersigned acknowledges receipt of addenda numbered: (insert date)

1 _____	4 _____
2 _____	5 _____
3 _____	6 _____

In accordance with the above understanding, the undersigned proposes to perform the Work, furnish all materials and complete the Work in its entirety in the manner and under the conditions required at the prices listed as follows:

All Work for this Project shall be performed at the Bid Prices as described in the Bid Documents

Should the Bidder have any question(s) regarding the scope of work to be included within the Total Bid Prices, said question(s) shall be directed as provided in Article 4.1 of the Instructions to Bidders.

Signature: _____ Date: _____

END OF SECTION

SECTION 00400

FEE AND COMPENSATION SCHEDULE

Program Manager Firm: _____

Complete the Fee and Compensation Schedule to determine a Lump Sum Cost for the Services defined in this RFP. All reimbursable expenses (i.e. travel, mileage, per diem, meetings, progress reports, communications, insurance, printing, mailing, office overhead, direct costs, etc.) and personnel services (provide proposed staffing plan rates per hour) shall be included in the amounts listed below. Respondents may attach a cover letter and any other supporting documents if they so choose. Provide personnel billing rates for use in determining additional services, if requested.

The price proposal shall be submitted in a separate sealed envelope clearly identified in accordance with the Instructions for Submission.

Year	Proposed Cost
One	\$
Two	\$
Three	\$
First Renewal Escalator	\$
Second Renewal Escalator	\$
Total	\$

END OF SECTION

SECTION 00500

SCOPE OF SERVICES

SECTION 1 – GENERAL PROVISIONS

1.1 General Description of Services

- A. Customary Services: The firm's services shall consist of the services described herein.
- B. Scope of Professional Services: The scope of the Professional Services are described generally in this RFP and also include those services that are reasonable, consistent with and necessary to complete the services.
- C. Cooperation with Other Parties and Participants: The firm shall cooperate fully with and confer with the appropriate City of Waterbury Departments and State of Connecticut Agencies in connection with these services.

SECTION 2 – PROGRAM MANAGEMENT SERVICES AND RESPONSIBILITIES

1.2 Overview of Services

- A. The City of Waterbury is seeking to engage a Program Management firm to oversee and manage the construction, modifications, and renovations of various school facilities. The City of Waterbury Board of Education currently operates and maintains thirty-one (31) schools within the City of Waterbury.

2.2 Scope of Services

- A. The City of Waterbury Board of Education is requesting proposals for program management services to implement construction activities for a variety of construction projects. See Schedule A.
- B. To meet the objective of the program, the firm will be expected to perform the following:
 - Provide consultation services and advice during project development by working closely with the District's architects/engineers, Board of Education, and appropriate building committees.
 - Provide and update a project time schedule for design and construction.
 - Prepare and update project budgets.
 - Review bids and make recommendations to the District for award of contracts.
 - Coordinate the work of the Contractors to complete the project within required cost, time and quality requirements.

- Develop and implement procedures to monitor and report on Contractor compliance with local, state, and federal requirements.
- Schedule and conduct progress meetings with architects, contractors, etc...
- Develop and implement a system for review of and processing change orders.
- Develop and implement a procedure for review of and processing contractor payments.
- Inspect the work of contractors.
- Assist the District to resolve any questions that arise during construction.
- Prepare and maintain a system for reporting to the Connecticut Department of Education.
- Prepare and maintain a system for project reports and records.
- Coordinate contract development.
- Direct the check-out of operational systems and assist the District personnel in startup and testing.
- Determine final completion, and turn over to the District all required materials.
- Prepare and submit project close outs and address Connecticut Department of Education audit findings.

2.3 Workshops, Progress Meetings and Public Meetings

- A. Program Management staff will be available for progress meetings that will be held weekly in the Chief Operating Officer and Chief of Staff's Office hours; for Board of Education School Building Committee Meetings held approximately once a month; Regular Board of Education Workshops and Meetings when needed; Board of Aldermen Meetings when needed; for meetings with the State of Connecticut Offices during normal working hours commencing upon receipt of a fully executed agreement.

SECTION 3 – SCHEDULE

3.1 Services Schedule

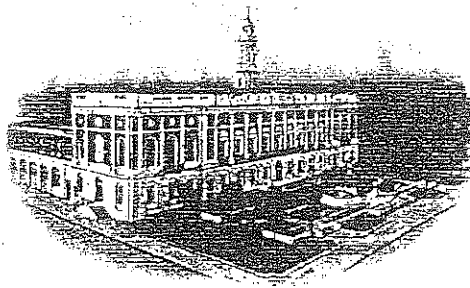
- A. The Firm shall be ready to commence work upon receipt of a fully executed City Agreement.
- B. The anticipated commencement date of services is September 1, 2015.

SCHEDULE A

Active Construction Projects	Total Budget
♦ Kennedy High School Addition & Alterations	\$25,232,000
♦ West Side Middle School Roof Replacement	\$3,040,000
♦ Security Grant II	\$1,074,693
♦ Crosby Turnaround Grant #2	\$448,000
♦ Walsh Turnaround Grant #2	\$200,000
 Project Close-Outs	 Total Budget
♦ Reed Elementary School	\$48,000,000
♦ Carrington Elementary School	\$37,043,326
♦ Waterbury Career Academy	\$68,190,000
♦ Wallace Middle School Addition & Alterations	\$15,758,000
♦ Duggan Elementary School	\$39,644,922
♦ Enlightenment School	\$13,544,000
♦ Wendell Cross Elementary School Elevator Addition	\$450,000
♦ Bucks Hill Elementary School Elevator Addition	\$500,000
♦ Existing Walsh Elementary School Turnaround	Completed
♦ Washington Elementary School Roof Replacement	\$200,000
♦ Bucks Hill Elementary School Roof Replacement	\$405,250
♦ Existing Crosby High School Turnaround	Completed
♦ Elementary School Security Improvements Bond	\$815,000
 Other Projects under CT Department of Education Audit	 Total Budget
♦ Gilmartin Elementary School	\$31,200,000
♦ Wilby High School Science Room Renovations	\$5,200,000
♦ Kennedy High School Code Improvements	\$2,900,000
 Future Projects	 Total Budget
♦ Possible East End Pre-K to 8 School	\$40,000,000
♦ Crosby and Walsh Turnaround Capital Improvements	\$500,000
♦ Sprague and Chase Elementary Schools Elevator Project	\$850,000
♦ Kennedy High School Tile Abatement	\$275,000
♦ Bucks Hill Tile Abatement	\$275,000
♦ Other Projects that may result from on-going Facility Utilization and Redistricting Study	Unknown
♦ Anticipated State General Maintenance Improvement Grant	\$2,000,000

END OF SECTION

ROCCO ORSO
PURCHASING DIRECTOR



OFFICE OF THE DIRECTOR OF PURCHASING
THE CITY OF WATERBURY
CONNECTICUT

ADDENDUM #1

July 30, 2015

Bid: 5303

Project: RFP Program Management Services for School Building
Construction Projects

The following questions were received about this project.

Question: Please provide the current percentage complete for each of the active construction projects and their projected substantial completion dates. 2. Please advise if any of the projects currently in closeout are anticipated to be completed prior to the start of PM services on 9/1/15.

Answer: See attached Schedule A.

Question: Section B. Qualifications requests a number of items that are again requested under Section H. Proposal Requirements and Required Format Items 1, 2d, 2e, 2g, 2h, 2i and 3a, can we provide this information once in accordance with section H. Proposal Requirements and Required Format and not provide a separate Qualifications statement?

Answer: Yes, simply reference section provided.

Question: Section H. Proposal Requirements and Required Format - 3. Statement of Qualifications and Work Plan item 3b appears to be the same as 2. Experience, Expertise and Capabilities item 2g Program Approach, is this required to be submitted twice?

Answer: No, simply reference section provided.

Question: Are FF&E services to be included in the fees?

Answer: Yes.

Question: Are AE and CM solicitation services required?

Answer: Yes.

Question: Is the PM required to assist the City in securing State grants?

Answer: Yes.

Question: What is the scope of work for each project listed in Schedule A?

Answer: Standard scopes by description of projects.

Question: What is the delivery method of each project listed in Schedule A (Construction Manager, General Contractor, Trade Contractors with City staff oversight and inspection, Trade Contractors with PM oversight and inspection)?

Answer: See attached Schedule B.

Thanks,
Kevin McCaffery
Buyer –City of Waterbury

ADDENDUM QUESTION
SCHEDULE A

Active Construction Projects	Total Budget	% Complete	Substantial Completion Date
♦ Kennedy High School Addition & Alterations	\$25,232,000	80%	April 2016
♦ West Side Middle School Roof Replacement	\$3,040,000	0%	Oct. 2016
♦ Security Grant II	\$1,074,693	0%	June 2016
♦ Crosby Turnaround Grant #2	\$448,000	0%	Aug. 2016
♦ Walsh Turnaround Grant #2	\$200,000	0%	Aug. 2016
Project Close-Outs	Total Budget	Completed by Sept. 1, 2015	
♦ Reed Elementary School	\$48,000,000	No	
♦ Carrington Elementary School	\$37,043,326	No	
♦ Waterbury Career Academy	\$68,190,000	No	
♦ Wallace Middle School Addition & Alterations	\$15,758,000	No	
♦ Duggan Elementary School	\$39,644,922	No	
♦ Enlightenment School	\$13,544,000	No	
♦ Wendell Cross Elementary School Elevator Addition	\$450,000	No	
♦ Bucks Hill Elementary School Elevator Addition	\$500,000	No	
♦ Existing Walsh Elementary School Turnaround	Completed		
♦ Washington Elementary School Roof Replacement	\$200,000	No	
♦ Bucks Hill Elementary School Roof Replacement	\$405,250	No	
♦ Existing Crosby High School Turnaround	Completed		
♦ Elementary School Security Improvements Bond	\$815,000	No	
Other Projects under CT Department of Education Audit	Total Budget		
♦ Gilmartin Elementary School	\$31,200,000		
♦ Wilby High School Science Room Renovations	\$5,200,000		
♦ Kennedy High School Code Improvements	\$2,900,000		
Future Projects	Total Budget		
♦ Possible East End Pre-K to 8 School	\$40,000,000		
♦ Crosby and Walsh Turnaround Capital Improvements	\$500,000 per year		
♦ Sprague and Chase Elementary Schools Elevator Project	\$850,000		
♦ Kennedy High School Tile Abatement	\$275,000		
♦ Bucks Hill Tile Abatement	\$275,000		
♦ Other Projects that may result from on-going Facility Utilization and Redistricting Study	Unknown		
♦ Anticipated State General Maintenance Improvement Grant	\$2,000,000 per year		

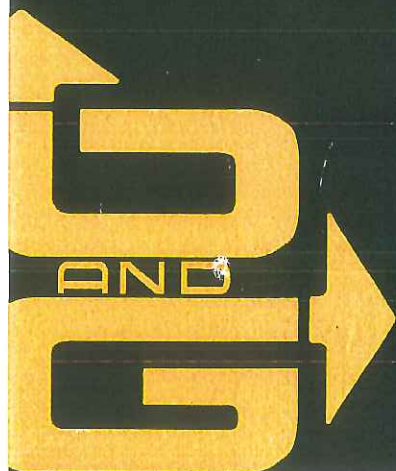
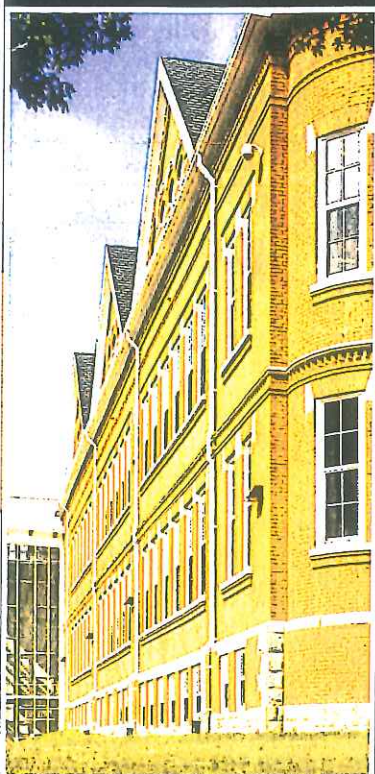
END OF SECTION

ADDENDUM QUESTION
SCHEDULE B

Active Construction Projects	Total Budget	Delivery Method
* Kennedy High School Addition & Alterations	\$25,232,000	Construction Manager
* West Side Middle School Roof Replacement	\$3,040,000	General Contractor with City Oversight
* Security Grant II	\$1,074,693	General Contractor with City Oversight
* Crosby Turnaround Grant #2	\$448,000	General Contractor
* Walsh Turnaround Grant #2	\$200,000	General Contractor
Project Close-Outs	Total Budget	
* Reed Elementary School	\$48,000,000	
* Carrington Elementary School	\$37,043,326	
* Waterbury Career Academy	\$68,190,000	
* Wallace Middle School Addition & Alterations	\$15,758,000	
* Duggan Elementary School	\$39,644,922	
* Enlightenment School	\$13,544,000	
* Wendell Cross Elementary School Elevator Addition	\$450,000	
* Bucks Hill Elementary School Elevator Addition	\$500,000	
* Existing Walsh Elementary School Turnaround	Completed	
* Washington Elementary School Roof Replacement	\$200,000	
* Bucks Hill Elementary School Roof Replacement	\$405,250	
* Existing Crosby High School Turnaround	Completed	
* Elementary School Security Improvements Bond	\$815,000	
Other Projects under CT Department of Education Audit	Total Budget	
* Gilmartin Elementary School	\$31,200,000	
* Wilby High School Science Room Renovations	\$5,200,000	
* Kennedy High School Code Improvements	\$2,900,000	
Future Projects	Total Budget	Delivery Method
* Possible East End Pre-K to 8 School	\$40,000,000	Construction Manager
* Crosby and Walsh Turnaround Capital Improvements	\$500,000 per year	General Contractor
* Sprague and Chase Elementary Schools Elevator Project	\$850,000	General Contractor with City Oversight
* Kennedy High School Tile Abatement	\$275,000	General Contractor with City Oversight
* Bucks Hill Tile Abatement	\$275,000	General Contractor with City Oversight
* Other Projects that may result from on-going Facility Utilization and Redistricting Study	Unknown	Likely Construction Manager
* Anticipated State General Maintenance Improvement Grant	\$2,000,000 per year	General Contractor with City Oversight

END OF SECTION

City of Waterbury
School Building Construction Projects
RFP No. 5303



Request for Proposal
Program Management Services
August 11, 2015

ATTACHMENT C

ROCCO ORSO
DIRECTOR OF PURCHASING
235 GRAND STREET
WATERBURY, CT 06702

The undersigned declares that the only persons or parties interested in this Proposal as principals are as stated; that the Proposal is made without any collusion with other persons, firms, or corporations; that Proposer has carefully examined the entire Request for Proposal; that Proposer has informed itself fully in regard to all conditions pertaining to the Work and the place where it is to be performed; and that with this representation, the undersigned makes this Proposal. These prices shall cover all expenses incurred in performing the Work required under the Contract Documents, of which this Proposal and Form are a part.

The undersigned agrees and covenants that the Contract Time shall commence on delivery of the City of Waterbury's written notice to proceed, which shall occur after contract execution by both parties.

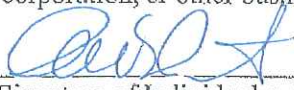
The undersigned acknowledges receipt of addenda numbered: (insert date)

1 07-30-2015 4 _____
2 _____ 5 _____
3 _____ 6 _____

All Work for this Project shall be performed at the Proposal Prices as described in the Proposal Documents.

The undersigned hereby certifies under the penalties of perjury that this Proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section, the work "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

06-0479981
Social Security Number
or Federal Identification Number


Signature of Individual or Corporate Name

Aaron L. Mednick, Vice President
Corporate Officer
(if applicable)

City notice of acceptance should be mailed, telegraphed or delivered to the undersigned Proposer at the following address:

Name Aaron L. Mednick
By: Vice President
(Title)
Business Address: Torrington, Connecticut 06790
(City, State, Zip Code)
O&G Industries, Inc.
112 Wall Street
Phone: 860.496.4858

Date: August 11, 2015

Note: If the Proposer is a corporation, indicate State of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses, if different from business address.

SECTION 00300

ADDENDUM ACKNOWLEDGEMENT FORM

The undersigned declares that the only persons or parties interested in this Bid as principals are as stated; that the Bid is made without any collusion with other persons, firms, or corporations; that Bidder has carefully examined all the Bid Documents; that Bidder has informed itself fully regarding all conditions pertaining to the Work and the place where it is to be performed; and that with this representation, the undersigned makes this Bid. The Bid prices shall cover all expenses incurred in performing the Work required in the Bid Documents, of which this Bid Form is a part.

The undersigned agrees and covenants that the Contract Time shall commence on delivery of the CITY'S written notice to proceed, which shall occur only after contract execution by both parties.

The undersigned acknowledges receipt of addenda numbered: (insert date)

1	<u>07-30-2015</u>	4	_____
2	_____	5	_____
3	_____	6	_____

In accordance with the above understanding, the undersigned proposes to perform the Work, furnish all materials and complete the Work in its entirety in the manner and under the conditions required at the prices listed as follows:

All Work for this Project shall be performed at the Bid Prices as described in the Bid Documents

Should the Bidder have any question(s) regarding the scope of work to be included within the Total Bid Prices, said question(s) shall be directed as provided in Article 4.1 of the Instructions to Bidders.

Signature: 
Aaron L. Mednick, Vice President

Date: August 11, 2015

END OF SECTION

TABLE OF CONTENTS

Attachment C

1. Proposer Information
2. Experience, Expertise and Capabilities
 - A. Philosophy Statement and Business Focus
 - B. Letter of Intent
 - C. Executive Summary
 - D. Summary of Relevant Experience
 - E. Personnel Listing
 - F. Conflict of Interest
 - G. Program Approach
 - H. Contract Agreement
 - I. Fee Proposal
3. Statement of Qualifications and Work Plan
 - A. Qualifications
 - B. Work Plan
 - C. Services Expected of the City
4. Fee and Compensation Schedule
5. Default and Litigation
6. Exceptions and Alternatives
7. Additional Data

PROPOSER INFORMATION

FIRM NAME

O&G Industries, Inc. – Corporate Headquarters

PERMANENT MAIN OFFICE ADDRESS

112 Wall Street
Torrington, CT 06790

DATE FIRM ORGANIZED

1923



LEGAL FORM OF OWNERSHIP

Corporation. Incorporated in the State of Connecticut, 1929.

HOW MANY YEARS HAVE YOU BEEN ENGAGED IN SERVICES YOU PROVIDE UNDER YOUR PRESENT NAME?

O&G was established in 1923 and has been in business under its present name for 40 years. Our primary areas of services include: Construction Management, General Contracting, Program Management, Design / Build

NAMES, TITLES, REPORTING RELATIONSHIPS, AND BACKGROUND AND EXPERIENCE OF THE PRINCIPAL MEMBERS OF YOUR ORGANIZATION, INCLUDING OFFICERS.

Gregory S. Oneglia, Vice Chairman

Greg Oneglia, Vice Chairman and Corporation Counsel, contributes both extensive legal experience in the construction field and practical jobsite experience to the projects undertaken by O&G.

A graduate of Union College, Greg received his law degree from the University of Connecticut School of Law and is a member of the Connecticut Bar Association.

Greg was formerly employed by Murtha, Cullina, Richter and Pinney, one of Hartford's largest and most prestigious law firms. Upon joining O&G, he worked as an assistant project manager on the Municipal Parking Garage in Hartford and then as project manager for the twelve-floor, 280,000 SF Bushnell Plaza Stage II Apartment/Office complex in Hartford. Greg's dual capabilities as contracts administrator and project executive assure the attention to detail that produces a high quality project.

Ernest J. Torizzo, Executive Vice President Estimating

As Vice President of Estimating and Purchasing for O&G Industries, Ernie Torizzo has overall responsibility for the operations of these departments. His knowledge of all aspects of construction includes a complete estimating capability from conceptual estimating to quantity survey estimates, to guaranteed maximum price construction for all disciplines.

Ernie began his career at O&G as an estimator and gained practical field experience working four years as a project manager on the Bristol High School and John F. Kennedy Junior High School. He was responsible for all phases of these projects including planning and scheduling, coordination of all trades and direct field supervision. He then became senior estimator and purchasing agent responsible for all major projects. His experience in commercial, industrial, health care and public works projects has broadened his estimating experience. Ernie has estimated and controlled the cost programs on some of O&G's most prestigious projects.

Ernie received his Bachelor of Science degree in electrical engineering from Union College.



Kenneth W. Merz, Secretary

Ken Merz holds a degree in mechanical engineering from Union College and a Masters Degree in Science and Professional Accounting from the University of Hartford. He is a Certified Public Accountant and has completed his doctorate in law from the University of Connecticut. Ken serves as Secretary of O&G Industries and is in charge of all financial and data processing functions of the company.

Ken Merz has advanced in the company through the disciplines of both engineering and financial administration. He was project manager on the Waterbury Turnkey Housing Project. He brings to our organization in-depth experience in engineering, financial and legal affairs. His ability to function in all of these disciplines is of great value in achieving successful project delivery.

Aaron L. Mednick, Vice President of Operations - Building Division

Aaron Mednick, Vice President of Operations for O&G Industries' Building Division, is responsible for the contracting and construction management segments of the company's business. Aaron has a civil engineering degree from the University of Michigan. During his time with O&G, Aaron has been responsible for projects totaling in excess of \$1 billion.

As a Program Manager for the \$530 million Bridgeport School Program, he was responsible for overseeing the construction of 5 new elementary schools and additions and renovations to another 13 elementary schools.

Richard J. Hall, Chief Financial Officer

Richard J. Hall is the Chief Financial Officer of O&G Industries, Inc. He has worked for the corporation for 21 years and he oversees the company's financial and accounting functions. Prior to joining O&G, he worked for 4 years with Coopers & Lybrand, an international public accounting firm.

Mr. Hall holds a Master's Degree in Taxation from the University of Hartford's Barney School of Business and he holds a Bachelor's Degree in Accounting, with highest honors, from Central Connecticut State University. He is a member of the American Institute of Certified Accountants and the Connecticut Society of Certified Public Accountants.



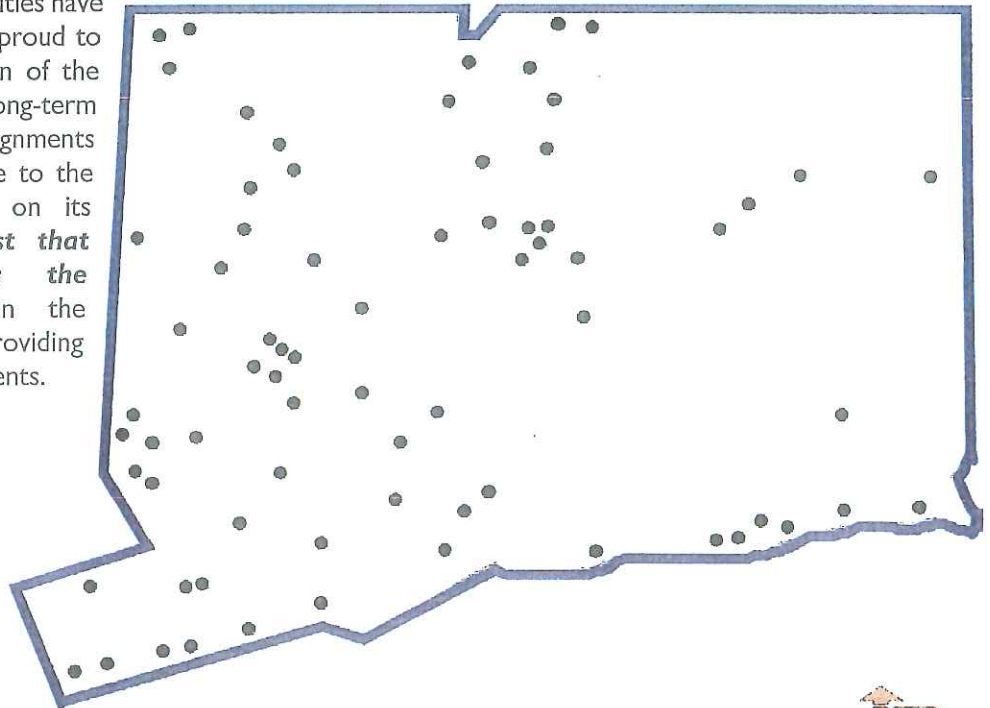
EXPERIENCE, EXPERTISE AND CAPABILITIES

PHILOSOPHY STATEMENT AND BUSINESS FOCUS

Approximately 15 years ago, O&G Industries (O&G) expanded its array of client services to include Program Management. As an off-shoot from our Construction Management operations – which commenced in the 1980s as a result of the ever-changing needs of private and public sector clients, as well as the development of new delivery methods for larger construction projects – the Program Management operation works from within O&G's Building Division. Inspired by continuing requests from Connecticut Cities, Towns and Boards of Education (BOE) to provide further administrative and management assistance in the planning and construction of public schools, O&G has developed an experienced staff of professionals in which communities can outsource necessary and critical tasks associated with successful performance. O&G's philosophy of developing, offering and providing high quality construction related services is a constant standard for the Company. Over the years we have played a key role as Program Manager in the School Construction Programs in Waterbury, Hartford and Bridgeport.

O&G's mission as a diversified program management firm is to offer the type of services, expertise and staff resources that a government client needs to complement its existing staff and operations. Every client make-up and current capabilities are different. Most BOE staffs and/or City facility staffs are not geared to manage major construction projects from the planning stages through construction and occupancy. The intricacies of compliance with State regulations and policies associated with the approval process for funding, designing and constructing school facilities are sometimes overwhelming to all but those who have been specifically trained and experienced. In addition, the management and coordination of services provided by construction managers, architects, engineers, environmental consultants, and commissioning agents on behalf of the City and/or the BOE is a fulltime endeavor, especially when there is more than one project at a time. O&G therefore tries its best to customize its management staff and its vast resources to handle the project efficiently and effectively for each specific community.

To date we have been vastly successful with our approach to program management; and we believe ***our clients have benefitted from our focus on long range planning, client affordability and staffing flexibility.*** Our program management clients have rewarded us with their continued support, as well their request for increased services. As our responsibilities have grown, we continue to be proud to be considered an extension of the City and BOE staff. Long-term program management assignments provide economies of scale to the client, continuing return on its investment, and the ***trust that O&G is acting as the community's partner*** in the important endeavor of providing updated facilities to its students.





August 11, 2015

Mr. Rocco Orso, Director of Purchasing
City of Waterbury
235 Grand Street
Waterbury, CT 06702

RE: Request for Proposal No. 5303
Program Management Services for
School Building Construction Projects

Dear Mr. Orso:

O&G Industries, Inc. is proud to offer our response to your Request for Proposal No. 5303 regarding Program Management Services for your School Building Construction projects. These are exciting and challenging projects for the City and we appreciate the opportunity to offer our services for your consideration. ***O&G is fully committed to continuing our collaborative working relationship with the City of Waterbury for the School Construction Program which began back in 2005.***

Our interest in this assignment stems from our direct involvement with the Waterbury School Construction Program over the past ten (10) years. Our existing and proven management and staff resources will remain in place. O&G has reviewed will adhere to the conditions as set forth in Section G. of the Request for Proposal No. 5303.

O&G is on the forefront, working with the State of Connecticut, Office of School Facilities to streamline change management requirements and FF&E processes for public school projects. This knowledge and teamwork will be a great benefit to your current and future school construction projects.

We hope that the information enclosed will help to convince the City of Waterbury Board of Education that our Team is the correct fit to successfully implement your future projects under the School Building Construction Program. We also trust that you and the Board understand our commitment to the City and the Program, and our desire to continue to serve in this regard.

Thank you for your time and consideration. We look forward to hearing from you. In the event there are any questions or concerns regarding this submission, please contact Aaron Mednick at the number below.

Respectfully,
O&G INDUSTRIES, INC.

Aaron L. Mednick
Vice President
AaronMednick@ogind.com
860.496.4858 | 860.626.6447 FAX

ALM/mjc
enclosures
cc: File

O&G INDUSTRIES, INC.

EXPERIENCE, EXPERTISE AND CAPABILITIES

EXECUTIVE SUMMARY

A SOLID FOUNDATION

O&G Industries, Inc. was formed in 1923 by two immigrants with a strong work ethic and a goal of getting the job done right. Little did Andrew Oneglia and Flaviano Gervasini know that the company they started would one day grow to become one of the largest builders in the Northeast. Those values and commitment to customer service were ingrained by the company's founders nearly a century ago, along with a reputation for finishing projects on-time and within budget, and remain the cornerstone of O&G's success.

Today we are one of the largest and most diversified construction companies in the Northeast. With a bonding capacity in excess of \$2 Billion, O&G's **experience and performance in the management of construction projects is unparalleled.**

RANKINGS

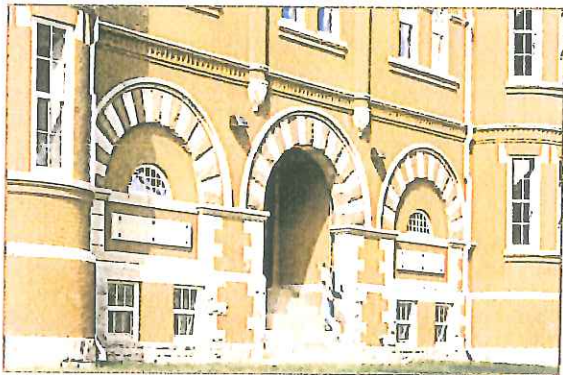
Engineering News-Record consistently ranks O&G among the top builders nationwide.

O&G is a member of the U.S. Green Building Council and is consistently ranked among the top Green Contractors by *Engineering News-Record*.

Engineering News-Record lists O&G among the top 400 builders in the nation and the top design-build firms.

UNIQUE QUALIFICATIONS

O&G Industries, Inc. (O&G) brings a wide range of construction experience to its Program Management clients. Historically, as **a leader in construction management for schools in Connecticut**, it has worked with school districts to plan and develop numerous school construction projects over the past 50 years. O&G is a premier builder using all forms of construction delivery and in all types of projects. Due to this experience and expertise, O&G can provide staff resources toward coordination and management services that are unparalleled. Our Program Managers have been trained in the field, while actually managing construction and coordinating with design professionals. Therefore, as they are elevated to the status of Program Managers, they bring a unique and valuable perspective to the projects and clients. They are extremely knowledgeable of the roles and responsibilities of construction managers, architects, engineers and other specialty consultants. In addition, they have been trained in administration of public projects by working directly with State Office of School Facilities (OSF), as well as the Department of Construction Services and its auditors.



O&G prides itself on providing customized services to each project and client. We do this by handpicking certain staff members we believe are best suited for the mission at hand. In reviewing the proposed project and its scope of work, O&G has elected to continue to provide the Program Management staff currently collaborating as an extension of the City of Waterbury, that complement the client's strengths in programming and operations, while independently managing the job of design review, construction oversight, commissioning and close-out.

Having been successful in managing the School Construction Programs in Waterbury, Bridgeport and Hartford for many years, O&G believes it can continue to provide the professional services the City needs with the **knowledge, capability and confidence** we have delivered many time before.



EXPERIENCE, EXPERTISE AND CAPABILITIES

SUMMARY OF RELEVANT EXPERIENCE

O&G's Program Management Division has operated in the public sector planning, developing and delivering educational facilities since 2000; having completed more than 1,000,000 SF of pre-kindergarten thru 12th grade schools. We currently provide staff and management expertise for the School Construction Programs in Waterbury, Bridgeport and Hartford, Connecticut.

The following pages highlight our program management experience.





Waterbury School Building Construction Program

LOCATION

Waterbury, Connecticut

CONTRACT

Program Management

CONTRACT DURATION

2005-Ongoing

Project Cost

\$310+ Million

Client / Owner Reference:

City of Waterbury
Department of Education
236 Grand Street
Waterbury, CT

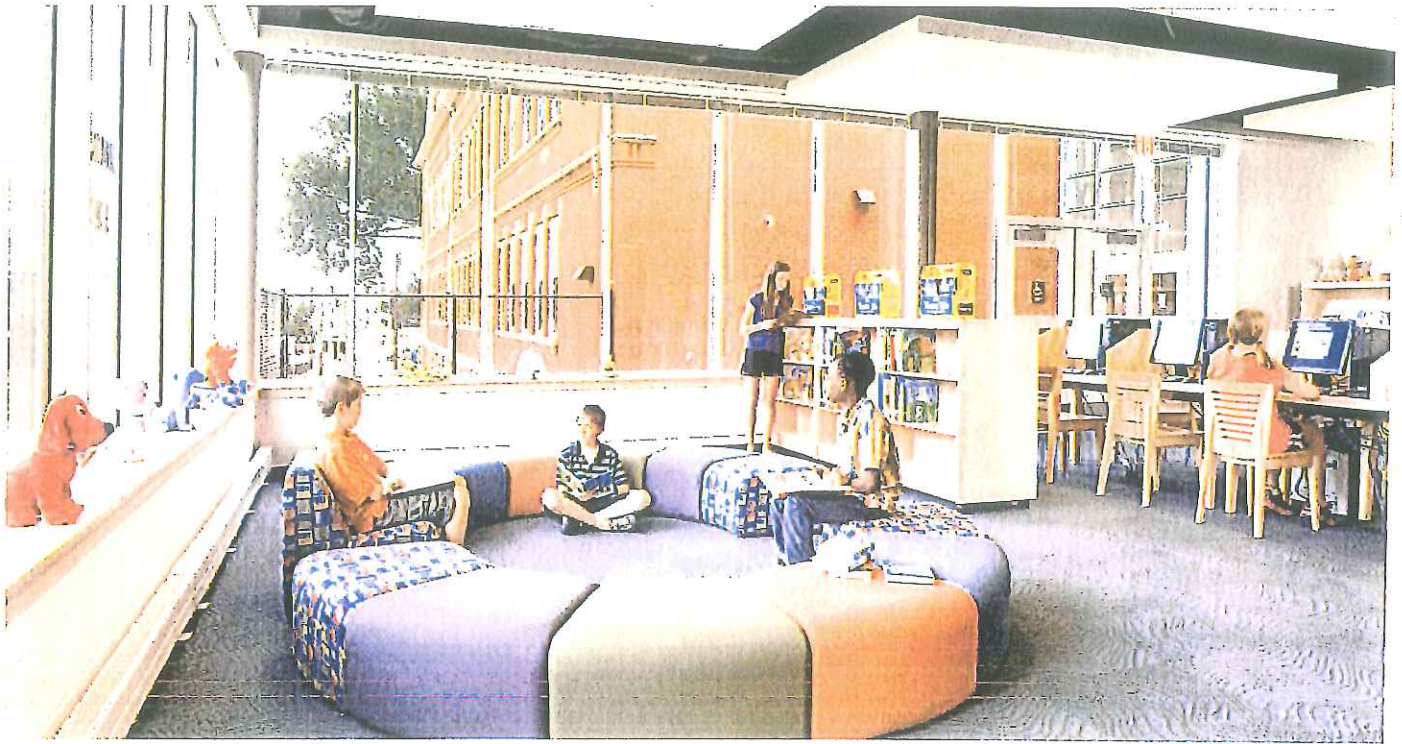
Paul Guidone
Chief Operating Officer
203.346.2340

Waterbury's Board of Education engaged O&G in September 2005 to oversee its planned \$281 Million construction program. Currently in its tenth year of operation, O&G has provided professional staff to the School Building Committee and Education Department in the planning, design and construction of five high school renovation/additions, an alternative high school, one middle school renovation/addition, four new 550-student elementary schools and one new high school. Each new elementary school is 75,680 SF. High school renovation/additions range in size from 6,000 SF to 52,000 SF. The middle school renovation/addition is 36,000 SF and the new 800-student high school is 144,000 SF.

O&G has monitored eight design teams and six construction managers for the above. Acquisition, relocations and property management services were being managed by O&G along with the Waterbury Development Corporation for three of the new school projects. O&G provides financial (invoice and requisition) management in which we process invoices and requisitions for consultants, vendors and contractors each month. O&G solicited, reviewed and recommended owner consultants, design firms and construction managers for the program.

- ✓ WATERBURY PUBLIC SCHOOLS
- ✓ K-12 EDUCATION
- ✓ PROGRAM MANAGEMENT
- ✓ PLA
- ✓ HIGH PERFORMANCE BUILDING PROJECTS
- ✓ OFFICE OF SCHOOL FACILITIES
- ✓ RENOVATION / ADDITIONS
- ✓ NEW CONSTRUCTION
- ✓ CAPITAL PROJECTS





Duggan Elementary School

The second oldest school building in the City of Waterbury, Duggan School was originally constructed in 1890. Closed in the mid 1990s, Duggan became one of three new elementary school projects approved by the City in 2005. Under O&G's Program Management, the Pre-K through 8th grade, 75,418 SF, 550-student school was completed and began to again educate Waterbury's children for the 2011-2012 academic year. Renovations included a complete gut of the existing 53,106SF, down to only four of the original loadbearing masonry walls and demolition of 20,476SF. New construction added 42,788SF and included new steel-framed floors and roof, concrete slabs, new MEP systems and a new thermal envelope. The mansard roof was reconstructed with dormers to replicate the original and the existing clock tower was reconditioned.



Jonathan E. Reed School

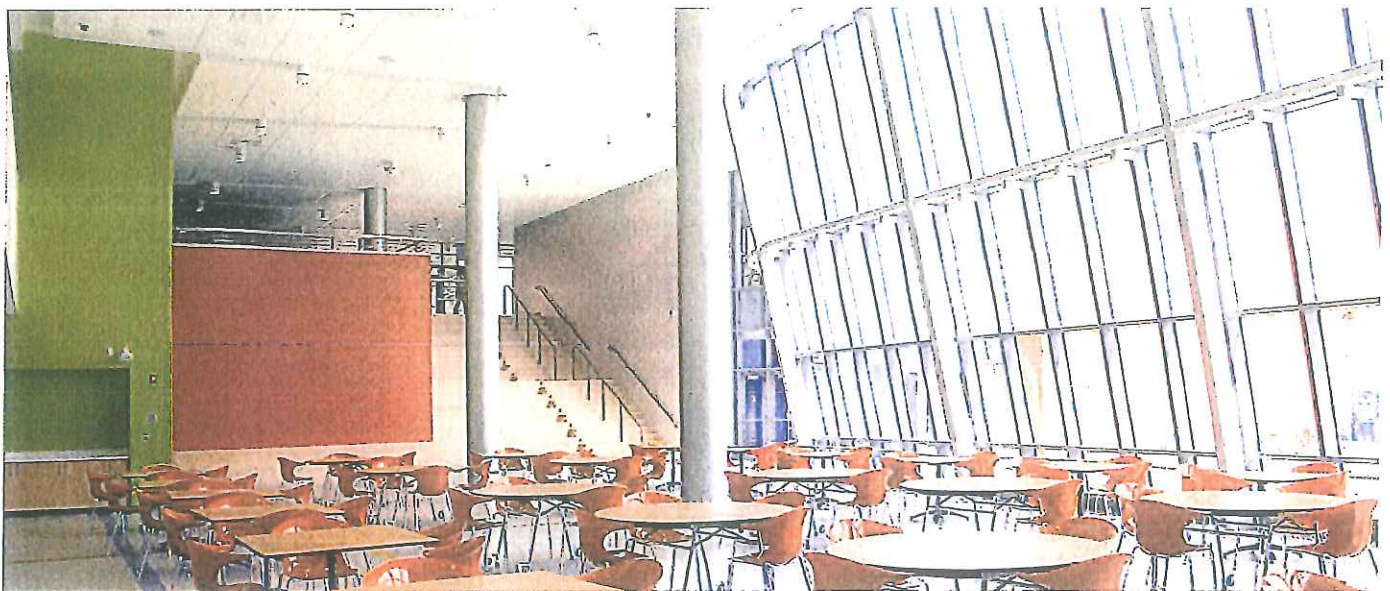
Completed in August 2012 and one of four new Pre-K thru 8 elementary schools, the Jonathan E. Reed School serves 550 students. The 71,232 SF facility includes a media center, cafetorium and gymnasium that will be available to the surrounding community after school hours throughout the year.





John G. Gilmartin Elementary School

Gilmartin was the first of four, Pre-K through 8th grade schools constructed under O&G's Program Management as part of the Waterbury School Construction Program. The 76,151 SF, 550-student facility combines modernist, traditional, and playful exterior facades, melding metal panel, composite panel and traditional masonry walls. The site allows for ample parking, two rubber surface play areas and a large sod play field. On the interior, Academic and Community spaces are separated by a central lobby, welcoming students, faculty and the community each day. This separation easily allows for the convening of special events without disruption to the learning environment. The new Gilmartin School more than doubled the size of the existing facility originally built in the 1960s.



Waterbury Career Academy High School

A career focused intra-district high school designed to accommodate 800 students, the new Waterbury Career Academy provides focused education in engineering technology, computer systems, human services and health services. The new 144,000 SF facility completed in August 2013 includes classrooms, library, science labs, gymnasium and fitness spaces as well as state-of-the-art technology. Engineering technology features a manufacturing shop, engineering lab and a CAD I/II lab. Health services is supported with a medical skills lab, physical therapy lab, simulated clinic with nurse's station and exam room.



Carrington Elementary School

The new 76,264 SF, LEED Silver equivalent Carrington Elementary School includes classrooms, science labs, a cafetorium and kitchen, media center, gymnasium, special education and art rooms. Prior to construction, the existing school facility was abated and demolished.

Designed to accommodate 550 students, the Carrington Elementary School completed in August 2013.





Bridgeport School Construction Program

LOCATION

Bridgeport, Connecticut

CONTRACT

Program Management

CONTRACT DURATION

Ongoing

Project Cost

\$811+ Million

Client / Owner Reference:

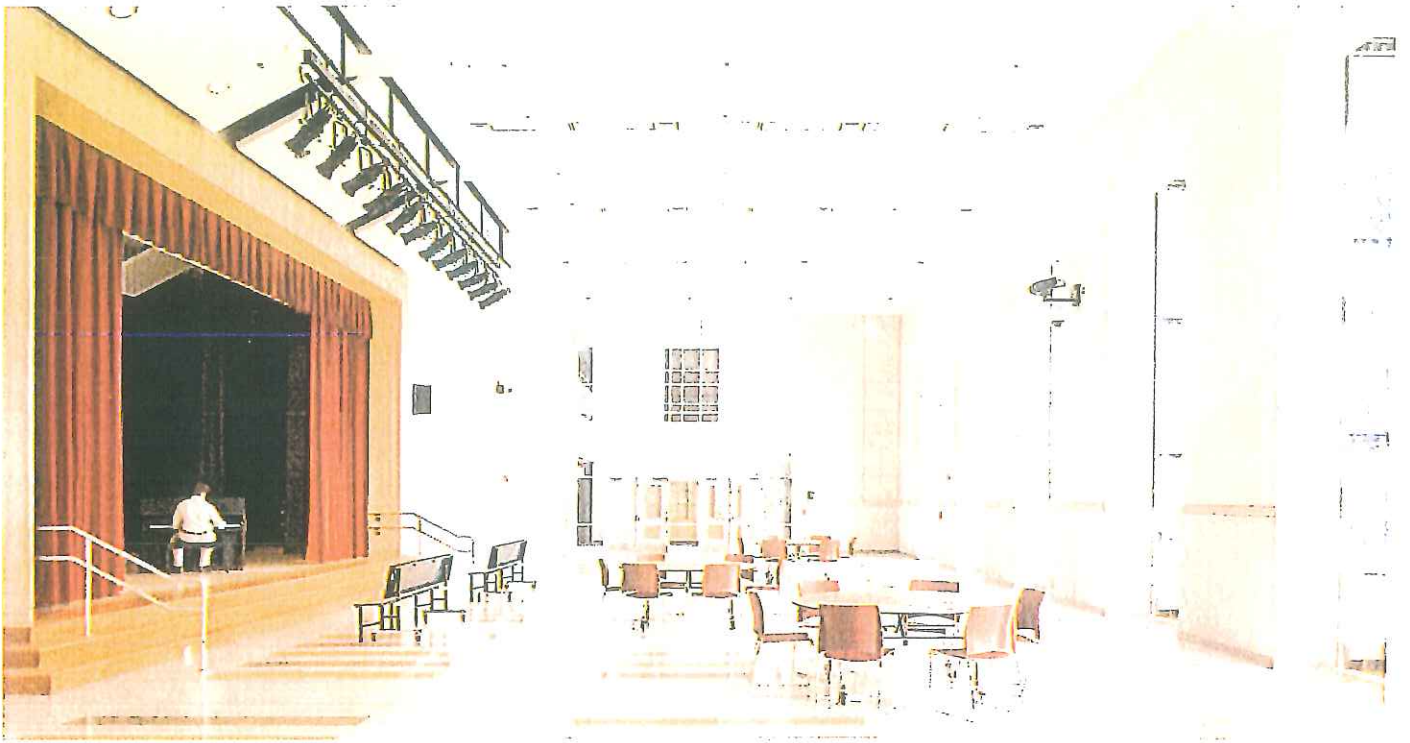
City of Bridgeport
999 Broad Street
Bridgeport, CT

Charles Carroll
Director of Public Facilities
203.576.8080

This program currently consists of seven new elementary schools, 13 elementary school renovation/additions, one magnet high school and one magnet elementary school. The new elementary schools range in size from 104,000 SF to 175,000 SF. The renovation/additions range from ADA code upgrades to a 48,000 SF addition. O&G is monitoring ten design teams and eight construction managers for the above. Acquisition, relocations and property management services have been completed by O&G for two of the new school projects. Financial (invoice and requisition) management is being provided in which we process and make payment of invoices and requisitions for over 100 consultants, vendors and contractors a month. O&G has completed an informational brochure and interactive website for Bridgeport's School Construction Program. O&G solicited, reviewed and recommended design firms and construction managers for the program.

- ✓ K-12 EDUCATION
- ✓ PROGRAM MANAGEMENT
- ✓ MWBE CONTRACTING GOALS
- ✓ PLA
- ✓ LEED CERTIFIED PROJECTS
- ✓ OFFICE OF SCHOOL FACILITIES
- ✓ RENOVATION / ADDITIONS
- ✓ NEW CONSTRUCTION
- ✓ CAPITAL PROJECTS





Jettie S. Tisdale School

This Pre-K thru 8th grade, community oriented school serves 750 students. Features include an outdoor classroom, age-appropriate play areas and athletic fields in addition to parking and separate bus and parent drop-off areas. The school is organized around a central atrium corridor, open to both floors with direct access to the cafeteria, library gymnasium and main office spaces. The building was designed with energy efficiency in mind, utilizing computerized systems monitoring heating, cooling and air quality, as well as an ice storage system, occupancy sensors and natural lighting sensors.



Barnum & Waltersville Elementary School

This Pre-K thru Grade 8 school consists of two separate academic houses with two distinct identities, intrinsically linked together. Barnum School houses 750 students, while Waltersville School houses 500. The two schools are centrally linked by common spaces, containing a gymnasium, music and rehearsal spaces, cafetorium and support spaces. This new state-of-the-art educational facility accommodates and improves the City of Bridgeport's curriculum goals and educational needs, while addressing the City's goal of re-creating neighborhood schools.





South End Elementary School

Completed in April 2008, the South End Elementary School located within the University of Bridgeport campus, was fully-renovated and expanded. The 106,700 SF renovation houses 750 pre-k thru 8th grade students. Complete renovations included a media center, food service facilities, a gymnasium, classrooms and administrative offices.



Interdistrict Discovery Magnet School

Completed in April 2011, the new Interdistrict Discovery Magnet School is located on the grounds of the Discovery Museum and serves 500 students. The 69,710 SF, two-story facility features classrooms, a cafeteria and kitchen, prep rooms, science laboratories, a gymnasium, faculty and building support spaces as well as an exterior play area, parking and a media center. The Interdistrict Discovery Magnet School is LEED Silver certified.

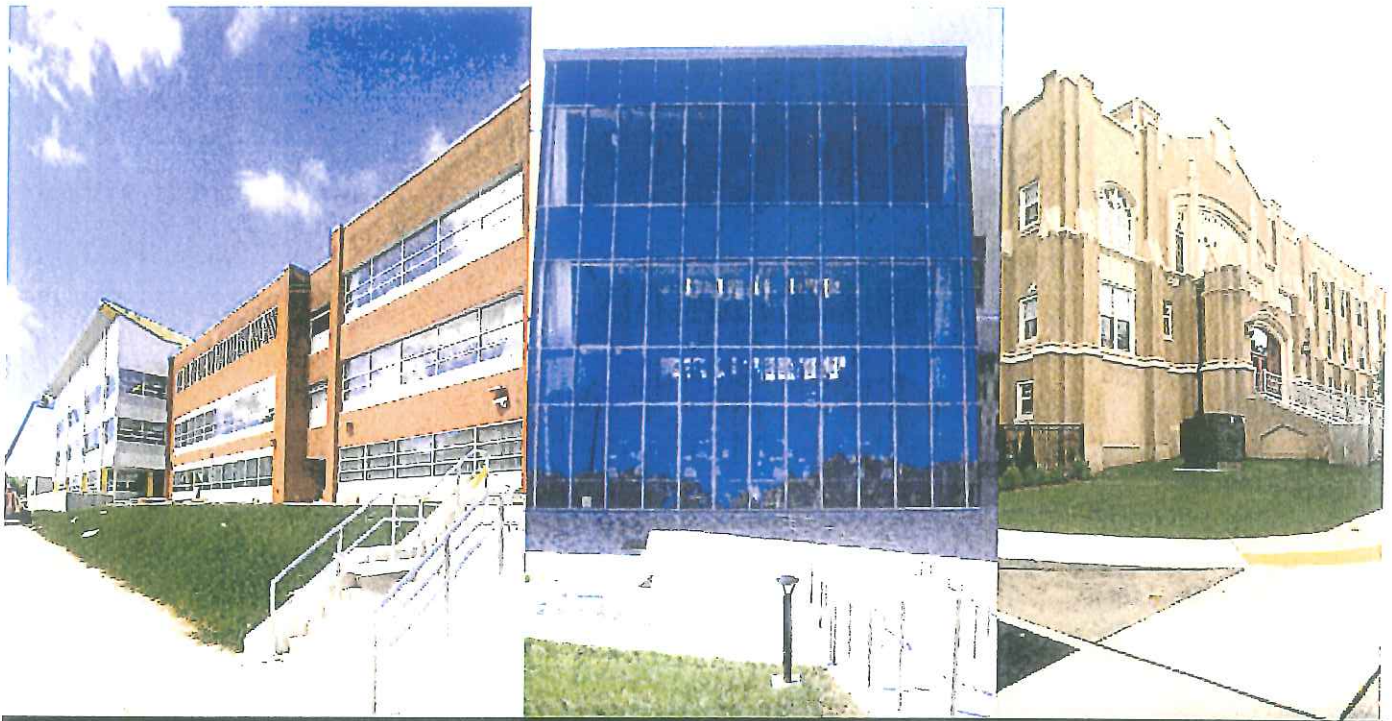


The Interdistrict Magnet Schools at the Fairchild Wheeler Campus

The new Fairchild Wheeler Interdistrict Magnet Campus is a new state-of-the-art facility with three distinct learning communities, physical science, math and aerospace; zoological studies and applied biology; and information technologies in the digital world. Designed to accommodate 1,500 students, the 250,000 SF magnet high school facility was completed in August 2013. Set on 65 acres, it is the first new high school constructed in Bridgeport in 50 years. The core building houses cafeteria/main assembly area, administration, nurse, gymnasium, black-box theater, art, music, media center, food service and project rooms. Each of the three magnet programs are located in separate learning communities/wings off the core building.

Many sustainable features include an underground rainwater harvesting tank and 106kW photovoltaic array as well as 10 vertical axis roof-mounted wind turbines located above the main student entrance. The Interdistrict Magnet High School earned a LEED Gold certification and includes five vegetative roofs that are accessible from classroom spaces.





Hartford School Building Program

LOCATION

Hartford, Connecticut

CONTRACT

Program Management

CONTRACT DURATION

2010-Ongoing

Project Cost

\$380+ Million

Client / Owner Reference:

City of Hartford
550 Main Street, Room 303
Hartford, CT

John H. Motley
HSBC Chairman
860.707.5158

The Hartford School Building Committee selected ARCADIS/O&G as the Program Manager for a five-year contract to provide owner's representative services for their \$1 billion school construction program. This program includes 19 schools and various school capital improvement projects. As a joint venture with O&G Industries, ARCADIS/O&G is involved with the planning, design, construction, commissioning and closeout of several projects including:

International Baccalaureate School/Global Communications Academy at Thomas Quirk School - Renovation-as-new and program change for a grade K-12 program (minor additions), 133,000-sq.-ft. Total project budget: \$55,050,000

Journalism/Media High School at Barbour School - Significant demolition, renovation-as-new of remaining area, new addition, for a grade 9-12 program, 75,000-sq.-ft. Total project budget: \$37,750,000

Asian Studies at Bellizzi School - Limited demolition and Alterations to support a program change to grade Pre-K-8, approximately 120,000-sq.-ft. (final). Total project budget: \$13,000,000

M.D. Fox School - Limited demolition and renovation-as-new with change to a grade Pre-K-8 program, approximately 128,000-sq.-ft. (final). Total project budget: \$54,337,500

- ✓ K-12 EDUCATION
- ✓ PROGRAM MANAGEMENT
- ✓ MWBE CONTRACTING GOALS
- ✓ PLA
- ✓ LEED CERTIFIED PROJECTS
- ✓ OFFICE OF SCHOOL FACILITIES
- ✓ RENOVATION / ADDITIONS
- ✓ NEW CONSTRUCTION
- ✓ CAPITAL PROJECTS





Several Roof Replacement Projects - Locations: Batchelder, Burns, Milner, Simpson-Waverly and Clark Schools. Total Construction budget: Approx. \$5.5 million combined value.

West Middle School - Renovation-as-new and expansion of Pre K-8 facility for 750 students. Total project budget: \$54,600,000 Hartford Magnet Trinity College Academy - Alterations and Expansion of magnet middle school facility to permit growth into a grades 6-12 program. Total project budget: \$29,440,000.

Weaver High School - A true example of community collaboration, the planning process for the renovation of Weaver High School will enable the transformation of this aging 1970s facility into a multi-themed facility, fully equipped for 21st century learning.

Through multiple community outreach meetings and the inclusion of community representatives on the planning committee, recommendations were made to the Board of Education on possible themes or "academies" to be included in the redevelopment of this facility. Although remaining a comprehensive community high school, the development of these academies will allow a customization of the educational experience similar to that offered by magnet schools.

Originally constructed for an enrollment of over 2,000 students, the renovated-as-new facility is expected to support an enrollment of 1,350 students. The project will require hazardous materials abatement, demolition to downsize to the revised enrollment and complete renovations of the remaining space. Total project budget: \$100,000,000.

Services include: needs assessment, community outreach, educational specification development, securing local funding and regulatory approvals, grant application and financial management, selection and oversight of the design and construction team through closeout and implementation of community employment and affirmative action programs.



SUMMARY OF RELEVANT EXPERIENCE

PROJECTS COMPLETED WITHIN THE LAST FIVE YEARS

PROJECT DESCRIPTION	CLIENT	ARCHITECT / ENGINEER	AMOUNT & SIZE	COMP. DATE	WORK BY O&G
Sikorsky Aircraft CAFO Hanger Fire Suppression Upgrade Stratford, CT GENERAL CONSTRUCTION	Sikorsky Aircraft 6900 Main Street Stratford, CT Contact: Carlos Antunes Project Manager (203) 383-7131	Spiegel Zamecznik and Shah, Inc. 54 Wall Street New Haven, CT Contact: Mike Kane Project Manager (203) 624-9831	\$12,449,822	5/2015	
New Milford Hospital Arnhold Emergency Department Renovation CONSTRUCTION MANAGEMENT	New Milford Hospital 21 Elm Street New Milford, CT Contact: Charlie Geyer Manager of Facilities, Maintenance and Construction (860) 210-5438	The S/L/A/M Collaborative 80 Glastonbury Boulevard Glastonbury, CT Contact: Amy Samuelson Project Architect (860) 657-8077	\$9,173,678.00 12,500 SF New 6,000 SF Reno	3/2015	4%
H. H. Ellis Technical High School Renovations and Additions Danielson, CT CONSTRUCTION MANAGEMENT	State of Connecticut Department of Construction Services 165 Capitol Avenue Hartford, CT Contact: Rob Dexter Project Manager (860) 713-5642	The S/L/A/M Collaborative 80 Glastonbury Boulevard Glastonbury, CT Contact: Rick Bouchard Project Architect (860) 659-1010	\$84,000,000 180,000 SF New 9,000 SF Reno	11/2014	3%
Bristol Boys and Girls Club New Construction Bristol, CT CONSTRUCTION MANAGEMENT	Bristol Boys and Girls Club 105 Laurel Street Bristol, CT Contact: Michael Suchopar Executive Director (860) 583-4734	Amara Associates LLC 99 Beverly Road West Hartford, CT Contact: Peter Amara Principal (877) 833-7881	\$7,764,468 41,640 SF New	9/2014	4%



PROJECT DESCRIPTION	CLIENT	ARCHITECT / ENGINEER	AMOUNT & SIZE	COMP. DATE	WORK BY O&G
Glastonbury Riverfront Park Site and Facility Upgrade Glastonbury, CT CONSTRUCTION MANAGEMENT	Town of Glastonbury 2143 Main Street Glastonbury, CT Contact: Raymond Purtell Director of Parks & Recreation (860) 652-7687	Northeast Collaborative Architects – Richter & Cegan 500 Plaza Middlesex Middletown, CT Contact: Raymond Giolitto, AIA Principal (860) 344-9332	\$12,199,799 19,289 SF New 10 Acres	8/2014	4%
Middletown Area Transit Bus Maintenance and Storage Facility New Construction Middletown, CT GENERAL CONSTRUCTION	Middletown Area Transit 340 Main Street Middletown, CT Contact: Andrew Chiaravallo Administrator (860) 346-0212	DeCarlo & Doll, Inc. 89 Colony Street Meriden, CT Contact: Bob Grzywacz Project Architect (203) 379-0467	\$10,550,000 19,000 SF New	7/2014	
Waterford High School Additions and Renovations Waterford, CT CONSTRUCTION MANAGEMENT	Town of Waterford Department of Buildings and Grounds 15 Rope Ferry Road Waterford, CT Contact: Jay Miner Director (203) 444-5855	JCJ Architecture, Inc. 38 Prospect Street Hartford, CT Contact: Steven Burgess, AIA Project Architect (860) 247-9226 x3443	\$67,941,391 125,000 SF New 100,000 SF Reno	4/2014	4%
Harper's Ferry Road Pump Station Upgrade Waterbury, CT GENERAL CONSTRUCTION	City of Waterbury Office of Water Pollution Control 210 Municipal Road Waterbury, CT Contact: Denis Cuevas, P.E. General Manager (203) 574-8265	CDM Smith 60 Crossways Park W, Suite 340 Woodbury, NY Contact: Kevin McEvoy Vice President (516) 496-8400	\$7,485,451	1/2014	
Bridgeport Hospital Entrance Plaza New Construction Bridgeport, CT CONSTRUCTION MANAGEMENT	Bridgeport Hospital 267 Grant Street Bridgeport, CT Contact: Joseph Giorgio Project Manager (203) 384-3924	Antinozzi Associates, PC Architects 271 Fairfield Avenue Bridgeport, CT Contact: Michael Losasso Project Architect (203) 377-1300	\$4,678,474	9/2013	4%



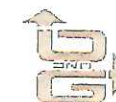
PROJECT DESCRIPTION	CLIENT	ARCHITECT / ENGINEER	AMOUNT & SIZE	COMP. DATE	WORK BY O&G
UConn Wilfred B. Young Building Renovations Storrs, CT CONSTRUCTION MANAGEMENT	The University of Connecticut Office of VP and COO 31 LeDoyt Road, Unit 3038 Contact: Katherine Viveiros Senior Project Manager (860) 486-5981	Design Partnership of Cambridge 500 Rutherford Avenue Charlestown, MA Contact: Joseph Drown, AIA Principal (617) 241-9800	\$16,226,689 68,000 SF Reno	8/2013	4%
Region 18 - Lyme-Old Lyme High School Additions and Renovations Old Lyme, CT CONSTRUCTION MANAGEMENT	Regional School District No. 18 4 Davis Road West Old Lyme, CT Contact: John Rhodes Director of Facilities and Technology (860) 434-4400	Northeast Collaborative Architects 500 Plaza Middlesex Middletown, CT Contact: Dan Weston Principal (860) 344-9332	\$49,014,823 15,500 SF New 109,500 SF Reno	7/2013	4%
Aquarion Chemical Feed Houses Renovation Westbrook, CT GENERAL CONSTRUCTION	Aquarion Water Company of Connecticut 600 Lindley Street Bridgeport, CT Contact: Michael Hiltz, P.E. Project Manager (203) 337-5903	Tighe & Bond 53 Southampton Road Westfield, MA Contact: John McClellan, P.E. Project Manager (413) 572-3276	\$2,572,423 5,000 SF Reno	6/2013	5%
UConn Health Center Parking Garage Concrete Farmington, CT SUBCONTRACTOR	University of Connecticut c/o Turner Construction 440 Wheelers Farms Road Milford, CT Contact: Scott Griffin Project Manager (860) 584-7086	HKS Architects P.C. 107 Grand Street New York, NY (646) 480-4280	\$1,537,775	5/2013	80%
UConn Water Reclamation Facility New Construction Storrs, CT GENERAL CONSTRUCTION	University of Connecticut c/o Strategic Building Solutions 880 Boston Post Road Old Saybrook, CT Contact: Steve Grossman Project Manager (860) 486-6341	Hazen & Sawyer 101 Corporate Place Rocky Hill, CT Contact: Scott Bonett Associate (860) 257-1067	\$18,300,782 12,014 SF New	5/2013	20%



PROJECT DESCRIPTION	CLIENT	ARCHITECT / ENGINEER	AMOUNT & SIZE	COMP. DATE	WORK BY O&G
New Fairfield Schools Meeting House Hill Elementary School and High School Additions and Renovations New Fairfield, CT CONSTRUCTION MANAGEMENT	Town of New Fairfield 3 Brush Hill Road New Fairfield Contact: Alicia M. Roy, PhD. Superintendent of Schools (203) 312-5770	BL Companies, Inc. 355 Research Parkway Meriden, CT Contact: Scott Pellman, AIA Project Architect (203) 630-1406	\$27,987,363 17,000 SF New 114,000 SF Reno	2/2013	4%
Yale New Haven Hospital - North Haven Medical Center Conversion and Renovation North Haven, CT CONSTRUCTION MANAGEMENT	Yale-New Haven Hospital 20 York Street New Haven, CT Contact: Tom Roche Project Manager Facilities (203) 688-6868	Cannon Design, Inc. 100 Cambridge Street, Suite 1400 Boston, MA Contact: Andrew Aoun, AIA Principal (617) 742-5440	\$15,515,554 80,000 SF Reno	1/2013	4%
Greene-Hills Elementary School New Construction Bristol, CT CONSTRUCTION MANAGEMENT	City of Bristol 111 North Main Street Bristol, CT Contact: Timothy Callahan School Project Manager (860) 584-7086	Tai Soo Kim Partners 146 Wyllys Street, Suite 1-203 Hartford, CT Contact: Ryszard Szczyppek, AIA Principal (860) 547-1970	\$48,576,106 121,600 SF New	11/2012	4%
Trumbull High School Additions and Renovations Trumbull, CT CONSTRUCTION MANAGEMENT	Town of Trumbull 5866 Main Street Trumbull, CT Contact: James Nugent Building Committee Chairman (203) 878-0661	JCJ Architecture, Inc. / Wiles+Architects, LLC 38 Prospect Street Hartford, CT Contact: Gregory Smolley, AIA Former Principal (401) 421-7715	\$71,850,371 30,912 SF New 295,656 SF Reno	9/2012	3%
Hotchkiss School Biomass Facility New Construction Lakeville, CT CONSTRUCTION MANAGEMENT	The Hotchkiss School 11 Interlaken Road Lakeville, CT Contact: John Tuke Chief Financial Officer (860) 435-2591	Centerbrook Architects 67 Main Street Centerbrook, CT Contact: Alan Paradis Project Architect (860) 767-0175	\$14,642,924 20,000 SF New	9/2012	10%



PROJECT DESCRIPTION	CLIENT	ARCHITECT / ENGINEER	AMOUNT & SIZE	COMP. DATE	WORK BY O&G
Laurel Elementary School Additions and Renovations Bloomfield, CT CONSTRUCTION MANAGEMENT	Town of Bloomfield Public Schools 1133 Blue Hills Avenue Bloomfield, CT Contact: Wayne Casper Facilities Director (860) 769-4220	The Lawrence Associates Architects/ Planners, P.C. 1075 Tolland Turnpike Manchester, CT Contact: Anwar Hossain Project Manager (860) 643-2161	\$12,690,521 20,500 SF New 33,500 SF Reno	9/2012	4%
Trinity College Summer Projects Hartford, CT DESIGN/BUILD	Trinity College 300 Summit Street Hartford, CT Contact: Tom Fusciello Project Manager (860) 297-4198	Kaestle Boos Associates, Inc. 416 Slater Road New Britain Contact: Brian A. Solywoda, AIA Project Manager (860) 259-1700	\$5,012,686	9/2012	25%
Quinnipiac University Mount Carmel Campus Student Center Additions and Renovations Hamden, CT GENERAL CONSTRUCTION	Quinnipiac University c/o: Pegasus Group LLC (Owners Rep.) 242 East Fifth Street, Suite 2 Saint Paul, MN Contact: Eric Kruse Principal (651) 292-9102	Centerbrook Architects 67 Main Street Centerbrook, CT Contact: Jon M. Lavy, AIA Project Architect (860) 767-0175	\$8,859,617 5,400 SF New 23,000 SF Reno	1/2012	7%
Waterbury - Police Parking Garage Repair Waterbury, CT GENERAL CONSTRUCTION	City of Waterbury 500 Captain Neville Drive Waterbury, CT Contact: Salvatore Porzio Project Manager (203) 574-6851	JP Engineering, Inc. 41 Mechanic Street Windsor, CT Contact: Peter W. Anderson Project Manager (860) 688-5223	\$3,269,454	12/2011	18%
Metacomet Elementary School Additions and Renovations Bloomfield, CT CONSTRUCTION MANAGEMENT	Town of Bloomfield Public Schools 1133 Blue Hills Avenue Bloomfield, CT Contact: Wayne Casper Facilities Director (860) 769-4220	The Lawrence Associates Architects/ Planners, P.C. 1075 Tolland Turnpike Manchester, CT Contact: Anwar Hossain Project Manager (860) 643-2161	\$10,986,492 12,400 SF New 33,500 SF Reno	11/2011	4%



PROJECT DESCRIPTION	CLIENT	ARCHITECT / ENGINEER	AMOUNT & SIZE	COMP. DATE	WORK BY O&G
Marine Science Magnet High School New Construction Groton, CT CONSTRUCTION MANAGEMENT	LEARN 44 Hatchetts Hill Road Old Lyme, CT Contact: Doreen Marvin Director of Development (860) 434-4800 x 185	JCJ Architecture, Inc. 38 Prospect Street Hartford, CT Contact: Bruce Kellogg, AIA Project Manager (860) 247-9226	\$20,735,544 65,000 SF New	9/2011	4%
Sikorsky Aircraft CH53K Test Cell Building New Construction Stratford, CT GENERAL CONSTRUCTION	Sikorsky Aircraft 6900 Main Street Stratford, CT Contact: George Kochera Project Manager (203) 386-5938	Spiegel Zameczik and Shah, Inc. 54 Wall Street New Haven, CT Contact: Mike Kane Project Manager (203) 624-9831	\$6,319,514 12,000 SF New	7/2011	25%
Kleen Energy - 620 MW Gas-Fired Energy Plant New Construction Middletown, CT ENGINEERING, PROCUREMENT AND CONSTRUCTION (EPC)	Kleen Energy Systems, LLC 90 Industrial Park Road Middletown, CT Contact: Drew Schneider Plant Manager (860) 704-2511	WorleyParsons 2675 Morgantown Road Reading, PA Contact: Steven B. Davis Vice President (610) 855-3813	\$847,130,120	7/2011	22%
Harbor Point Water Front Development Office Buildings New Construction Stamford, CT GENERAL CONSTRUCTION	Harbor Point Development LLC 333 Ludlow Street, 8th Floor Stamford, CT Contact: Carl R. Kuehner III President (203) 644-1581	Perkins Eastman Architects, PC 422 Summer Street Stamford, CT Contact: Alejandro Knopoff Project Architect (203) 251-7400	\$54,369,166 440,000 SF New	3/2011	4%
Watertown High School Additions and Renovations Watertown, CT CONSTRUCTION MANAGEMENT	Watertown School System 10 DeForest Street Watertown, CT Contact: Karen Baldwin Former Superintendent of Schools (860) 668-3800	Kaestle Boos Associates, Inc. 416 Slater Road New Britain, CT Contact: Fred Khericha Project Architect (860) 229-0361	\$61,262,176 35,000 SF New 170,000 SF Reno	2/2011	4%



PROJECT DESCRIPTION	CLIENT	ARCHITECT / ENGINEER	AMOUNT & SIZE	COMP. DATE	WORK BY O&G
Yale University - Prospect - Canal - Lock Street Utilities Relocation New Haven, CT CONSTRUCTION MANAGEMENT	Yale University 2 Whitney Avenue, 8th Floor New Haven, CT Contact: Ralph Esposito Project Manager (203) 432-6708	URS Corporation 500 Enterprise Drive Rocky Hill, CT Contact: Peter Sammis, P.E. Principal (860) 529-8882	\$7,434,180	1/2011	22%
Taft School Dining Hall Addition and Renovation Watertown, CT CONSTRUCTION MANAGEMENT	The Taft School 110 Woodbury Road Watertown, CT Contact: Willy MacMullen Headmaster (860) 945-7777	Gund Partnership 47 Thorndike Street Cambridge, MA Contact: Eric Svahn Project Architect (617) 577-9600	\$29,132,866 25,000 SF New 12,000 SF Reno	10/2010	4%
Quinnipiac University York Hill Campus Student Center, Dormitories and Parking Garage New Construction Hamden, CT GENERAL CONSTRUCTION	Quinnipiac University c/o: Pegasus Group LLC (Owners Rep.) 242 East Fifth Street, Suite 2 Saint Paul, MN Contact: Eric Kruse Principal (651) 292-9102	Centerbrook Architects 67 Main Street Centerbrook, CT Contact: Jon M. Lavy, AIA Project Architect (860) 767-0175	\$268,570,501 509,635 SF New	9/2010	47%
Great Neck Elementary School New Construction Waterford, CT CONSTRUCTION MANAGEMENT	Waterford Public Schools 15 Rope Ferry Road Waterford, CT Contact: Dr. Randall H. Collins Former Superintendent of Schools (860) 235-6340	Jacunski Humes Architects LLC 15 Massirio Drive, Suite 101 Berlin, CT Contact: W. Albert Jacunski Project Executive (860) 667-9221	\$29,799,972 71,000 SF New	9/2010	4%
Torrington City Hall Renovation Torrington, CT CONSTRUCTION MANAGEMENT	City of Torrington 140 Main Street Torrington, CT Contact: Michael Clark Building Committee Chairman (860) 626-7032 (H)	Friar Associates 281 Farmington Avenue Farmington, CT Contact: Robert Roach Senior Project Manager (860) 678-1291	\$12,338,959 40,000 SF Reno	7/2010	4%



EXPERIENCE, EXPERTISE AND CAPABILITIES

PERSONNEL LISTING

CONSISTENT LEADERSHIP – WE ARE A PART OF YOUR CITY

O&G has proposed a team of highly capable and experienced professionals, each with a proven track record of successfully supporting the Waterbury School Building Construction Program. Our staff possesses experience covering projects ranging both large and small, enabling us to accommodate both current and potential needs. Our Program Executive, Program Director, Program Managers and team of professionals will remain with you through all stages of the Waterbury School Building Construction Program. All of our team members designated are available to provide their attention to the Waterbury School Building Construction program.

The team will continue to be led by O&G's program executive, **Jeff Cugno**. Jeff is the Director of Program Management and holds a similar role currently for Cities of Bridgeport and Hartford in their school construction programs. Jeff was also O&G's project executive for the Fairfield Hills Development project in Newtown. He has 38 years of direct experience in administration and management of publicly funded projects. Before coming to O&G in 2003, Jeff held numerous executive positions with government funded agencies and non-profit corporations. As Program Executive, he will be responsible for O&G's policy decisions and will be your direct link between the Owner and O&G's officers for any project issues.

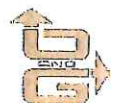
Bruce Turbacuski, our Program Director, brings over 34 years of construction experience, 29 of these with O&G, to the Waterbury School Building Construction Program. He has worked on the \$310 Million Waterbury School Building Construction Program, managing numerous school projects for the City from inception through close-out and State audit, including the John G. Gilmartin Elementary School, Duggan Elementary School, Waterbury Career Academy High School, Carrington Elementary School and Jonathan E. Reed School. Bruce is a registered architect and will be dedicated to problem solving and the management of expectations among project team members. He brings sensitivity to constructability and the needs of the building user to each project he is involved with.

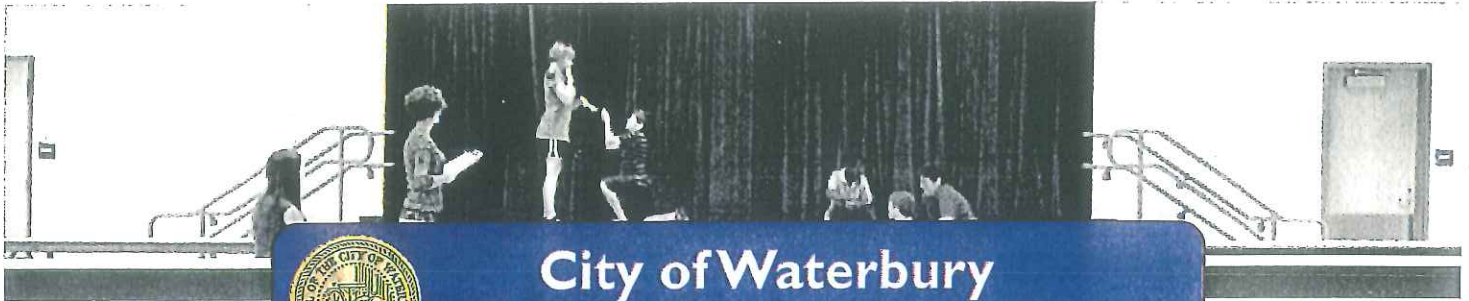
Continuity of staff over time has been an asset to our current Program Management assignment with the City of Waterbury and we intend to continue upon that success. Program Managers **Ray Wiley** and **Mark Sedensky** have each led successful project teams on assignments including capital improvement upgrades through full renovation of buildings and new construction. Ray has over 33 years of construction experience providing pre-construction, construction and close-out services to educational clients and has been with O&G for 9 of those years. Mark has over 24 years of construction experience, 17 of those with O&G. He is currently serving as a Program Manager for the Waterbury School Building Construction Program. Prior to the Waterbury Program, Mark's experience includes project management of several large-scale school construction projects.

As program managers, Ray and Mark will be responsible for monitoring design, bidding and construction of the project from start of design to project close-out and commissioning by interfacing with the Owner, Architect, engineers and consultant team as well as the Construction Manager. Their duties will include monitoring budgets, schedules, change order requests and conducting project meetings. They will also be responsible for monitoring the Construction Manager and all subcontractors and tracking that they are all adhering to the contract documents thus ensuring successful and timely project close-out.

Our FF&E Coordinator, **Iveles Aguilar**, will assist the City with the selection, acquisition and installation of furniture, fixtures and equipment. Iveles bring 11 years of construction experience to the Waterbury School Building Construction Program, all of those with O&G. She currently holds a similar role for the City of Bridgeport as FF&E Coordinator for their School Construction Program.

Please refer to the following organization chart and key staff resumes. As further requested in the RFQ, each member's time commitment to the project is noted within our Fee Proposal, submitted under separate cover.





City of Waterbury Department of Education



Program Executive
Jeff Cugno



Program Director
Bruce Turbacuski



Program Manager
Ray Wiley



Program Manager
Mark Sedensky

Owner Consultants
Environmental
Commissioning Agent
Special Inspector

Architects / Engineers

**Construction Managers /
General Contractors**

FF&E Coordinator
Iveles Aguilar

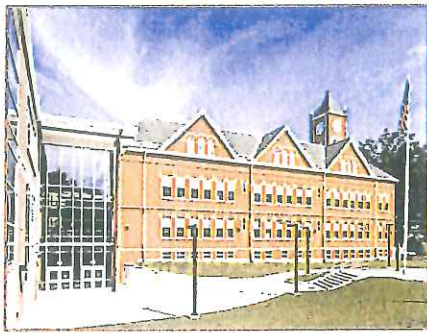


Home Office Resources

MEP Coordinator
Scheduling

Financial

Cost Estimating
Value Engineering



Joined O&G in 2003

Education

Quinnipiac University School of Law
Hamden, CT
J. D. – 1986

University of Hartford, West Hartford, CT
M.A. Urban and Regional Economics – 1977

University of Connecticut, Storrs, CT
B.S. Business Administration - 1972

University of Arizona, Phoenix, AZ
Trade Specialist Certificate – 1983

University of Connecticut,
West Hartford, CT
Real Estate Appraisal Courses – 1980

Jeffrey P. Cugno

Project Executive / Director of Program Management Services

As Director of Development and Program Management Services for O&G Industries' Building Division, Jeff is responsible for the Company's program management activities, as well as the planning and implementation of development projects on behalf of public and private sector clients, including team building and management, government relations, procurement, community outreach and business development, economic development, public facilities, brownfield mitigation and education projects.

Experience

Public Schools

- Program Management, Hartford School Building Program, Hartford, CT
- Program Management, Waterbury School Building Program, Waterbury, CT
- Program Management, Bridgeport School Building Program Bridgeport, CT

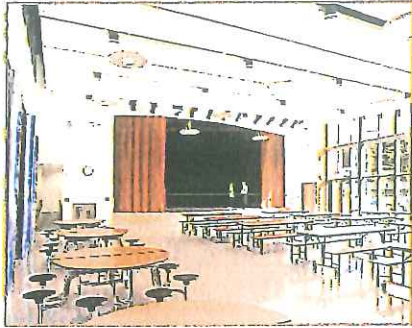
Other

- Project Management for Fairfield Hills Development, Newtown, CT
- Director of Development and Community Outreach Statewide for O&G Industries

Registrations/Licenses

- 2008 Region President for the Design-Build Institute of America
- Vice Chairman for the Design-Build Institute of America
- Attorney and Commissioner of the Superior Court, State of Connecticut, 1986
- Quinnipiac University, Adjunct Professor, Economics Dept.
- Western Connecticut State University, Adjunct Professor, Finance Dept.
- Berlin Park and Recreation Commission, 2001 – 2004
- BankBoston Development Company, Advisory Committee, 1997 – 1999
- Community Vision for Waterbury, Steering Committee, 1994
- Charter Revision Commission, Town of Berlin, CT, Chairman, 1992
- Citizens Advisory Council For Housing Matters, Judicial District of Hartford-New Britain, CT 1978-1980
- Northwest Connecticut Economic Development Corporation, Board of Directors
- ACE Mentoring Program (CT Chapter), Board of Directors
- Connecticut Community Development Association, Legislative Secretary 1984-1986; Board of Directors 1982-1984; President 1980-1982; Treasurer 1979-1980; Committee Chairman 1974-1979
- Northeastern Economic Developers Association, Board of Director, 1985 – 1990
- Connecticut Economic Development Association





Joined O&G in 1986

Education

New York Institute of Technology
New York, NY
B.S. Architecture – 1981

Licenses & Certifications

US Green Building Council – LEED for New
Construction and Major Renovations
Workshop – 2005

Registration: State of CT Architect - 1987

Bruce Turbacuski, RA

Program Director

With over 34 years of experience in construction and project / program management, Bruce Turbacuski has served as project manager, program manager and program director. He brings sensitivity to constructability and the needs of the building user to each project he is involved with. Dedicated to problem solving and the management of expectations among project team members, Bruce approaches each project by beginning with the end in mind, seeking alternatives where obstacles present themselves.

Experience

Public Schools

- \$310 Million Program Management, Waterbury School Building Program, Waterbury, CT
- \$27 Million New Construction, Ellsworth Avenue Elementary School, Danbury, CT
- \$31 Million Addition & Alterations, Bethel High School, Bethel, CT
- \$67 Million Addition & Renovations, Ridgefield High School, Ridgefield, CT
- \$14 Million Addition & Renovations, Ridgebury Elementary School, Ridgefield, CT
- \$37 Million Addition & Renovations, Regional School District No. 6 Wamogo Middle/High School, Agricultural Center, Warren Elementary School, Morris Elementary School and Goshen Elementary School, Warren, Morris, & Goshen, CT
- \$38 Million Addition & Renovations, Middle/High School Northwestern Regional School District No. 7, Winsted, CT
- \$6 Million New Construction, Agricultural Education Northwestern Regional School District No.7, Winsted, CT
- \$55 Million New Construction, Hill Regional Allied Health & Business Career High School, New Haven, CT
- \$28 Million Addition & Renovations, New Fairfield High School & Middle School, New Fairfield, CT
- \$52 Million Addition & Renovations, South Windsor High School & Wapping Elementary School, South Windsor, CT

Private Schools

- \$16 Million Loomis Chaffee Clark Science Center Renovation, Windsor, CT

Healthcare

- \$22 Million Addition & Renovations, New Milford Hospital, New Milford, CT





Joined O&G in 2007

Education

Norwich University, Northfield, VT
B.Sc. – 1982
Commission United States Air Force

Licenses & Certifications

U.S. Green Building Council – LEED for New
Construction and Major Renovations
Workshop – 2009

U.S. Green Building Council – LEED
Accredited Professional for New
Construction and Major Renovations - 2008

OSHA 30-Hour Training

Raymond A. Wiley, LEED AP

Program Manager

As Program Manager, Ray will be responsible for managing the project from start of design by interfacing with the Owner, Architect, engineers and consultant team. His duties will include managing budgets, schedules, change order preparation and communication for Owner meetings and presentations. He will work closely with the Architect and the Owner to ensure the design is in accordance with the program and budget.

Experience

Public Schools

- \$310 Million School Construction Program Management, Waterbury, CT
- \$811 Million School Construction Program Management, Bridgeport, CT
 - Discovery Magnet Elementary School
 - Aquaculture Magnet School
 - Columbus Elementary School
 - Cesar A. Batalla School
 - Geraldine W. Johnson School
 - Jettie S. Tisdale Elementary School
 - Six to Six Magnet School
 - Barnum Elementary School
 - South End Elementary School
 - Various Repair & Replacement Projects





Joined O&G in 1998

Education

Central Connecticut State University
New Britain, CT
B.S. Construction Management - 1992

Licenses & Certifications

U.S. Green Building Council – LEED for New
Construction and Major Renovations
Workshop – 2005

OSHA 10-Hour Training

OSHA 30-Hour Training

OSHA Competent Person Trenching

Mark Sedensky

Program Manager

Mark has over 24 years of construction experience, 17 of those with O&G. As Program Manager, Mark will be responsible for managing the project from start of design by interfacing with the Owner, Architect, engineers and consultant team. His duties will include managing budgets, schedules, change order preparation and communication for Owner meetings and presentations. He will work closely with the Architect and the Owner to ensure the design is in accordance with the program and budget.

Experience

Public Schools

- \$310 Million School Construction Program Management, Waterbury, CT
- \$66 Million New Construction, Cesar A. Batalla School, Bridgeport, CT
- \$27 Million New Construction, Ellsworth Avenue Elementary School, Danbury, CT
- \$24 Million New Construction, Six to Six Magnet School, Bridgeport, CT
- \$18 Million Additions & Renovations, Fletcher W. Judson Elementary School, Watertown, CT
- \$40 Million New Construction, Weston Intermediate School, Weston, CT
- \$3 Million Addition and Renovation, Multicultural Magnet School, Bridgeport, CT
- \$3 Million Addition and Renovation, High Horizons School, Bridgeport, CT
- \$14 Million Addition and Renovations, New Fairfield Consolidated School, New Fairfield, CT

Healthcare

- \$8 Million Radiation / Oncology Addition, New Milford Hospital New Milford, CT

Other

- \$5 Million Sewage Treatment Plant, Weston Zenon Plant and Septic Field, Weston, CT
- \$50 Million Master Building Program, Greenwich Library, Greenwich, CT





Joined O&G in 1998

Education

Butler Business School - 1994
Bridgeport, CT

Iveles Aguilar

FF&E Coordinator

Iveles has over 11 years of construction experience, all of those with O&G. As FF&E Coordinator, Iveles will be assist the City with the selection, acquisition and installation of Owner-purchased furniture, fixtures and equipment.

Experience

Public Schools

- \$811 Million School Construction Program Management, Bridgeport, CT
 - Discovery Magnet Elementary School
 - Aquaculture Magnet School
 - Columbus Elementary School
 - Cesar A. Batalla School
 - Geraldine W. Johnson School
 - Jettie S. Tisdale Elementary School
 - Six to Six Magnet School
 - Barnum Elementary School
 - South End Elementary School



EXPERIENCE, EXPERTISE AND CAPABILITIES

CONFLICT OF INTEREST

O&G Industries, Inc. does not have any business, financial, personal or other type of relationship which may pose a conflict of interest should we be selected for Program Management Services for your School Building Construction Projects.



EXPERIENCE, EXPERTISE AND CAPABILITIES

PROGRAM APPROACH

INTRODUCTION AND SUMMARY - WE LOOK BACK AS WE PREPARE TO MOVE FORWARD

O&G Industries, Inc. has been proud to be the Program Manager for Waterbury's School Building Construction Program since 2005. As we look back over the past ten years to better prepare this qualifications and proposal submission for the 2015-2020 phase of the work, we must ask ourselves whether we have successfully assisted the Board of Education in its quest to improve and expand its facilities in a manner that can serve its students for decades to come. And, how we can plan to continue providing our professional services in an effective and efficient manner going forward? Basically, what have we done to date and what can we offer to do in the next five years?

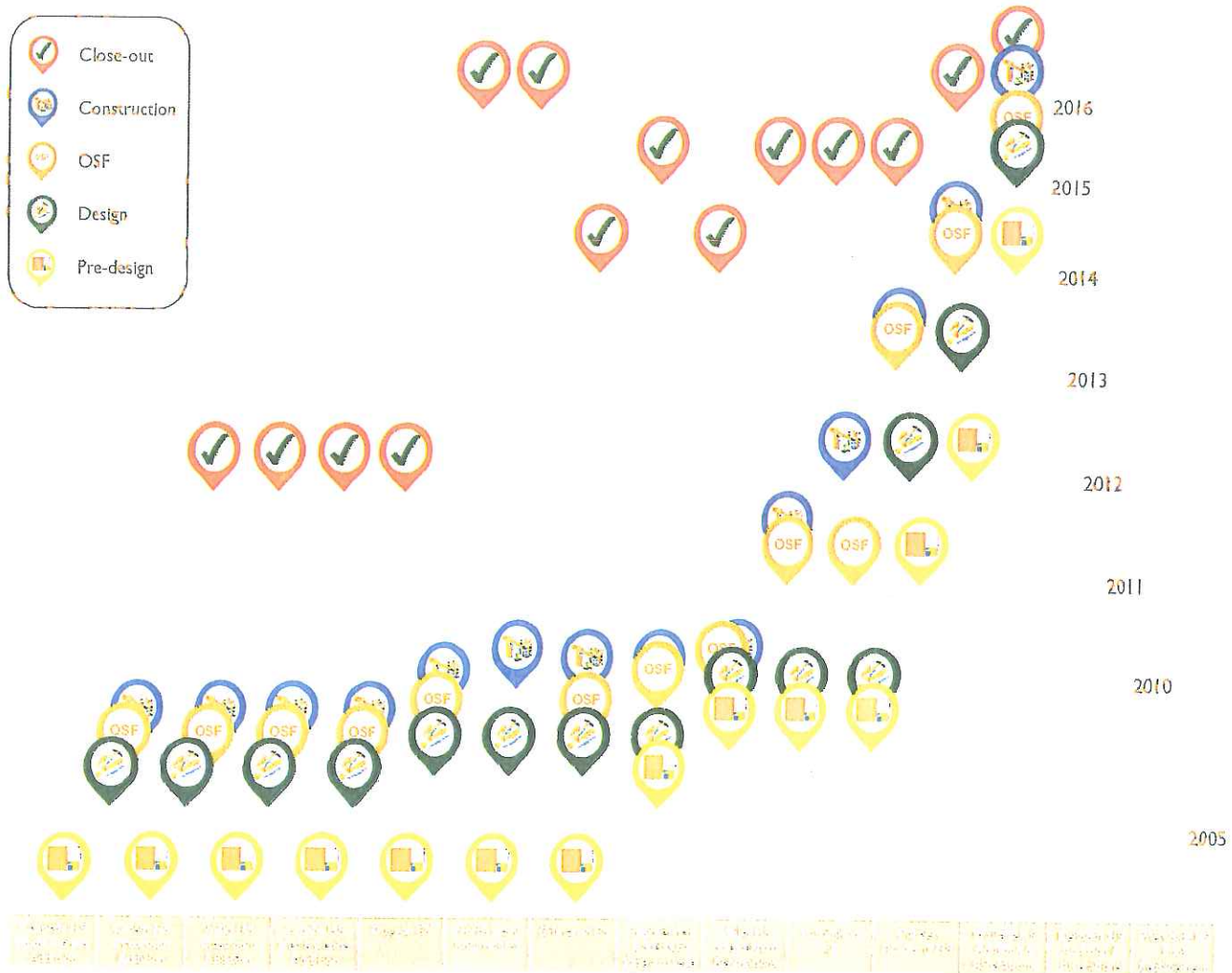
We have made great strides in improving processes and procedures, each of which has delivered benefits to the City and the school building construction process, including:

- Negotiations with the Trade Council to develop a revised Project Labor Agreement (PLA) that promotes the City's goals and objectives regarding the growth of local and minority workforce, as well as the administration of the City's Good Job Ordinance.
- Coordination with City Administration, Board of Education (BOE) and the Board of Aldermen to institute a solicitation, review and selection process in hiring Construction Managers (CM), Design Teams and various professional consulting firms for implementation of the Master Plan and individual school construction projects.
- Collaboration with the Corporation Counsel's Office and the Purchasing Department in updating and revising contracts to better suit the School Building Construction Program and CT DAS Office of School Facilities revised regulations.
- Establishment of various committees with broad-based representation for each project to provide input in matters of the development of education specifications and facility programming; exterior and interior design; furniture, fixtures, equipment and technology; and community outreach.
- Work with the Waterbury Development Corporation in developing a process for evaluation and recommendation of sites for new school development.
- Assisting the Department of Education with formats and information to be used in Community presentations.
- Supporting and implementing a continuous relationship with the management and staff at the CT DAS Office of School Facilities for the purpose of representing the City and BOE in project applications, financial reporting and draw-downs, construction and design presentations, close-outs and audits.
- Working with the Chief Executive Officer of the Education Department, the City Administration, the School Building Committee (SBC) and BOE, as well as State Legislators and their staff, to propose special legislation to the CT General Assembly when necessary to implement specific objectives important to the School Building Construction Program.
- Development of "Construction Standards" that contain systems descriptions, design guidance and product data which have been approved by BOE staff and serve as a ready reference to each design team on all projects.



As we in the following pages present our qualifications and our fee proposal for the next phase of services, we also offer our renewed commitment to improving the outcome of the school building construction program. ***We believe that our management and collaboration efforts have helped the BOE and City achieve some important goals over the past ten years, and we hereby continue to pledge our resources to the School Building Construction Program with an eye toward continuity and improvement.*** We are confident that O&G is best suited to meeting the SBC's ongoing Program Management needs and look forward to the opportunity to continue Building on a Commitment to Excellence.

Waterbury School Building Construction Program Projects 2005-2015



OUR UNDERSTANDING

O&G has had the privilege and responsibility of serving as your Program Manager since 2005, we have a clear understanding of the needs of the City and the SBC. It has been said that no two clients are the same and it is true that no two projects for a given client are the same either. Due to the unique aspects of each assignment, whether program or participants, the value of a Program Manager is the ability to create opportunities for consistency among the disparate parts.

The O&G team represents the Owner's best interest throughout the entire design and construction process.



In serving as a skilled and objective participant in the public process, we will continue to convey the issues to all participants and to clearly present choices, whether those choices are in the hands of a select few or in the hands of the community as a whole, so that informed decisions can be made.

The participation of an experienced Program Manager directly affects the final cost of the project by balancing the demands of schedule, cost and quality in the decision making process. The value of the Program Manager is to monitor and manage these often conflicting requirements in such a way to produce a finished project which represents the best possible value to the client.

OUR APPROACH

We recognize that no project, no matter how apparently simple, warrants a cookie cutter approach. O&G does not approach any project in that manner. We consider each project on its merits and embrace a holistic approach.

Our staff have become resources to the Department of Education and the City staff, available to meet the ever changing needs of the School Building Construction Program and the Capital Improvement Process. Regardless of best laid plans, we understand that educational program needs, funding priorities and the resulting project approvals will change with time. O&G has proven to be flexible and accommodating, adjusting staffing resources either up or down as project needs dictate. Where particular strengths are required for certain assignments, we are able to make adjustments in staffing to bring the necessary resources to the team.

Overview

In managing the process of constructing public schools in Connecticut, the differing interests and perspectives of the primary stakeholders must be taken into account. The end user, the School District, anticipates the ultimate in content and flexibility of each project to address their long-term and ever changing needs, while providing efficiency and durability to minimize ongoing expenditures. The project owner, the municipality, seeks a defined scope, price and schedule in order to maintain control of the design and construction process and minimize the financial burden on the local taxpayer. As financing partner, the Office of School Facilities (OSF) has its own metrics to determine whether or to what extent the projects fit their predetermined framework. The actual features and flexibilities are of less concern than adherence to their prescribed process. Simply put, their focus is less on what is built and more on determining what they will pay for. As such, our objective as Program Manager is to manage these differing expectations as we maximize the content and quality of each project, while maintaining adherence to budgets and schedules, as we manage the funding process to obtain the greatest State Grant eligibility. Our success in achieving these goals at Duggan, Gilmartin, Reed, Carrington, Career Academy and the other school projects we have been involved with in Waterbury and other municipalities are a testament to our commitment to these objectives.

While the technical requirements of the scope of work will be adhered to in full, certain items merit specific elaboration.



Pre-Design

The development of long range plans and initial project budgets is more critical to a project's success than most clients anticipate. Integral to that effort is developing Educational Specifications (Ed Specs) of sufficient detail that the academic goals are properly supported. Without the investment of time by District leadership at this early stage of the project it is likely that scope creep and budget growth will exist. Unanticipated needs often require redesign efforts that delay completion schedules. As our management team includes members with design and administrative experience we are able to assist District leadership in conducting the programming and needs assessment meetings that are necessary to develop the data required. Team members or selected consultants with extensive construction estimating experience will develop appropriate initial budgets. Our project management experience will provide guidance in budgeting for the non-construction expenses that each project must account for.

With hundreds of State-funded projects to our credit, we are experienced in maintaining the appropriate controls over correspondence and document management to ensure compliance with OSF requirements. This work begins with the initial grant request and continues through project delivery and final audit.

Design Phases

Communicating each project's needs to the design teams is an ongoing responsibility, the success of which is visible at the review of each phase of document development. By returning to the foundational documents of the Ed Specs and initial budget during each review, we can ensure that the project's objectives are being met. We will also shepherd the projects through local regulatory agency reviews. By maintaining consistent communications both within the project team and to the agencies and the community as a whole, misinformation and confusion can be minimized. Overall, the ability to manage the various relationships that comprise the path to project completion becomes as important as the content of the project itself.

Construction Phase

After successfully balancing the scope, budget and timeline that influences the project's design, we continue to advocate on behalf of the City by scrutinizing the construction process. Core requirements such as cost, quality and schedule control are combined with local initiatives to support the growth of minority and local labor force in the School Building Construction Program.

It is often said that the construction of a building, after the months of preparation, planning and design have been successfully invested, is the easy part of a project. The greatest test of a project plan, however, is its ability to respond to unforeseen circumstances. Whether encountering a user change request, revisions to the regulations governing the project or hidden site conditions, change management approaches must be consistent with project goals while remaining adaptable. Our team's experience includes a strong background in the management and resolution of construction claims of all natures, providing the City of Waterbury with a unique asset in responding to such occurrences.



OUR SERVICES

O&G's Program Management services span the entire spectrum of activities required to plan, design, construct, and occupy complex construction projects. We will continue to act as an extension of your staff to provide the overall coordination, planning and management necessary to control project cost, schedule and quality.

While many firms promote a one-size-fits-all solution for every client, we have built our program management practice on the premise that our clients best know their needs. We work to develop and implement a plan to fulfill their vision.

Design Phase Services

- Architect/engineer team management
- Cost control
- Value analysis / engineering
- Governmental agency liaison support
- Community outreach
- FF&E coordination
- Design Development Review (DDR) and Pre-Bid Conformance Review (PCR) meeting preparation
- Technology coordination

Managing the design phase is critical to maintaining and achieving a successful outcome. We support the design team in obtaining appropriate governmental agency approvals; we have a great track record with OSF approvals; monitoring the various schedules; reviewing the budget and the design for efficiencies; and working with the various user groups to ensure the program is on task and meets your desired criteria.





During the design phase, we also conduct constructability reviews with the construction manager to help ensure the project can be constructed as designed, that specifications comply with applicable codes, and that errors and omissions are uncovered prior to construction.

Throughout the project timeline, but especially during design, we will be in contact with and coordinate the dissemination of information through community groups and affected interests, including school staff, faculty and parents. In providing these stakeholders with a voice early in the project, a greater level of satisfaction and understanding is achieved.

Construction Phase Services

- ▣ Bi-monthly EDO46 reimbursements
- ▣ Contract administration
- ▣ Construction schedule analysis
- ▣ Budget management
- ▣ RFI monitoring and evaluation
- ▣ Change order evaluation and negotiation
- ▣ Contractor payment application processing
- ▣ Monthly status reporting
- ▣ Dispute avoidance and resolution
- ▣ Close-out and coordination

During construction, our team works with the various contractors and subcontractors to ensure the projects are built correctly, the construction team is paid on time and RFIs are answered in a timely manner to keep the project moving forward without delays.



Occupancy Phase Services

- Move-in schedule
- Move management
- Owner's staff training coordination
- Systems commissioning oversight

Our experts understand the various stages of occupancy and the need to coordinate and communicate with the various user groups. Once a project is complete, we work with you to ensure your users know the operational capacity of the facility. Training various groups on the systems, passages, way-finding systems, and overall facility usability is key in turning over a project and calling it complete.

Scheduling

O&G has current and directly applicable experience in public project scheduling that continues to be of great value to the Waterbury School Building Construction Program. This experience is field-proven for maintaining suitable construction schedules already meeting the operational needs of the project, or accelerating those schedules that are either behind, or are in danger of falling behind schedule.

O&G utilizes Primavera Suretrak Project Manager as our preferred schedule management process so that we can calculate the minimum amount of time required to complete a task and prioritize the activities to fit within your prescribed project time frame. To ensure that each entity involved in a project provides information and deliverables on time, O&G establishes a Master Schedule that outlines the major milestones to be met along the path to completion, including design stages, bidding, various phases of construction, furniture and equipment procurement, and relocation. As a project progresses and the plan becomes clearer, the schedule is refined to

show greater and more accurate detail. The schedule, which is incorporated into the project plan, is useful as both a reporting tool to show progress against the baseline plan and as a planning tool to remind project team members of upcoming deadlines and events.

In addition to the items typically incorporated into the Master Schedule – the starts and finishes of the design, bidding and construction phases, for example – O&G also includes dates of key meetings with local building officials, City officials, and programming discussions with end-user groups, permit acquisition dates, and procurement activities for long-lead items. Milestones for various stages of design completion and the associated design reviews by O&G are also represented in the schedule.

During the Design and Construction Phases, the CM's detailed construction schedules are linked to the construction milestones in the Master Schedule. O&G continuously reviews the CM's progress against the detailed construction schedule. Should issues arise that negatively impact the project schedule, we bring them to the client's attention along with suggestions for mitigating the delays. We know that the end of construction does not bring with it the end of the project. Our Master Schedule therefore includes



milestones and activities for start-up and testing, training, commissioning, punchlist generation and completion, furniture and equipment installation, occupancy permitting, and contract close-out.

Change Order Management

O&G believes in protecting the financial best interest of the client throughout the planning, design and implementation phases of a construction project. Mitigation of costs happens in many ways and steps during a project. O&G's project management services act concurrently to keep a project on schedule, within budget, and minimizing unnecessary change orders. This is important than ever before due to legislation in 2009 that has put a cap on eligible reimbursement for change orders. If a project's change orders exceed 5% of the approved project cost by the State, they are not considered eligible for reimbursement by the OSF. To minimize the risk of change orders occurring, our team performs scope reviews at all stages of design. To minimize the impact to the project budget, we recommend that adequate contingencies be carrier so that when changes do occur, the project's objectives will not be imperiled.

Change orders may come in many forms to a project:

- Design Errors and/or Omissions
- Unforeseen (Field) Conditions
- Review Agency Design Comments
- Additional Services
- Delays in the Project
- Non-performance of a Team Member
- Owner Directed Changes

Design Errors and/or Omissions

O&G's services help to minimize the potential for design errors and omissions. We take multiple, concurrent steps towards mitigating E&O change orders, including periodic design meetings. Proper coordination of design phase input from District stakeholders, value engineering and constructability reviews by the CM, and design phase estimates all contribute to improved quality of the drawings.

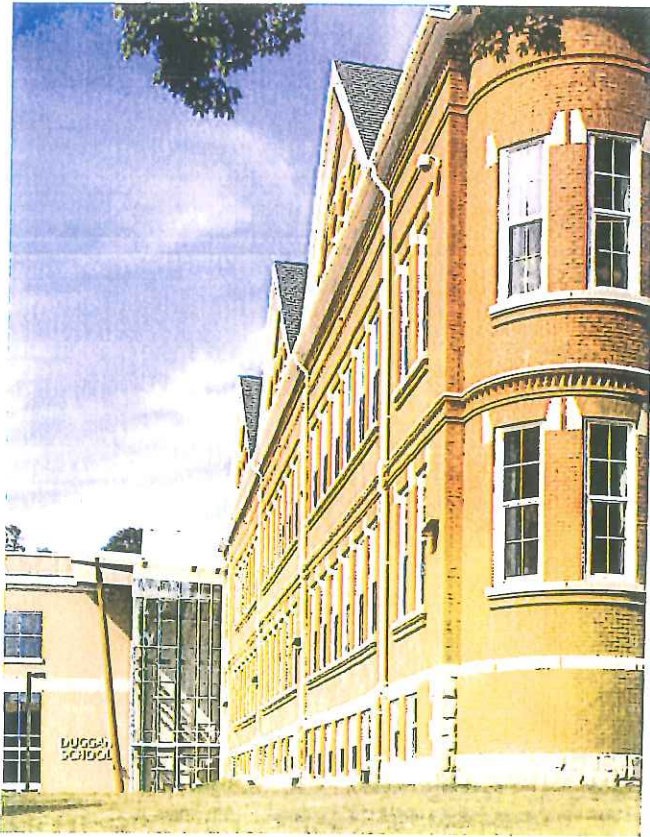
Unforeseen Conditions

Most unforeseen conditions revolve around site and underground issues as well as existing built conditions.

O&G helps mitigate these change orders by budgeting for adequate site investigation which may include site surveys, ALTA survey (easements), geo-technical investigations (soil conditions and stability), utilities location above and below ground, in some cases aerial survey, archaeological studies, environmental studies or other requirements that may accurately determine the conditions surrounding the project site. Accurate determination of site conditions will lead to accurate budgeting of true construction costs and minimize resulting change orders.

Delays in the project

When events occur that result in claims for delay by the contractor, they need to be quickly and accurately evaluated for fairness and cost impact. Proper language in the contract specifications and required contractor submittals including detailed schedules can help to alleviate such claims. Thorough review of actual events when compared to the project plan and schedule are essential. Change order costs are often avoided and always mitigated by proper review of delay claims for costs. Our approach to project management helps mitigate the chances of disputes arising in the first place by review of all construction documents, designs and contracts with the CM and/or AE Team.



Non-performance of a Team Member

Non-performance of a team member generally results in a delay to the project causing potential change order exposure identified above. O&G's role is to help all team members understand their responsibilities and monitor the progress of the project team. Periodic meetings help keep all team members on task and contributing to the project both through the design, construction and close-out phases of the project mitigating the potential for this type of change order.

Owner Directed Changes

Owner directed changes are normal and often necessary to a successful project. All projects should be budgeted to facilitate a certain level of owner directed change orders.

In conclusion, we recognize the common thread running between all the responsibilities we will shoulder as your Program Manager – is to Manage, Mitigate and Control Risk. Risk presents itself in the areas of safety, efficiency, affordability and quality control and is best mitigated through frequent, consistent and comprehensive communication. O&G is committed to the belief that safety must be kept first in all things, acknowledging that nothing we do as Owners, constructors or consultants is worth injury to anyone including ourselves or the students and staff who will use your facilities during the construction process. Furthermore, it is understood that programs and their constituent projects, while meeting important physical and programmatic needs, must be implemented in a context of fiscal responsibility and accountability. We believe project close-out and ultimately the financial audit begin at day one. Through consistent and thorough documentation and representation of the Owner's best interests we can deliver a final product which meets the Owner's needs, has maximized investment value of each dollar expended and has done so with the minimum fiscal risk possible. Expenditures, change orders and their supporting decisions will be tracked in a way that can readily be verified, providing transparency and maximizing the City's reimbursement by the Office of School Facilities throughout the project timelines and at audit.



EXPERIENCE, EXPERTISE AND CAPABILITIES

CONTRACT AGREEMENT

O&G Industries has reviewed Attachment B. Sample Agreement as included in the Program Management Request for Proposal No. 5303. We are in agreement with the sample Other Professional Services Agreement, revised May 7, 2012 as provided in the RFP.



EXPERIENCE, EXPERTISE AND CAPABILITIES

FEE PROPOSAL

The Fee and Compensation Schedule, as outlined in Section 004400 – Fee and Compensation Schedule, has been provided under separate cover.



STATEMENT OF QUALIFICATIONS AND WORK PLAN

QUALIFICATIONS

Please refer to the previous sections listed below for our qualifications.

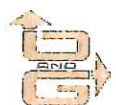
1. Corporate Information – Section 1. Proposer Information
2. Relevant Experience – Section 2d. Summary of Relevant Experience
3. Experience of Key Personnel – Section 2e. Personnel Listing
4. Project Approach and Methodology – Section 2g. Program Approach
5. Management Process – Section 2a. Philosophy Statement and Business Focus
6. Proposed Staffing and Pricing System – Section 2i. Fee Proposal (*provided under separate cover*)
7. Contract Agreement – Section 2h. Contract Agreement



STATEMENT OF QUALIFICATIONS AND WORK PLAN

WORK PLAN

Please refer to Section 2g. Program Approach for an understanding of our management process as it relates to the scope of services referenced in Section C of the Request for Proposal No. 5303.



STATEMENT OF QUALIFICATIONS AND WORK PLAN

SERVICES EXPECTED OF THE CITY

O&G does not require any additional services of the City of Waterbury, other than those identified within the Program Management Request for Proposal No. 5303 and Attachment B. Sample Agreement.



FEE AND COMPENSATION SCHEDULE

The Fee and Compensation Schedule, as outlined in Section 004400 – Fee and Compensation Schedule, has been provided under separate cover.



DEFAULT AND LITIGATION

HAVE YOU EVER FAILED TO COMPLETE ANY WORK AWARDED TO YOU? IF SO, WHERE AND WHY?

No.

HAVE YOU EVER DEFAULTED ON A CONTRACT? IF SO, WHERE AND WHY?

No.

IS THERE ANY PENDING LITIGATION WHICH COULD AFFECT YOUR ORGANIZATION'S ABILITY TO PERFORM THIS AGREEMENT? IF SO, PLEASE DESCRIBE.

No.

HAS YOUR FIRM EVER HAD A CONTRACT TERMINATED FOR CAUSE WITHIN THE PAST FIVE YEARS? IF YES, PROVIDE DETAILS.

No.

HAS YOUR FIRM BEEN NAMED IN A LAWSUIT RELATED TO ERRORS AND OMISSIONS WITHIN THE PAST FIVE YEARS? IF YES, PROVIDE DETAILS.

No.

DURING THE PAST SEVEN YEARS, HAS YOUR FIRM EVER FILED FOR PROTECTION UNDER THE FEDERAL BANKRUPTCY LAWS? IF YES, PROVIDE DETAILS.

No.

ARE THERE ANY OTHER FACTORS OR INFORMATION THAT COULD AFFECT YOUR FIRM'S ABILITY TO PROVIDE THE SERVICES BEING SOUGHT ABOUT WHICH THE CITY SHOULD BE AWARE?

No.



EXCEPTIONS AND ALTERNATIVES

None.



ADDITIONAL DATA

COMMUNITY INVOLVEMENT

O&G heads up the Waterbury Chapter of the ACE Mentor Program. The ACE Mentor Program mentors high school students and inspires them to pursue careers in the architectural, construction and engineering industries. Over the past ten years, Waterbury students participating in the program have received scholarships in excess of \$20,000.

O&G is also an active member of the Greater Waterbury Chamber of Commerce, and an avid supporter of the Waterbury Police Activity League.

REFERENCES

O&G is proud of our history and record of performance as program and project managers throughout the State of Connecticut. Following please find testimonials from our clients, demonstrating our ability to successfully manage programs of this size and scope.





City of Bridgeport
School Construction Program
999 Broad Street, Bridgeport, Connecticut 06604
Phone: 203 576 7984 Fax: 203 576 3959

Bill Finch
Mayor

August 5, 2015

To Whom It May Concern,

This letter is to recognize the efforts and professional skills of the O & G Program Management team, Bridgeport office, in their work to support the long range goals of the Bridgeport Schools Construction Program. With ten new schools and numerous school renovations completed on time and within budget, the success and accomplishments of the O & G Program Management group speaks for itself.

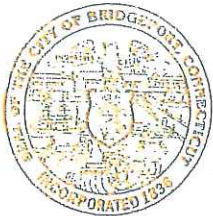
The professional services provided by O & G included input on the initial project planning, funding applications, property acquisitions and relocations, selection and contract negotiations of the design and construction professionals as well as the construction and successful commissioning of the school facilities. The O & G team worked well with the school administrators, architects, construction managers and the operations staff to ensure that any problems that were encountered were resolved quickly and to our satisfaction. The teams' attention to detail and diligent work allowed the projects to be completed smoothly and in an organized manner.

Based on our experience, we highly recommend O & G Industries without reservation and I look forward to continuing to work together on future projects.

Sincerely,

A handwritten signature in cursive script, reading "Alan Wallack".

Alan Wallack
Bridgeport School Construction .



OFFICE OF THE
DEPARTMENT OF PUBLIC FACILITIES

999 BROAD STREET
BRIDGEPORT, CONNECTICUT 06604
TELEPHONE (203) 576-7130

BILL FINCH
Mayor

JORGE J. GARCIA
Director Public Facilities

August 6, 2015

To Whom It May Concern,

O&G Industries has requested a letter of reference for inclusion in their proposal on the Request for Program Management Services in Waterbury, CT. As the Director of Public Facilities I have had direct involvement with the Bridgeport School Construction Program and O&G Industries.

O&G Industries has worked with the City of Bridgeport, Board of Education, City Council and School Building Committee to provide (10) ten new schools for the children and staff of our city. They have provided a professional staff that has worked hand in hand with our departments to keep multiple projects on target. They have met each of the goals set for them by the School Building Committee to include land acquisition, relocation of residents and remediation of sites.


O&G have included representatives from the school district, local City Council members, neighborhood organizations and neighbors from the beginning of the process to ensure everyone has a full understanding of the School Construction Program, listen to their concerns and gain a broad based support.

O&G develops budgets and schedules for each project and coordinated the work of the architects, engineers and construction managers, represented the City in contract negotiations and saw to it that the terms and conditions are met.

O&G has and is still administering a very successful program given the amount of different entities that had input in our School Building Program. O&G has always remained open minded and flexible, but kept our projects on schedule and in budget.

I therefore without reservation recommend O&G Industries for your consideration to administer the Waterbury School Building Program.

Sincerely,


Jorge Garcia, Director
Public Facilities



CITY OF HARTFORD

DEPARTMENT OF PUBLIC WORKS

OFFICE OF THE DIRECTOR

50 Jennings Road, Hartford, CT 06120

Telephone (860) 757-9900 / Fax (860) 722-6215

www.hartford.gov

Hon. Pedro E. Segarra, Mayor

Keith Chapman, Interim Director of Public Works



October 29, 2014

To Whom It May Concern:

Arcadis/O&G has been the Program Manager for the Hartford School Building Committee (HSBC) and the Hartford Board of Education (BOE) Schools since June 2010. Their work is reviewed and administered through the Department of Public Works (DPW). Their work is of the highest quality and their personnel are knowledgeable and experienced in Project Management. All DPW special requests have been met and accomplished with skill and with an attitude of how can they provide support for the City "Team".

They have demonstrated a thorough understanding and compliance with the policies and regulations of the HSBC. They have also worked to bring the earlier HSBC procedures into closer alignment with standard Procurement procedures for small projects. In addition to their excellent work in providing overall management of the larger HSBC schools and ensuring that they come in on time and on budget, they have worked tirelessly with the BOE to manage many smaller Capital Improvement Projects getting them done with limited funds and demanding schedules.

They have also been instrumental in working with the Construction Managers to comply with and exceed labor hours and monetary requirements and goals for both minorities and Hartford residents. Their monthly reports are excellent for defining and tracking schedules, budgets and participation by minorities and Hartford residents. In fact they customized the standard monthly report to add a measurement standard for dollars earned at the request of the HSBC.

Their project billing for themselves, consultants and construction managers is timely and accurate and they have developed an excellent rapport with the City Finance department. They have assisted BOE with overall planning and scheduling for future projects. Most recently, their expertise was instrumental in assisting the City with changes to the Weaver High School Project including drafting special legislation that was passed to allow the project to proceed.

I highly recommend Arcadis/O&G for their work as Program Managers

Sincerely,

Antonio J. Matta
City Architect



Where the future is present.

Beth Schiavino-Narvaez, Ed.D.
Superintendent

Donald Slater, Ph.D.
Chief Operating Officer

September 19, 2014

To Whom It May Concern,

I have had the pleasure of working with the ARCADIS/O&G Program Management Joint Venture (A/O&G) since I became Chief Operating Officer at Hartford Public Schools (HPS) some two years ago. With over 45 school buildings in the district, we are continually looking to the A/O&G team for their impeccable design, program and construction management services.

A/O&G has played an integral role in managing multiple complex construction projects throughout Hartford, each with tight schedules and strict budgets. Their team of program and construction management experts acts as an extension of our staff providing the much needed coordination, planning and management of our renovation and construction needs. I have found the staff at A/O&G to be thorough, experienced, and very competent in their management skills and in responding to issues that arise throughout a project.

Hartford Public Schools have had projects ranging from full site development for new schools through additions, renovation and repair to existing schools. Our confidence in A/O&G is represented by hundreds of millions of dollars' worth of successfully completed projects we have entrusted them with. Whether it is a major construction or a minor renovation, A/O&G's hard work, attention to detail, and management skills are supreme. Throughout any phase of a project, A/O&G has quickly responded to, and resolve issues on short notice. They are team players who have established open and effective lines of communication with Hartford Public Schools, contractors and the City of Hartford. They are professional and consistently provide a high level of service and support.

I'd like to commend Arcadis/O&G on the quality of service provided to Hartford Public Schools and for being instrumental in the execution of many multifaceted projects throughout the district. They have played an important role on our team, contributing civil, architectural and construction logistics knowledge in the analysis of complex issues. The creativity and technical recommendations offered benefited each project and the students, families and administrators in Hartford Public Schools. We value the relationship we've established with Arcadis/O&G as our Program Managers.


Donald Slater

Chief of Operations
Hartford Public Schools

"Every student and every school thrives"

RFP Response
Fee + Comp.

SECTION 00400

FEE AND COMPENSATION SCHEDULE

Program Manager Firm: _____ O&G Industries, Inc. _____

Complete the Fee and Compensation Schedule to determine a Lump Sum Cost for the Services defined in this RFP. All reimbursable expenses (i.e. travel, mileage, per diem, meetings, progress reports, communications, insurance, printing, mailing, office overhead, direct costs, etc.) and personnel services (provide proposed staffing plan and rates per hour) shall be included in the amounts listed below. Respondents may attach a cover letter and any other supporting documents if they so choose. Provide personnel billing rates for use in determining additional services, if requested.

The price proposal shall be submitted in a separate sealed envelope clearly identified in accordance with the Instructions for Submission.

Year	Proposed Cost
One (Amended)	\$ 1,050,953
Two	\$ 869,050
Three	\$ 701,304
First Renewal Escalator	\$ 598,385
Second Renewal Escalator	\$ 590,756
Total (Amended)	\$ 3,810,448

END OF SECTION

Program Management Fee Schedule:				
September 2015 thru August 2016 - Amended				
		Year 1		
		Sept. 1, 2015 - Aug. 31, 2016		
	Program Staffing	Hours	Rate	Cost
100	Program Executive	416	\$191.00	\$79,456
110	Program Director	832	\$156.00	\$129,792
120	Program Manager	4160	\$151.00	\$628,160
130	Administrative Assistant	1734	\$61.00	\$105,774
140	Assistant Program Manager (FF&E)	240	\$96.00	\$23,040
	Reimbursables	Months	Rate	Cost
200	Office Rental	8	\$2,300.00	\$18,400
205	Office Rental	4	\$3,174.00	\$12,696
210	Office Utilities	12	\$287.50	\$3,450
220	Office Parking	12	\$230.00	\$2,760
230	Cleaning Service	12	\$287.50	\$3,450
240	Internet Service	12	\$201.25	\$2,415
250	Security System, Monitoring & Maintenance	12	\$115.00	\$1,380
260	Copier/Scanner & Maintenance	12	\$747.50	\$8,970
270	Monthly Telephone, Fax Service	12	\$172.50	\$2,070
280	Office Supplies	12	\$287.50	\$3,450
290	UPS & Postage	12	\$57.50	\$690
300	Grant Program Cost Estimate Contingency	--	LS	\$25,000
Total Year 1			\$1,050,953	
Notes:				
1. For Year 2, Year 3, First Renewal and Second Renewal, all rates are increased 3% per year from the previous year's rates.				
2. Reimbursables: Rates listed are for budget purposes. Monthly billings will be based upon actual costs plus 15%.				
3. Should City owned office space become available, costs for Office Rental and Office Utilities could be eliminated.				
4. If parking becomes available on City property, costs for Office Parking could be reduced or possibly eliminated.				

Program Management Fee Schedule:
September 2016 thru August 2017

		Year 2		
		Sept. 1, 2016 - Aug. 31, 2017		
	Program Staffing	Hours	Rate	Cost
100	Program Executive	416	196.73	\$81,840
110	Program Director	832	160.68	\$133,686
120	Program Manager	2857	155.53	\$444,349
130	Administrative Assistant	2080	62.83	\$130,686
140	Assistant Program Manager (FF&E)	208	98.88	\$20,567
	Reimbursables	Months	Rate	Cost
200	Office Rental	12	\$2,369.00	\$28,428
210	Office Utilities	12	\$296.13	\$3,554
220	Office Parking	12	\$236.90	\$2,843
230	Cleaning Service	12	\$296.13	\$3,554
240	Internet Service	12	\$207.29	\$2,487
250	Security System, Monitoring & Maintenance	12	\$118.45	\$1,421
260	Copier/Fax/Scanner & Maintenance	12	\$769.93	\$9,239
270	Monthly Telephone, Fax Service	12	\$177.68	\$2,132
280	Office Supplies	12	\$296.13	\$3,554
290	UPS & Postage	12	\$59.23	\$711
		Total Year 2		\$869,050

Notes:

1. For Year 2, Year 3, First Renewal and Second Renewal, all rates are increased 3% per year from the previous year's rates.
2. Reimbursables: Rates listed are for budget purposes. Monthly billings will be based upon actual costs plus 15%.
3. Should City owned office space become available, costs for Office Rental and Office Utilities could be eliminated.
4. If parking becomes available on City property, costs for Office Parking could be reduced or possibly eliminated.

**Program Management Fee Schedule:
September 2017 thru August 2018**

		Year 3		
		Sept. 1, 2017 - Aug. 31, 2018		
	Program Staffing	Hours	Rate	Cost
100	Program Executive	208	\$202.63	\$42,147
110	Program Director	416	\$165.50	\$68,848
120	Program Manager	2340	\$160.20	\$374,868
130	Administrative Assistant	2080	\$64.71	\$134,597
140	Assistant Program Manager (FF&E)	208	\$101.85	\$21,185
	Reimbursables	Months	Rate	Cost
200	Office Rental	12	\$2,440.07	\$29,281
210	Office Utilities	12	\$305.01	\$3,660
220	Office Parking	12	\$244.01	\$2,928
230	Cleaning Service	12	\$305.01	\$3,660
240	Internet Service	12	\$213.51	\$2,562
250	Security System, Monitoring & Maintenance	12	\$122.00	\$1,464
260	Copier/Fax/Scanner & Maintenance	12	\$793.02	\$9,516
270	Monthly Telephone, Fax Service	12	\$183.01	\$2,196
280	Office Supplies	12	\$305.01	\$3,660
290	UPS & Postage	12	\$61.00	\$732
		Total Year 3		\$701,304

Notes:

1. For Year 2, Year 3, First Renewal and Second Renewal, all rates are increased 3% per year from the previous year's rates.
2. Reimbursables: Rates listed are for budget purposes. Monthly billings will be based upon actual costs plus 15%.
3. Should City owned office space become available, costs for Office Rental and Office Utilities could be eliminated.
4. If parking becomes available on City property, costs for Office Parking could be reduced or possibly eliminated.

**Program Management Fee Schedule:
September 2018 thru August 2019**

		First Renewal		
		Sept. 1, 2018 - Aug. 31, 2019		
	Program Staffing	Hours	Rate	Cost
100	Program Executive	208	208.71	\$43,412
110	Program Director	416	170.47	\$70,916
120	Program Manager	2080	165.01	\$343,221
130	Administrative Assistant	1040	66.65	\$69,316
140	Assistant Program Manager (FF&E)	96	104.91	\$10,071
	Reimbursables	Months	Rate	Cost
200	Office Rental	12	\$2,513.27	\$30,159
210	Office Utilities	12	\$314.16	\$3,770
220	Office Parking	12	\$251.33	\$3,016
230	Cleaning Service	12	\$314.16	\$3,770
240	Internet Service	12	\$219.92	\$2,639
250	Security System, Monitoring & Maintenance	12	\$125.66	\$1,508
260	Copier/Fax/Scanner & Maintenance	12	\$816.81	\$9,802
270	Monthly Telephone, Fax Service	12	\$188.50	\$2,262
280	Office Supplies	12	\$314.16	\$3,770
290	UPS & Postage	12	\$62.83	\$754
		Total First Renewal		\$598,385

Notes:

1. For Year 2, Year 3, First Renewal and Second Renewal, all rates are increased 3% per year from the previous year's rates.
2. Reimbursables: Rates listed are for budget purposes. Monthly billings will be based upon actual costs plus 15%.
3. Should City owned office space become available, costs for Office Rental and Office Utilities could be eliminated.
4. If parking becomes available on City property, costs for Office Parking could be reduced or possibly eliminated.

**Program Management Fee Schedule:
September 2019 thru August 2020**

		Second Renewal		
		Sept. 1, 2019 - Aug. 31, 2020		
	Program Staffing	Hours	Rate	Cost
100	Program Executive	208	214.97	\$44,714
110	Program Director	416	175.58	\$73,041
120	Program Manager	2080	169.96	\$353,517
130	Administrative Assistant	0	68.65	\$0
140	Assistant Program Manager (FF&E)	520	108.06	\$56,191
	Reimbursables	Months	Rate	Cost
200	Office Rental	12	\$2,588.67	\$31,064
210	Office Utilities	12	\$323.59	\$3,883
220	Office Parking	12	\$258.87	\$3,106
230	Cleaning Service	12	\$323.59	\$3,883
240	Internet Service	12	\$226.51	\$2,718
250	Security System, Monitoring & Maintenance	12	\$129.43	\$1,553
260	Copier/Fax/Scanner & Maintenance	12	\$841.32	\$10,096
270	Monthly Telephone, Fax Service	12	\$194.16	\$2,330
280	Office Supplies	12	\$323.59	\$3,883
290	UPS & Postage	12	\$64.71	\$777
		Total Second Renewal		\$590,756

Notes:

1. For Year 2, Year 3, First Renewal and Second Renewal, all rates are increased 3% per year from the previous year's rates.
2. Reimbursables: Rates listed are for budget purposes. Monthly billings will be based upon actual costs plus 15%.
3. Should City owned office space become available, costs for Office Rental and Office Utilities could be eliminated.
4. If parking becomes available on City property, costs for Office Parking could be reduced or possibly eliminated.

ATTACHMENT B

1. Specific Scope of Services

ATTACHMENT B

Scope of Services

A. To meet the objective of the program, the firm will be expected to perform the following:

- Provide consultation services and advice during project development by working closely with the District's architects/engineers, Board of Education, and appropriate building committees.
- Provide and update a project time schedule for design and construction.
- Prepare and update project budgets.
- Review bids and make recommendations to the District for award of contracts.
- Coordinate the work of the Contractors to complete the project within required cost, time and quality requirements.
- Develop and implement procedures to monitor and report on Contractor compliance with local, state, and federal requirements.
- Schedule and conduct progress meetings with architects, contractors, etc...
- Develop and implement a system for review of and processing change orders.
- Develop and implement a procedure for review of and processing contractor payments.
- Inspect the work of contractors.
- Assist the District to resolve any questions that arise during construction.
- Prepare and maintain a system for reporting to the Connecticut Department of Education.
- Prepare and maintain a system for project reports and records.
- Coordinate contract development.
- Direct the check-out of operational systems and assist the District personnel in startup and testing.
- Determine final completion, and turn over to the District all required materials.
- Prepare and submit project close outs and address Connecticut Department of Education audit findings.

B. Program Management staff will be available for progress meetings that will be held weekly in the Chief Operating Officer and Chief of Staff's Office hours; for Board of Education School Building Committee Meetings held approximately once a month; Regular Board of Education Workshops and Meetings when needed; Board of Aldermen Meetings when needed; for meetings with the State of Connecticut Offices during normal working hours.

C. List of Projects:

- Kennedy High School Addition & Alterations
- West Side Middle School Roof Replacement
- Security Grant II
- Crosby Turnaround Grant #2
- Walsh Turnaround Grant #2
- Reed Elementary School

- Carrington Elementary School
- Waterbury Career Academy
- Wallace Middle School Addition & Alterations
- Duggan Elementary School
- Enlightenment School
- Wendell Cross Elementary School Elevator Addition
- Bucks Hill Elementary School Elevator Addition
- Existing Walsh Elementary School Turnaround
- Washington Elementary School Roof Replacement
- Bucks Hill Elementary School Roof Replacement
- Existing Crosby High School Turnaround
- Elementary School Security Improvements Bond
- Gilmartin Elementary School
- Wilby High School Science Room Renovations
- Kennedy High School Code Improvements
- Possible East End Pre-K to 8 School
- Crosby and Walsh Turnaround Capital Improvements
- Sprague and Chase Elementary Schools Elevator Project
- Kennedy High School Tile Abatement
- Bucks Hill Tile Abatement
- Other Projects that may result from on-going Facility Utilization and Redistricting Study
- Anticipated State General Maintenance Improvement Grants
- Construction projects of which the Waterbury Department of Education seeks assistance to execute

#10

Revised 07/17/13

REQUEST FOR FIELD TRIP

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

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

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

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

Date Submitted: 9/16/15 resubmitted: 10/21

Name of Travel Agency (if applicable): _____

1) Requested by: Kerry Coyle Crosby 11/English
Name of Staff Member School Grade level/Subject

2) How many students? 50

3) Name of destination: Salem, Massachusetts

4) City/State of destination: Salem, Massachusetts

5) Departure: Friday 10/23 11/6 7:00 am
Day Date Time

6) Return: Friday 10/23 11/6 7:00 pm
Day Date Time

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

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

Early American Literature/Historical Connections

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

CCSS.ELA-LITERACY.RL.11-12.5
CCSS.ELA-LITERACY.RL.11-12.6
CCSS.ELA-LITERACY.RL.11-12.7
CCSS.ELA-LITERACY.SL.11-12.3, CCSS.ELA-LITERACY.SL.11-12.1.C

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

- 1) How much is our honor, our integrity, our pride, worth? How far would you go to defend it (main overarching question of the unit)?
- 2) What are the consequences when we allow ourselves to be ruled by suspicion and fear?
- 3) Is it pride or foolishness to give your life for what you believe in?

#11

COMMITTEE ON SCHOOL FACILITIES & GROUNDS

WORKSHOP: **Thurs., Thursday, October 29, 2015 (Kingsbury Sch.)**
BOARD MEETING: **Thurs., Thursday, November 5, 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:

GROUP	FACILITIES AND DATES/TIMES
N. Hutchinson	WAMS atrium: Fri., Nov. 13th 5 -7pm and Sat., Nov. 14th 7:30am-3:00pm (set-up on Fri. and Vendor Fair on Saturday by PTSO)
Registrar of Voters	KHS, CHS, Gilmartin, Tinker, Reed, Wilson, Regan, Carrington, Kingsbury, Sprague, Chase, W. Cross, Maloney and Washington Schools Tuesday, November 3rd 5:00am-9:00pm (Municipal Election)
V. Vincenzi	Rotella café: Tues., Dec. 8th 6:00-9:00pm (union meeting for the UPSEU/grant aides and PreK bus drivers)
R. Harmas	Wilby lib.: Nov. thru May 3rd Tuesday each month 5:30-7:30pm (monthly parents meetings) Wilby LLC rm.: Nov. thru May 2nd Tuesday each month 6:00-8:30pm (monthly Book Club meetings)
Andrew Midgen	Crosby café: Thurs., Nov. 12th 2:30-5:00pm (CSEA/SEIU Local 2001 membership mtg.)
P. Caldarone	Generali gym: 11/4, 5, 10, 12 3:00-5:00pm (Wallace boys basketball practice)
R. O'Neill	Carrington gym: Tues., Nov. 17th 6:00-8:30pm (Family Night) Carrington salon: Tues., Nov. 10th 6:30-7:30pm (H.S. options/parents mtg.)
R. Harmon	Wilby lib.: Nov. to May first Monday of month 4:00-6:00pm (Sch. Governance Counsel)
N. Clemente	Sprague gym: Wed., Nov. 18th 5:00-7:00pm (Family Science Night)
P. Poulter	Regan all purpose rm.: Thurs., Nov. 19th 5:00-7:30pm (Family Math Night) Regan all purpose rm.: Thurs. Jan. 14th 5:30-7:30pm (PTO meeting) Regan all purpose rm.: Thurs., Feb. 25th 5:00-7:30pm (Family Movie Night) Regan all purpose rm.: Thurs, Mar. 24th 5:30-7:30pm (Book Bingo)

Approved:

Felix M. Rodriguez

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

OCT 14 2015

SCHOOL PERSONNEL USE ONLYDATE: 10/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS PTSD

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

NAME OF SCHOOL REQUESTED: WAMS☐ Auditorium☐ Gymnasium☐ Swimming Pool☒ Café/Rooms☒ AtriumDATES REQUESTED: Friday 11/13 & Saturday 11/14FROM: 7:30 am/pm TO: 3 am/pmFOR THE FOLLOWING PURPOSES:

PTSD is having a Vendor Fair - They would like
to be able to have time on Friday evening to
set up tables - the actual Vendor Fair is
Saturday 11/14

Nichola Hutchinson
APPLICANT
WAMS PTSD

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.

York

SCHOOL PERSONNEL USE ONLY

OCT 16 2015

DATE: 10-16-15

TO: SCHOOL BUSINESS OFFICE

FROM: Registrar of Voters

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

NAME OF SCHOOL REQUESTED: SEE ATTACHED

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☐ Café/Rooms

DATES REQUESTED: Tuesday, Nov. 3, 2015

FROM: 5:00 am/pm TO: 9:00 am/pm

FOR THE FOLLOWING PURPOSES:

Municipal Election

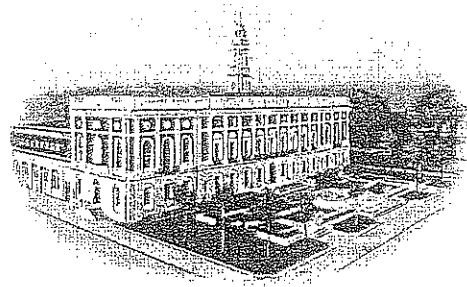
Registrar of
APPLICANT
Voters

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.

OCT 16 2015

Book



DEPARTMENT OF REGISTRARS OF VOTERS
THE CITY OF WATERBURY
CONNECTICUT

October 7, 2015

The following is a list of the polling places we are requesting to use for the November 3, 2015 Municipal Election.

Kennedy High, Gilmartin, Tinker, Jonathan Reed School, Woodrow Wilson School, Regan School, Carrington School, Kingsbury School, Sprague School, Chase School, Crosby High School, Wendell Cross School, Maloney School, Washington School.

May we please have the names, telephone and/or cell phone numbers of the custodians responsible for opening the buildings.

Thank you for your attention to this matter.

5 AM - 9 PM

Registrars of Voters

Yook

OCT 19 2015

SCHOOL PERSONNEL USE ONLY

DATE: 10-19-15

TO: SCHOOL BUSINESS OFFICE

FROM: Val Vicenzi

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: Dec 8th

FROM: 6 am/pm TO: 9 am/pm

FOR THE FOLLOWING PURPOSES:

Union meeting - UPSEU
Grant Aid
PreK Bus Drivers

APPLICANT

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

9/02/15 - 100

DATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Wilby - Family Connection

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

NAME OF SCHOOL REQUESTED: Wilby

☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Cafeteria/Rooms

Library

DATES REQUESTED: Tues. Nov. 10, 2015

FROM: 5³⁰ am/pm TO: 7³⁰ am/pmFOR THE FOLLOWING PURPOSES:

monthly Parent meeting

Rebecca Harmon
APPLICANT

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

DATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Wilby - Family Connection

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

NAME OF SCHOOL REQUESTED: Wilby

☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Cafeteria/Rooms

Library

DATES REQUESTED: Tues. Dec. 8, 2015

FROM: 5³⁰ am/pm TO: 7³⁰ am/pmFOR THE FOLLOWING PURPOSES:

Monthly Parent meeting

Tobacco Harmon
APPLICANT

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

OCT 6 2015

DATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Wilby - Family Connection

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

NAME OF SCHOOL REQUESTED: Wilby

☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Cafeteria/Rooms

Library

DATES REQUESTED: Tues. Jan. 5, 2015

FROM: 5³⁰ am/pm TO: 7³⁰ am/pmFOR THE FOLLOWING PURPOSES:

monthly Parent meeting

Rebecca Harmon
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.

SCHOOL PERSONNEL USE ONLYDATE: 9/14/15TO: SCHOOL BUSINESS OFFICEFROM: Wilby - Family Connection

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

NAME OF SCHOOL REQUESTED: Wilby☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Cafeteria/RoomsLibraryDATES REQUESTED: Tues. Feb. 2, 2015FROM: 5³⁰ am/pm TO: 7³⁰ am/pmFOR THE FOLLOWING PURPOSES:monthly Parent meetingRebecca Harmon
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.

007 - 5 2015

SCHOOL PERSONNEL USE ONLY

DATE: 9/14/15TO: SCHOOL BUSINESS OFFICEFROM: Wilby - Family Connections

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

NAME OF SCHOOL REQUESTED: Wilby☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Cafeteria/Rooms

Library

DATES REQUESTED: Tues. March 1, 2015FROM: 5³⁰ am/pm TO: 7³⁰ am/pm

FOR THE FOLLOWING PURPOSES:

Monthly Parent meeting

Rebecca Harmon
APPLICANT

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

OCT - 5 2015

DATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Wilby - Family Connection

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

NAME OF SCHOOL REQUESTED: Wilby

☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Cafeteria/Rooms

Library

DATES REQUESTED: Tues. April 5, 2015

FROM: 5³⁰ am/pm TO: 7³⁰ am/pmFOR THE FOLLOWING PURPOSES:monthly Parent meetingTabacca Harmon
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.

OCT - 6 2015

SCHOOL PERSONNEL USE ONLYDATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Wilby - Family Connection

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

NAME OF SCHOOL REQUESTED: Wilby☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Cafeteria/Rooms

Library

DATES REQUESTED: Tues. May 3, 2015FROM: 5³⁰ am/pm TO: 7³⁰ am/pmFOR THE FOLLOWING PURPOSES:monthly Board meetingTabacca Harmon
APPLICANT

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

9/02/9 - 100

DATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Enlightening the Mind Book Club

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

NAME OF SCHOOL REQUESTED: Wilby

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Cafeteria/Rooms LCC

DATES REQUESTED: Tues. Nov. 17, 2015

FROM: 6 am/pm TO: 8³⁰ am/pm

FOR THE FOLLOWING PURPOSES:

monthly meeting

Rebecca Harmon
APPLICANT

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

OCT - 6 2015

DATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Enlightening the Mind Book Club

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

NAME OF SCHOOL REQUESTED: Wilby☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Café/Rooms

LCC

DATES REQUESTED: Tues. Dec. 15, 2015FROM: 6 am/pm TO: 8³⁰ am/pmFOR THE FOLLOWING PURPOSES:monthly meeting

_____Rebecca Harmon
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: 9/14/15

OCT - 6 2015

TO: SCHOOL BUSINESS OFFICE

FROM: Enlightening the Mind Book Club

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

NAME OF SCHOOL REQUESTED: WLB☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Cafeteria/Rooms

LCC

DATES REQUESTED: Tues. Jan 19, 2015FROM: 6 am/pmTO: 8³⁰ am/pmFOR THE FOLLOWING PURPOSES:monthly meetingRebecca Harmon
APPLICANT

Please note the following provisions:

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

Book

SCHOOL PERSONNEL USE ONLY

DATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Enlightening the Mind Book Club

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

NAME OF SCHOOL REQUESTED: Walby☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Cafeteria/RoomsLCCDATES REQUESTED: Tues. Feb. 23, 2015FROM: 6 am/pm TO: 8³⁰ am/pmFOR THE FOLLOWING PURPOSES:monthly meeting

Rebecca Harmon
APPLICANT

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

007 - 6 2015

DATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Enlightening the Mind Book Club

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

NAME OF SCHOOL REQUESTED: Walby☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Café/Rooms

LCC

DATES REQUESTED: Tues. March 15, 2015FROM: 6 am/pmTO: 8³⁰ am/pmFOR THE FOLLOWING PURPOSES:monthly meetingRebecca Harmon
APPLICANT

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

OCT - 6 2015

DATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Enlightening the Mind Book Club

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

NAME OF SCHOOL REQUESTED: Wilby☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Cafeteria/Rooms

Lee

DATES REQUESTED: Tues. April 12, 2015FROM: 6 am/pm TO: 8³⁰ am/pmFOR THE FOLLOWING PURPOSES:monthly meetingRebecca Harmon
APPLICANT

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

007 - 6 2015

DATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Enlightening the Mind Book Club

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

NAME OF SCHOOL REQUESTED: Wilby☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Cafeteria/RoomsLCCDATES REQUESTED: Tues. May 17, 2015

FROM:

6

am/pm

TO:

8³⁰

am/pm

FOR THE FOLLOWING PURPOSES:monthly meetingRebecca Harmon
APPLICANT

Please note the following provisions:

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

hook

SCHOOL PERSONNEL USE ONLY

06/16/2015

DATE: 10/15/15

TO: SCHOOL BUSINESS OFFICE

FROM: CSEA/SEIU Local 2001

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

NAME OF SCHOOL REQUESTED: Crosby High School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Thurs. November 12th, 2015

FROM: 2:30 am/pm TO: 5:00 am/pm

FOR THE FOLLOWING PURPOSES:

Membership Meeting

Andrew M. Degen
APPLICANT m. d. gen

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

OCT 20 2015

DATE: October 20, 2015

TO: SCHOOL BUSINESS OFFICE

FROM: Paula Caldarone, Director of Athletics, Waterbury Middle Schools

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

NAME OF SCHOOL REQUESTED: _____ Generali School _____

☐ Auditorium ☒ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: 11/4, 11/5, 11/10, & 11/12 from 3:00 to 5:00

FROM: 3:00 p.m. TO: 5 p.m.

FOR THE FOLLOWING PURPOSES:

_____ Wallace Boy's Basketball Practice _____

Paula D. Caldarone
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.

OCT 21 2015

SCHOOL PERSONNEL USE ONLY

DATE: OCT 20, 2015

TO: SCHOOL BUSINESS OFFICE

FROM: Robyn O'Neill Parent Liaison @Carrington School

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: Nov 17th, Tuesday
FROM: 6:00 am/pm TO: 8:30 am/pm

FOR THE FOLLOWING PURPOSES:

Zumba / Basket Ball Shoot
Night Family Night w PTO

*Please
NOTE:
Basket Ball
may need to
be canceled.*

Robyn O'Neill
APPLICANT

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

Cancel Bunker Hill Sports

Book

OCT 21 2015

SCHOOL PERSONNEL USE ONLY

DATE: OCT 16, 2015

TO: SCHOOL BUSINESS OFFICE

FROM: Robyn O'Neill Parent Liaison @Carrington School

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

NAME OF SCHOOL REQUESTED: Carrington School

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

DATES REQUESTED: Nov. 10 - Tuesday
FROM: 6:30 am/pm TO: 7:30 am/pm

FOR THE FOLLOWING PURPOSES:

Naviance + High School option
program for parents of 8TH + 7TH
grade.

Robyn O'Neill
APPLICANT

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

SCHOOL PERSONNEL USE ONLY

OCT 23 2015

DATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Wilby School Governance Council

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

NAME OF SCHOOL REQUESTED: Wilby

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms Library - Wilby Room

DATES REQUESTED: Mon. Nov. 2, 2015FROM: 4:00 am/pm TO: 6:00 am/pmFOR THE FOLLOWING PURPOSES:monthly meetingRebecca Harmon
APPLICANT

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

OCT 23 2015

DATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Wilby School Governance Council

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

NAME OF SCHOOL REQUESTED: Wilby High School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms Library-
Wilby Room

DATES REQUESTED: Mon. ~~Feb~~ Dec. 7, 2015FROM: 4 am/pm TO: 6 am/pm

FOR THE FOLLOWING PURPOSES:

Monthly meetingRebecca Harmon
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.

OCT 23 2015

SCHOOL PERSONNEL USE ONLYDATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Wilby School Governance Council

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

NAME OF SCHOOL REQUESTED: Wilby

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms Library -
Wilby Room

DATES REQUESTED: Mon. Jan. 11, 2015FROM: 4 am/pm TO: 6 am/pm

FOR THE FOLLOWING PURPOSES:

monthly meeting

_____Rebecca Harmon
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.

OCT 23 2015

SCHOOL PERSONNEL USE ONLYDATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Wilby School Governance Council

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

NAME OF SCHOOL REQUESTED: Wilby☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Café/RoomsLibrary -
Wilby RoomDATES REQUESTED: Mon. Feb. 1, 2015FROM: 4 am/pm TO: 6 am/pm

FOR THE FOLLOWING PURPOSES:

Monthly meetingRebecca Harmon
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.

OCT 23 2015

SCHOOL PERSONNEL USE ONLYDATE: 9/14/15TO: SCHOOL BUSINESS OFFICE
FROM: Wiley School Governance

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

NAME OF SCHOOL REQUESTED: Wiley☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms Library -
Wiley RoomDATES REQUESTED: Mon. March 7, 2015
FROM: 4 am/pm TO: 6 am/pmFOR THE FOLLOWING PURPOSES:monthly meeting

_____Rebecca Harmon
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.

OCT 23 2015

SCHOOL PERSONNEL USE ONLYDATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Wiley School Governance Council

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

NAME OF SCHOOL REQUESTED: Wiley☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Café/Rooms Library -
Wiley RoomDATES REQUESTED: Mon. April 4, 2015FROM: 4 am/pm TO: 6 am/pm

FOR THE FOLLOWING PURPOSES:

monthly meetingRebecca Harmon
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.

OCT 23 2015

SCHOOL PERSONNEL USE ONLYDATE: 9/14/15

TO: SCHOOL BUSINESS OFFICE

FROM: Wilby School Governance Council

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

NAME OF SCHOOL REQUESTED: Wilby☐ Auditorium☐ Gymnasium☐ Swimming Pool☐ Cafeteria/Library -
Wilby RoomDATES REQUESTED: Mon. May 2, 2015FROM: 4 am/pm TO: 6 am/pmFOR THE FOLLOWING PURPOSES:monthly meetingRebecca Heenan
APPLICANT

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

OCT 23 2015

DATE: 10/23/15

TO: SCHOOL BUSINESS OFFICE

FROM:

Early Childhood Education Program

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

NAME OF SCHOOL REQUESTED:

Sprague☐ Auditorium☒ Gymnasium☐ Swimming Pool☐ Caf /Rooms(Wednesday)

DATES REQUESTED:

11-18-15FROM: 5:00 am/pmTO: 7:00 am/pm

FOR THE FOLLOWING PURPOSES:

Early Childhood Pre-K Family
Science Night.Nora Clemente
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.

[Handwritten signature]

OCT 26 2015

SCHOOL PERSONNEL USE ONLY

DATE: 10/26/15

TO: SCHOOL BUSINESS OFFICE
FROM: Began PTO

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

NAME OF SCHOOL REQUESTED: Began

☒ Auditorium ☒ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Thursday Nov. 19, 2015
FROM: 5:00 pm am/pm TO: 7:30 am/pm

FOR THE FOLLOWING PURPOSES:

Family Math Night

Patty Poulter
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.

OCT 26 2015

SCHOOL PERSONNEL USE ONLY

DATE: 10/26/15

TO: SCHOOL BUSINESS OFFICE

FROM: Regan PTO

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

NAME OF SCHOOL REQUESTED: Regan

☒ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Caf /Rooms

DATES REQUESTED: Thurs Jan 14, 2016

FROM: 5:30 am/pm TO: 7:30 am/pm

FOR THE FOLLOWING PURPOSES:

PTO meeting

Patt Poulter
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.

OCT 26 2015

SCHOOL PERSONNEL USE ONLY

DATE: 10/26/15

TO: SCHOOL BUSINESS OFFICE

FROM: Regan PTO

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

NAME OF SCHOOL REQUESTED: Regan School

☒ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Cafe/Rooms

DATES REQUESTED: Thurs. March 24, 2016

FROM: 5:30 am/pm TO: 7:30 am/pm

FOR THE FOLLOWING PURPOSES:

Book Bingo

Patty Poulter
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.

OCT 26 2015

SCHOOL PERSONNEL USE ONLY

DATE: 2/26/15

TO: SCHOOL BUSINESS OFFICE

FROM:

Regan PTO

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

NAME OF SCHOOL REQUESTED:

Regan

☒ Auditorium



Gymnasium



Swimming Pool



Café/Rooms

DATES REQUESTED:

Thurs Feb 25, 2016

FROM: 5:00 am/pm

TO: 7:30 am/pm

FOR THE FOLLOWING PURPOSES:

Family Movie Night

Patt Poulter
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.

#12

COMMITTEE ON SCHOOL FACILITIES & GROUNDS

WORKSHOP: Thursday, October 29, 2015 (Kingsbury Sch.)

BOARD MEETING: Thursday, November 5, 2015

o/c

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

LADIES AND GENTLEMEN:

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

<u>GROUP</u>	<u>FACILITIES AND DATES/TIMES</u>
Kingdom 1st. Church	Reed cafe: Sundays 10:30am-12:30pm Jan. to June
Min. Oren Stephens	(services)

REQUESTING WAIVERS:

Bunker Hill Sports Assoc.	Generali gym: Saturdays Nov. 14th – March 12th	
Nicholas Meglio	9:00am-noon (Basketball program)	(\$2688.)
Neighborhood Housing Serv. Of Wtby.	Reed café: Sat., Nov. 21st 4-8pm	
Eden Brown	Reed café: Sat., Dec. 19th 5-7pm	
	(community meet & greet and Feed the Children)	(\$336.)
Our Lady of Mt.Carmel Sch.	Tinker gym: Saturdays 11/7/15-3/20/16 8am-5pm	
John Egan	(boys & girls basketball program)	(\$7560.)
P.A.L.	Bucks Hill gym: Sat. & Sun. 12/12/15-4/7/16 9am-5pm	(\$11,718.)
Ofc.C.Amatruda	Chase gym: Sat. & Sun. 12/12/15-4/9/16 9am-5pm	(\$11,718.)
	Driggs gym: Sat. & Sun. 12/12/15-4/9/16 9am-5pm	(\$11,718.)
	Generali gym: Sat. & Sun. 12/12/15-4/9/16 6pm-9pm	(\$5,208.)
	Gilmartin gym: Sat. 12/12/15-4/9/16 9am-5pm	(\$6,426.)
	Kingsbury gym: Sat. & Sun. 12/12/15-4/9/16 9am-1pm	(\$6,510.)
	Maloney gym: Sat. & Sun. 12/12/15-4/9/16 9am-1pm	(\$6,510.)
	Reed gym: Sat. 12/12/15-4/9/16 9am-5pm	(\$6,426.)
	Sprague gym: Sat. 12/12/15-4/9/16 9am-5pm	(\$6,426.)
	Sprague gym: Sun. 12/12/15-4/9/16 9am-4pm	(\$4,704.)
	Walsh gym: Sat. 12/12/15-4/9/16 1pm-5pm	(\$3,570.)
	Walsh gym: Sun. 12/12/15-4/9/16 9am-5pm	(\$5,292.)
	Wilson gym: Sat. 12/12/15-4/9/16 9am-5pm	(\$6,426.)
	WSMS gym: Sat. 12/12/15-4/9/16 9am-12pm	(\$2,856.)
	WSMS gym: Sun. 12/12/15-4/9/16 9am-4pm	(\$4,704.)
	Wilby gym: Sat. Jan. – Apr. (only if available per A.D.)	(\$1,260)

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

Neighborhood Housing Serv. Of Wtby. Erika Cooper		Reed café: Monday, Nov. 9th 5:30-7:00 pm (community art project meeting)		
African American Affairs Comm. Subira Gordon		Reed café: Thurs., Nov. 5th 6:00-8:00pm (community event on racial profiling)(<i>prior to Bd.Mtg.</i>) (originally approved for 9/24/15 but was postponed)		
Our Lady of Mt. Carmel Sch. John Egan		Tinker gym: 11/9/15-3/18/16 Mon. thru Fri. 4:00-7:00pm		
P.A.L.	Chase gym:	12/8/15-4/8/16	Tues. & Thurs.	5:30-9:00pm
Ofc. C. Amatruda	Bucks Hill gym:	12/16/15-4/8/16	Mon. thru Fri.	5:30-9:00pm
	Driggs gym:	12/16/15-4/8/16	Mon., Wed., Fri.	5:30-9:00pm
	Gilmartin gym:	12/8/15-4/8/16	Tues., & Fri.	5:30-9:00pm
	Kingsbury gym:	12/16/15-4/8/16	Mon., Wed., Fri.	5:30-9:00pm
	Maloney gym:	12/8/15-4/8/16	Mon, Wed, Thurs, Fri.	5:30-9:00pm
	Reed gym:	12/7/15-4/8/16	Mon., Wed., Fri.	5:30-9:00pm
	Sprague gym:	12/7/15-4/8/16	Mon. thru Fri.	5:30-9:00pm
	Walsh gym:	12/7/15-4/8/16	Mon. thru Fri.	5:30-9:00pm
	Wilson gym:	12/7/15-4/8/16	Mon. and Fri.	5:30-9:00pm
	WSMS gym:	12/1/15-4/7/16	Tues. & Wed.	5:30-9:00pm

MONIES COLLECTED TO DATE:**\$ 22,839.75****Approved:**

Felix M. Rodriguez

Kathleen M. Ouellette, Ed. D.
Superintendent of Schools**These activities are completed and have been billed:**Dancers, Inc.
Triple Threat Dance Group

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

CONTRACT#

OCT 26 2015

APPLICANT Min. Oren Stephens NAME OF ORGANIZATION Kingdom 1st

ADDRESS 42 Ives St. Waterbury CT 06704 TELEPHONE # 203-574-2636
(street) (city) (state) (zip code)

SCHOOL REQUESTED Reed Elementary DATES January-June 2016 ROOM(S) Cafeteria

OPENING TIME 11am CLOSING TIME 1pm PURPOSE Church Services

ADMISSION (if any) None CHARGE TO BE DEVOTED TO _____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 50 CHILDREN 30

SIGNATURE OF APPLICANT Oren Stephens DATE 10/26/2015

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

(Same)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$40/hr plus 1 hr service

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.

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

CONTRACT#

OCT - 9 2015

APPLICANT Nicholas Meglio NAME OF ORGANIZATION Bunker Hill Sports Assoc
ADDRESS 145 Devonwood Drive, Waterbury, CT TELEPHONE # 203-206-7152
(street) (city) (state) (zip code) Saturdays
SCHOOL REQUESTED Generali DATES Nov 10-Mar 12 ROOM(S) Gym
OPENING TIME 5pm CLOSING TIME 9pm PURPOSE basketball
ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS _____ CHILDREN _____
SIGNATURE OF APPLICANT [Signature] DATE 10-6-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
BHSA coaches

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. [Initials] (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR service (\$2688)

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

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



APPLICANT/ORGANIZATION: Bunker Hill Sports Assoc

Please check below specific item(s):

Building Usage Fees ☒

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: General

DATE(S): _____

TIMES: _____

DATE(S): 11/14/15 - 3/12/16

TIMES: 9 AM - NOON

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

10-6-15

Date

Robert M. [Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____
Building Usage Fees

\$ 2688.1
Custodial Fees

\$ _____
Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____
Clerk, Board of Education

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

OCT - 6 2015

CONTRACT#

Neighborhood Housing
Services of Waterbury

APPLICANT Eden Brown NAME OF ORGANIZATION Neighborhood Housing Services of Waterbury

ADDRESS 161 N. Main St Waterbury CT 06702 TELEPHONE # 203-753-1896 ext. 17
(street) (city) (state) (zip code)

SCHOOL REQUESTED Reed School DATES 11/21 + 12/19 ROOM(S) Café 11/22 from 4pm-8pm
OPENING TIME 11/22 - 4pm to 8pm + 12/19 from 5pm-7pm CLOSING TIME 5pm-7pm PURPOSE Community meet + greet / Feed the children

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 50 CHILDREN 75

SIGNATURE OF APPLICANT Eden Brown DATE 9-17-15

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

Eden Brown, Erika Cooper 203-753-1896 ext. 17

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. EB, EC (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR service (\$336.)

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

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

APPLICANT/ORGANIZATION: Eden Brown / Neighborhood Housing Services of Waterbury

Please check below specific item(s):

Building Usage Fees ☒

Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Reed Elementary School / cafe

DATE(S): 11/21/15

TIMES: 4pm - 8pm 210.-

DATE(S): 12/19/15

TIMES: 5pm - 7pm 166.-

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

9-17-15

Date

Eden Brown
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

336.-

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____

Clerk, Board of Education

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

CONTRACT#

001 26 2015

APPLICANT JOHN M. ELAN NAME OF ORGANIZATION Mt CARMEL SCHOOL
ADDRESS 76 REDSIO DRIVE WBTY CT 06708 TELEPHONE # 203 206-9864
(street) (city) (state) (zip code)
SCHOOL REQUESTED TINKER DATES 11/7 - 3/20/16 ROOM(S) Gym / SATURDAYS
OPENING TIME 8 AM CLOSING TIME 5 PM PURPOSE BASKETBALL
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 15
SIGNATURE OF APPLICANT John M. Elan DATE OCT 26, 2015

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
JOHN ELAN, MIKE MAISTO, LEON VALARELLI, TONY PICCOCHI

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. JE (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR SERVICE (\$7560.)

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)

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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).

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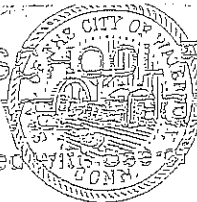
PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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

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



APPLICANT/ORGANIZATION: INT CARMEL SCHOOL

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: TINKER GYM

DATE(S): 11/7-3/28

TIMES: 8AM-5PM

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

10-26-2016

Date

John M. Egan
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____
Building Usage Fees

\$ 7560.00
Custodial Fees

\$ _____
Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____
Clerk, Board of Education

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

CONTRACT#

SEP 29 2015

APPLICANT Chris Amatore NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury, CT 06701 TELEPHONE # 203-346-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED Hill DATES 12/12/15 - 12/19/15 ROOM(S) Gym
OPENING TIME 9 am CLOSING TIME 5 pm PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 20
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(Same)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR SERVICE (\$11718.-)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE / YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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

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

APPLICANT/ORGANIZATION: P.A.L

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Bucks Hall

DATE(S): Sat & Sun 12/12/15 - 4/9/16

TIMES: 9am - 5pm

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

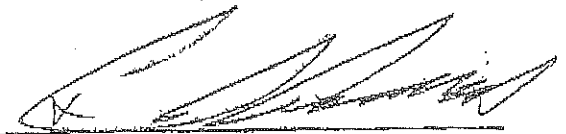
TIMES: _____

DATE(S): _____

TIMES: _____

9-30-15

Date



Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

11,718.

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____

Clerk, Board of Education

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

CONTRACT#

SEP 29 2015

APPLICANT Chris Amato NAME OF ORGANIZATION PAL
ADDRESS 64 Division St (street) Waterbury (city) CT (state) 06704 (zip code) TELEPHONE # 203-246-3921
SCHOOL REQUESTED Chase DATES 12/12/15-4/19/16 ROOM(S) Gym
OPENING TIME 9am CLOSING TIME 5 PM PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 20
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(Same)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR - plus 1 HR SERVICE \$11718.

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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

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



APPLICANT/ORGANIZATION: P.A.L.

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Chase

DATE(S): Sat. & Sun. 12/12/15 - 4/9/16

DATE(S): _____

DATE(S): _____

DATE(S): _____

DATE(S): _____

DATE(S): _____

TIMES: 9 AM - 5 PM

TIMES: _____

TIMES: _____

TIMES: _____

TIMES: _____

TIMES: _____

9-30-15
Date

[Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____ Building Usage Fees \$ 11,718. Custodial Fees \$ _____ Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____
Clerk, Board of Education

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

CONTRACT#

SEP 29 2015

Book
APPLICANT Chris Amato NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury CT 06704 TELEPHONE # 203-346-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED DRIGGS DATES 12/12/15-4/9/16 ROOM(S) Gym
OPENING TIME 9am CLOSING TIME 5pm PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 25
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(SAME)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR - plus 1 HR SERVICE \$11718

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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

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

APPLICANT/ORGANIZATION: P.A.L

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: DRIGGS

Sat & Sun.
DATE(S): 12/12/15 - 4/9/16

TIMES: 9 AM - 5 PM

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

9-30-15
Date

[Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____

Clerk, Board of Education

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

CONTRACT#

SEP 29 2015

APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL
ADDRESS 64 Division St Waterbury CT 06704 TELEPHONE # 203-246-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED General DATES 12/12/15-4/9/16 ROOM(S) Gym
OPENING TIME 6pm CLOSING TIME 9pm PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 25
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(Same)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR. - plus 1 HR SERVICE (\$52.08)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE _____

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

USE OF SCHOOL FACILITIES
WAIVER REQUEST

(to be submitted with a copy of Building Permit)

APPLICANT/ORGANIZATION: P.A.L

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: General

Sat & Sun.
DATE(S): 12/12/15 - 4/9/16

TIMES: 6 PM - 9 PM

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

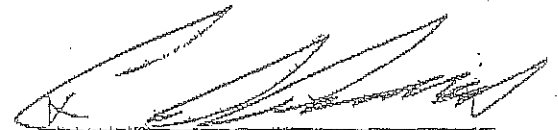
TIMES: _____

DATE(S): _____

TIMES: _____

9-30-15

Date



Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

5208.

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____

Clerk, Board of Education

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

CONTRACT#

Book
APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury, CT 06704 TELEPHONE # 203-346-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED Gilmartin DATES 12/12/15-4/9/16 ROOM(S) Gym
OPENING TIME 9 AM CLOSING TIME 5 PM PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 25
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(SAME)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR. plus 1 HR SERVICE (\$426)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

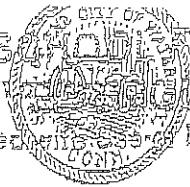
APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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

USE OF SCHOOL FACILITIES
WAIVER REQUEST

(to be submitted with use of Building Permit)



APPLICANT/ORGANIZATION: P.A.L.

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Gilman

DATE(S): Saturdays 12/12/15 - 4/9/16

TIMES: 9am - 5pm

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

9-30-15

Date

A handwritten signature in black ink, appearing to be "K. Williams", is written over a horizontal line.

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

6426.1

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____

Clerk, Board of Education

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

CONTRACT#

SEP 29 2015

Book
APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury, CT 06704 TELEPHONE # 203-346-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED Kingbury DATES 10/12/15-4/9/16 ROOM(S) Gym
OPENING TIME 9am CLOSING TIME 1pm PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 25
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(Same)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1-HR service (\$4510)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

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

PLEASE READ THE FOLLOWING CAREFULLY

Sat. + Sun.

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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

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

APPLICANT/ORGANIZATION: P.A.L.

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Kingsbury

DATE(S): Sat. & Sun, 12/12/15 - 4/9/16

TIMES: 9 AM - 1 PM

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

9-30-15
Date

[Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____	\$ <u>6510.</u>	\$ _____
Building Usage Fees	Custodial Fees	Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____
Clerk, Board of Education

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

CONTRACT#

SEP 29 2015

APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury (street) (city) (state) (zip code) CT 06704 TELEPHONE # 203-246-3921
SCHOOL REQUESTED Maloney DATES 12/12/16-4/9/17 ROOM(S) Gym
OPENING TIME 9am CLOSING TIME 1pm PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 25
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: (SAME)

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

SCHEDULE OF RATES: CUSTODIAL FEES: #42/HR. plus 1 HR. service (plus 10)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES _____ NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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

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

APPLICANT/ORGANIZATION: P.A. 2

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Maloney

Sat & Sun.
DATE(S): 12/12/15 - 4/9/16

TIMES: 9 AM - 1 PM

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

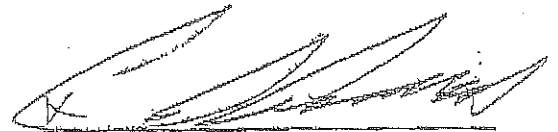
TIMES: _____

DATE(S): _____

TIMES: _____

9-30-15

Date



Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

6510.

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____

Clerk, Board of Education

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

CONTRACT#

SEP 29 2015

Book
APPLICANT Chris Amato NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury (city) CT (state) 06704 (zip code) TELEPHONE # 203-346-3921
SCHOOL REQUESTED Reed DATES 10/12/15-4/9/16 ROOM(S) Gym
OPENING TIME 9am CLOSING TIME 5pm PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 25
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(SAME)

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

SCHEDULE OF RATES: CUSTODIAL FEES: #42/Hr. plus 1 Hr service (#6426)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

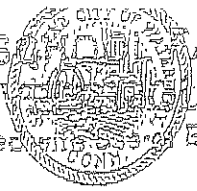
IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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

USE OF SCHOOL FACILITIES
WAIVER REQUEST

(to be submitted with the Building Permit)



APPLICANT/ORGANIZATION: P.A.L.

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Reed

DATE(S): Saturdays
12/12/15 - 4/9/16

TIMES: 9 AM - 5 PM

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

9-30-15

Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

6426.

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____

Clerk, Board of Education

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

SEP 29 2015

CONTRACT#

APPLICANT Chris Amato NAME OF ORGANIZATION PAL
ADDRESS 64 Division St Waterbury, CT 06702 TELEPHONE # 203-246-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTEE Sprague DATES 12/15-4/9/16 ROOM(S) Gym
OPENING TIME 9am CLOSING TIME 5pm PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 30
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(SAME)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/hr. plus 1 hr. service (#6426)

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).

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PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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

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

APPLICANT/ORGANIZATION: P.A.L

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Sprague

DATE(S): Saturdays
12/12/15 - 4/9/16

TIMES: 9am - 5pm

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

9-30-15

Date

[Signature]

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$ 6426.15

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____

Clerk, Board of Education

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

CONTRACT# SEP 28 2015

APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury, CT 06704 TELEPHONE # 203-246-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED Sprague DATES 12/12/15-4/10/16 ROOM(S) Gym
OPENING TIME 9am CLOSING TIME 4pm PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 25
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(SAME)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR - SERVICE... (\$4704.00)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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

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

APPLICANT/ORGANIZATION: P.A.L

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Sprague
SUNDAYS
DATE(S): 12/13/15 - 4/10/16 TIMES: 9Am - 4pm
DATE(S): _____ TIMES: _____
DATE(S): _____ TIMES: _____
DATE(S): _____ TIMES: _____
DATE(S): _____ TIMES: _____
DATE(S): _____ TIMES: _____

9-30-15 [Signature]
Date Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____ \$ 4704. \$ _____
Building Usage Fees Custodial Fees Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____
Clerk, Board of Education

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

SEP 29 2015
CONTRACT#

1700
APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury CT 06704 TELEPHONE# 203-346-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED Walsh DATES 12/12/15-4/9/16 ROOM(S) Gym
OPENING TIME 1pm CLOSING TIME 5pm PURPOSE Basketball
ADMISSION (if any) — CHARGE TO BE DEVOTED TO —
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 30
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(SAME)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR - plus 1 HR SERVICE (\$35.70)

RENTAL FEES: —

MISCELLANEOUS FEES: —

SECURITY DEPOSIT \$ — INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE — SCHOOL BUSINESS OFFICE

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

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



APPLICANT/ORGANIZATION: P.A.L.

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Walsh

DATE(S): SATURDAYS
12/12/15 - 4/9/16

DATE(S): _____

DATE(S): _____

DATE(S): _____

DATE(S): _____

DATE(S): _____

TIMES: 1pm - 5pm

TIMES: _____

TIMES: _____

TIMES: _____

TIMES: _____

TIMES: _____

9-30-15

Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____
Building Usage Fees

\$ 3570.
Custodial Fees

\$ _____
Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____

Clerk, Board of Education

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

SEP 29 2015

Book

APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury (street) (city) (state) (zip code) CT 06701 TELEPHONE # 203-246-2921
SCHOOL REQUESTED Walsh DATES 12/12/15-4/10/16 ROOM(S) Gym
OPENING TIME 9am CLOSING TIME 5pm PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 30
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(same)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR - plus 1 HR - service (\$52.92)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE ☒ YES ☐ NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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

USE OF SCHOOL FACILITIES
WAIVER REQUEST
(to be submitted in place of Building Permit)



APPLICANT/ORGANIZATION: _____

P.A. 2

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: _____

Walsh

DATE(S): SUNDAYS
12/13/15 - 4/10/16

TIMES: 9am - 5pm

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

9-30-15

Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

5292.5

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____

Clerk, Board of Education

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

CONTRACT# SEP 23 2015

Book
APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury, CT 06702 TELEPHONE # 203-246-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED Wilson DATES 12/12/15 - 1/9/16 ROOM(S) Gym
OPENING TIME 9AM CLOSING TIME 5 pm PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 25
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(SAME)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR SERVICE (\$642.60)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE ☒ YES ☐ NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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

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



APPLICANT/ORGANIZATION: _____

P.A. 2

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: _____

Wilson

DATE(S): Saturdays
12/12/15 - 4/9/16

TIMES: 9 AM - 5 PM

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

9-30-15

Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

642.00

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____

Clerk, Board of Education

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

CONTRACT#

SEP 29 2015

APPLICANT Chris Amato NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury, CT 06704 TELEPHONE # 203-346-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED WSMS DATES 12/12/15-4/9/16 ROOM(S) Gym
OPENING TIME 9am CLOSING TIME NOON PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 30
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(SAME)

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

SCHEDULE OF RATES: CUSTODIAL FEES:

\$42/HR plus 1 HR service (2856)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE ☒ YES ☐ NO

PLEASE READ THE FOLLOWING CAREFULLY:

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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

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



APPLICANT/ORGANIZATION: P.A.L.

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: WSMS

Saturdays
DATE(S): 12/12/15 - 4/9/16

TIMES: 9am - Noon

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

9-30-15

Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$ 2856.17

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____

Clerk, Board of Education

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

SEP 25 2015

CONTRACT#

APPLICANT Chris Amato NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury, CT 06704 TELEPHONE # 203-346-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED WSSMS DATES 12/13/15-4/10/16 ROOM(S) Gym
OPENING TIME 9am CLOSING TIME 4pm PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 30
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15

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

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR SERVICE (\$4704)

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE ☒ YES ☐ NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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

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

APPLICANT/ORGANIZATION: P.A.L.

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: WSMS

DATE(S): Sundays
12/13/15 - 4/10/16

TIMES: 9 AM - 4 PM

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

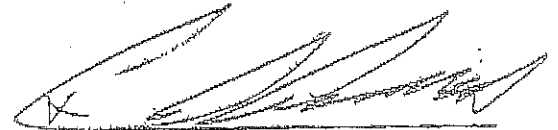
TIMES: _____

DATE(S): _____

TIMES: _____

9-30-15

Date



Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$ 4,704.

Custodial Fees

\$

Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____

Clerk, Board of Education

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT

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

SEP 25 2015
CONTRACT #

APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury, CT 06704 TELEPHONE # 203-246-3921
(street) (city) (state) (zip code)

SCHOOL REQUESTED Wibby DATES JAN - APR ROOM(S) Gym
OPENING TIME NOON CLOSING TIME 4 PM PURPOSE Basketball

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2 CHILDREN 15

SIGNATURE OF APPLICANT [Signature] DATE 9-30-15

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

(SAME)

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR. service (12.60)

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.

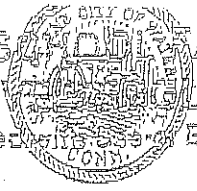
IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

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.

Saturdays (6)
ONLY
when
Available

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



APPLICANT/ORGANIZATION: P.A.L.

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☒

only if
available
per A.D.

SCHOOL/ROOMS REQUESTED: W. 1b4

DATE(S): Saturdays Jan - Apr. (6 dates) TIMES: NOON - 4 PM

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

9-30-15
Date

[Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____	\$ <u>1260.</u>	\$ _____
Building Usage Fees	Custodial Fees	Security Deposit

BOARD USE ONLY

The Board of Education approved/denied the above referenced waiver request(s) at their regular meeting of _____

ATTEST: _____
Clerk, Board of Education

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

OCT 14 2015

CONTRACT#

APPLICANT Elrika Cooper NAME OF ORGANIZATION Neighborhood Housing Services of Waterbury

ADDRESS 161 N. Main St Waterbury, CT 06702 TELEPHONE # 803-753-1896
(street) (city) (state) (zip code)

SCHOOL REQUESTED Reed DATES 11/09/15 ROOM(S) Cafe

OPENING TIME 5:30 CLOSING TIME 7:00pm PURPOSE Community Art Project meeting

ADMISSION (if any) NO CHARGE TO BE DEVOTED TO _____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 30 CHILDREN 20

SIGNATURE OF APPLICANT _____ DATE _____

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

Eden Brown, Elrika Cooper, N.H.S.W. 161 N. Main St Waterbury, CT 06702

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. EB, EC (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

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#

Oct - 8 2015

APPLICANT Subira Gordon NAME OF ORGANIZATION African American Affairs Comm
ADDRESS 210 Capital Avenue 509 Hart Bldg ct 06106 TELEPHONE # 860 240 0251
(street) (city) (state) (zip code)
SCHOOL REQUESTED Reed DATES Nov 5th ROOM(S) caf/Auditorium
OPENING TIME 6:00 CLOSING TIME 8:00 PURPOSE community event on racial profiling
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 50 CHILDREN 15
SIGNATURE OF APPLICANT [Signature] DATE 10/7/15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:

same as above

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. S-G (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. 674-6963 FIRE DEPT. 587-3452

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

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APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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

Thursday
Nov. 5th

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#

OCT 26 2015

APPLICANT John M. Egan NAME OF ORGANIZATION MT CARMEL SCHOOL
ADDRESS 76 PEDERODR WBY CT 06708 TELEPHONE # 203 206 9861
(street) (city) (state) (zip code)
SCHOOL REQUESTED TINKER DATES 11/9 - 3/18/16 ROOM(S) GYM / Mon-FRI
OPENING TIME 4 PM CLOSING TIME 7 PM PURPOSE BASKETBALL
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 15
SIGNATURE OF APPLICANT John M. Egan DATE OCT 26, 2016

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

JOHN EGAN, MIKE MAISTO, LEON VALARELLI, TONY PICCOCHI

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. JM (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ 1000 INSURANCE COVERAGE YES 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).

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APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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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#

SEP 29 2015

APPLICANT Chris Amatode NAME OF ORGANIZATION PAL
ADDRESS 64 Division St Waterbury, CT 06704 TELEPHONE # 203-246-2921
(street) (city) (state) (zip code)
SCHOOL REQUESTED Chase DATES 12/8/15 - 4/8/16 ROOM(S) Gym
OPENING TIME 5:30 CLOSING TIME 9:00 PURPOSE Basketball
ADMISSION (if any) — CHARGE TO BE DEVOTED TO —
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 30
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(SAME)

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

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APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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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#

SEP 29 2015

APPLICANT Chris Amato NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury, CT 06704 TELEPHONE # 203-246-2921
(street) (city) (state) (zip code)
SCHOOL REQUESTED H. L. L. DATES 12-16 - 12-18-16 ROOM(S) Gym
OPENING TIME 5:30 CLOSING TIME 9:00 PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 25
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(Same)

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

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES _____ NO _____

PLEASE READ THE FOLLOWING CAREFULLY

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APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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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#

SEP 29 2015

APPLICANT Chris Amatrudi NAME OF ORGANIZATION PAL
ADDRESS 64 Division St Waterbury, CT 06704 TELEPHONE # 203-346-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED DRIBBLES DATES 12-16-15 To 4-8-16 ROOM(S) Gym
OPENING TIME 5:30 CLOSING TIME 9:00 PURPOSE Basketball
ADMISSION (if any) — CHARGE TO BE DEVOTED TO —
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 30
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(same)

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SCHEDULE OF RATES: CUSTODIAL FEES: _____
RENTAL FEES: _____
MISCELLANEOUS FEES: _____
SECURITY DEPOSIT \$ — INSURANCE COVERAGE — YES — NO —
PLEASE READ THE FOLLOWING CAREFULLY

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man
wed
Fri.
12-16-15
To
4-8-16

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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

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

CONTRACT# 980

APPLICANT Chris Amato NAME OF ORGANIZATION PAL
ADDRESS 64 Division St Waterbury CT 06704 TELEPHONE# 203-246-2921
(street) (city) (state) (zip code)
SCHOOL REQUESTED Estimote DATES 12/8/15 - 4/8/16 ROOM(S) Gym
OPENING TIME 5:30 CLOSING TIME 9:00 PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 25
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15

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

(Same)

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SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES _____ NO _____

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APPROVAL DATE _____ SCHOOL BUSINESS OFFICE _____

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

Tues. +
Fri.
12-8-15 to
4-8-16

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#

SEP 9 2015

APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury CT 06704 TELEPHONE # 203-246-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED Kingbury DATES _____ ROOM(S) Gym
OPENING TIME _____ CLOSING TIME _____ PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 20
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(same)

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SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

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

PLEASE READ THE FOLLOWING CAREFULLY

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APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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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# SEP 29 2015

Book

APPLICANT Chris Amato NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury, CT 06704 TELEPHONE # 203-346-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED Maloney DATES 12/2 - 4/8/16 ROOM(S) Gym
OPENING TIME 5:30 CLOSING TIME 9:00 PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 35
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(SAME)

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

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES NO

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APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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

Monday
Wednesday
Thursday
Friday

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#

SEP 23 2015

APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury, CT 06704 TELEPHONE # 203-346-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED Reed DATES 12/7/15-4-8-16 ROOM(S) Gym
OPENING TIME 5:30 CLOSING TIME 9:00 PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 25
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(Same)

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SCHEDULE OF RATES: CUSTODIAL FEES: _____
RENTAL FEES: _____
MISCELLANEOUS FEES: _____
SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES NO _____
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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).

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PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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APPROVAL DATE _____ SCHOOL BUSINESS OFFICE _____

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

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#

1500
APPLICANT Chris Amato NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury, CT 06704 TELEPHONE # 203-246-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED Spague DATES 12/9/15-4-8/16 ROOM(S) Gym
OPENING TIME 5:30 CLOSING TIME 9:00 PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 30
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(SAME)

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

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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Monday
Thru
Friday

DEPARTMENT OF EDUCATION - WATERBURY, CONNECTICUT
SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
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SEP. 29 2015

APPLICANT Chris Amato NAME OF ORGANIZATION PAL
ADDRESS 64 Division St Waterbury, CT 06704 TELEPHONE # 203-246-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED Walsh DATES 12/7/15-4/8/16 ROOM(S) Gym
OPENING TIME 5:30 CLOSING TIME 9:00 PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 30
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
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SCHEDULE OF RATES: CUSTODIAL FEES: _____
RENTAL FEES: _____
MISCELLANEOUS FEES: _____
SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES YES _____ NO _____

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CONTRACT#

SEP 29 2015

APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury CT 06704 TELEPHONE # 203-246-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED Wilson DATES 12/7/15-4/8/16 ROOM(S) Gym
OPENING TIME 5:30 CLOSING TIME 9:00 PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 25
SIGNATURE OF APPLICANT [Signature] DATE 9-30-15
PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
(Same)

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SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ 100 INSURANCE COVERAGE YES NO

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SCHOOL BUSINESS OFFICE
236 GRAND ST., WATERBURY, CT 06702
USE OF BUILDING PERMIT
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CONTRACT# 889

23 2015

APPLICANT Chris Amatruda NAME OF ORGANIZATION PAL
ADDRESS 64 Division A Waterbury CT 06704 TELEPHONE # 203-246-3921
(street) (city) (state) (zip code)
SCHOOL REQUESTED WSMS DATES 12/1/15-4/6/16 ROOM(S) Gym
OPENING TIME 5:30 CLOSING TIME 9 pm PURPOSE Basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
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SIGNATURE OF APPLICANT [Signature] DATE 9-30-15

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

(SAME)

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RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES NO

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Coordinator of College and Career Access Center
(Turnaround Grant Funded)

JOB DESCRIPTION

Bertola

PURPOSE:

Under the direction of the principal, organize, maintain and operate a high school College and Career Center at Crosby High School. The College and Career Access Coordinator (CCAC) at Crosby High School is responsible for working with students, faculty, parents and community representatives concerning college entrance and career planning to ensure that students are on track for graduation, and college and career readiness. The Coordinator will also work with contact persons in feeder schools in order to ensure that the college bound culture is being created from middle school through high school and beyond. As the College and Career Readiness Coordinator works with school and community personnel to bring together resources for students and their families, the Coordinator will train teachers, counselors, administrators, and other relevant individuals to serve as college advisors to implement postsecondary planning for students and to provide consistent information for and within each classroom on the Crosby High School campus.

PRIMARY RESPONSIBILITIES/DUTIES:

1. Coordinate College and Career Access programs as assigned. Manage partnerships with CBOs, schools, colleges, and/or companies, including relationships and programs. Supporting in the development of Crosby's Summer Institute and other experiential activities.
2. Monitor data on student attendance, course taking, and other indicators of college readiness. Maintain a focus on student and family outcomes, including; progress through milestones, development and execution of a Student Success Plan, achievement of educational aspirations, college enrollment and graduation.
3. Obtain, organize, file and display guidance materials; catalog and prepare for use by mailers and other materials to publicize College and Career Center services, resources, and speaker programs; maintain displays and bulletin boards.
4. Plan, organize, develop and conduct career days, career month, college tours and college fairs.
5. Provide direct service interventions to students in Tier II and III of the SRBI process

EXPERIENCE:

1. Experience supporting young adults to achieve college and career readiness and success.
2. Experience managing relationships and joint projects between organizations.
3. One year of managerial experience preferred.
4. Familiarity with Waterbury neighborhoods or similar communities preferred.
5. Experience in an urban school district and/or multi-cultural environment preferred.

REQUIRED SKILLS:

- Excellent organizational skills to organize, maintain, and operate a high school Career Center.
- Excellent interpersonal skills and ability to work collaboratively. Obtain, evaluate and process occupational literature.
- Work independently, self-motivated. Takes initiative and ownership of work and results.
- Strong customer service ethic.
- Establish and maintain cooperative and effective working relationships.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work confidentially with discretion.

EDUCATION & CERTIFICATIONS:

Bachelor's Degree required.

HOURS OF WORK: 208 days per year, 35 hours per week.

SALARY RANGE: \$50,000-\$60,000

BENEFITS: Fringe benefits are governed by the Service Employees International Union.

CLOSING DATE: September 30, 2015

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

HOW TO APPLY:

Please submit application, letter of intent, resume, transcript and three (3) letters of recommendation to:

**Dr. Shuana Tucker
Education-Grants Human Resources
236 Grand Street
Waterbury, CT 06702**

*Waterbury Public Schools are an Equal Opportunity/ Affirmative Action Employer.
Candidates from diverse racial, ethnic, and cultural backgrounds are encouraged to apply.*

Mrs. Brittany A Bertola

50 Plungis Road

Watertown, CT 06795

regan.brittany@gmail.com - (203) 2331601

Contents:

1. Online Application
2. Attachment: Resume

Prepared for: Cynthia Leonard
Waterbury Public Schools
Oct 26, 2015 10:58 AM

Waterbury Public Schools Online Application

Bertola, Brittany - AppNo: 5248

Date Submitted: 9/24/2015

Internal Candidate

Personal Data

Name:	Mrs. (Title)	Brittany (First)	A (Middle Initial)	Bertola (Last)
Other name(s) under which transcripts, certificates, and former applications may be listed:				
Other:	Miss (Title)	Brittany (First)	A (Middle Initial)	Regan (Last)
Email Address:	regan.brittany@gmail.com			

Postal Address

Permanent Address

Number & Street: 50 Plungis Road
 Apt. Number:
 City: Watertown
 State/Province: CT
 Zip/Postal Code: 06795
 Country: United States of America
 Daytime Phone: (203) 2331601
 Home/Cell Phone: ()

Present Address

Number & Street:
 Apt. Number:
 City:
 State/Province: CT
 Zip/Postal Code:
 Country: United States of America
 Phone Number:

Employment Desired

Closed Vacancy Desired:

JobID:	Administration-OTHER: Coordinator of College and Career Access Center at Crosby High School	Date Last Submitted	Experience in Similar Positions years
JobID: 494	Athletics/Activities: Assistant Girls' Swim Coach - Kennedy at Kennedy High School	9/2/2014	6 years
JobID: 459	Athletics/Activities: Crosby Assistant Varsity Cheerleading Coach	9/2/2014	years

Experience

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

Current or Most Recent Position	Employer Contact Information	Supervisor/Reference Contact Information
Crosby High School Behavioral Technician	300 Pierpont Road Waterbury, CT 06705 203-574-8061	Mrs. Gopie 203-574-8061
Date From - Date To:	05/2014 -	Full or Part Time: <input type="checkbox"/> Full <input type="checkbox"/> Part
Reason for Leaving:	currently employed	Last Annual Salary: 40,000
May we contact this employer?	Yes	
Responsibilities/Accomplishments at this Position	☒ Manage day-to-day discipline under supervision of Principal ☒ Responsible for progressive discipline for students last name A through M ☒ Provide crisis intervention for altercation situations	

Waterbury Public Schools Online Application

Bertola, Brittany - AppNo: 5248

Date Submitted: 9/24/2015

Internal Candidate

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
North End Middle School Permanent School Substitute		534 Bucks Hill Road Waterbury, CT 06704 203-574-8097		Mr. Michael Lorusso 203-574-8097	
Date From - Date To:	07/2012 - 12/2013	Full or Part Time:	Sub	Last Annual Salary:	18,000
Reason for Leaving:	Graduate Internship				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	<ul style="list-style-type: none"> ⌘ Managed classroom environment in absence of teacher. ⌘ Responsible for implementing class curriculum. ⌘ Provided hands on assistance and instruction to students of diverse needs. ⌘ Handled classroom discipline issues and helped to resolve problems in a proactive manner. 				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Sacred Heart High School Interim Admissions Director		142 South Elm St. Waterbury, CT 06706 203-753-1605		Mr. Anthony Azzara 203-753-1605	
Date From - Date To:	05/2010 - 07/2010	Full or Part Time:	Full <input type="checkbox"/>	Last Annual Salary:	
Reason for Leaving:	Interim Position				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	<ul style="list-style-type: none"> ⌘ Managed admissions, interview, and acceptance process for an inner city Catholic high school. ⌘ Responsible for developing and implementing presentations for potential new students and families. ⌘ Reviewed applications, assisted in leveling, and enrolling new students. <p style="text-align: center;">Admissions Office Summer Associate - 2007, 2008, and 2009</p>				

Education

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

High School Attended: Sacred Heart High School, Waterbury Connecticut
 Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Waterbury Public Schools Online Application

Bertola, Brittany - AppNo: 5248

Date Submitted: 9/24/2015

Internal Candidate

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Date Conferred or Expected
CT - Southern Connecticut State University	08/2014 12/2015	School Counseling Hrs:	Hrs:	6th Year	05/2016
CT - Southern Connecticut State University	01/2012 05/2014	Elementary Education Hrs:	Hrs:	Masters in Elementary Education	05/2014
NY - Mount Saint Mary College	08/2007 05/2011	Human Services Hrs:	Psychology Hrs:	Bachelors of Arts	05/2011

Overall GPA Major GPA Highest Degree Attained MA/MS/etc. List honors, awards or distinctions you have earned:	Undergraduate 3.1/4 /4 Number of graduate hours beyond your highest degree:	Graduate 3.98/4 /4 Grad Program Of Study 6th Year in School Counseling
---	--	--

Certification

Do you hold National Board for Professional Teaching Standards certification?	No
Do you hold or anticipate a Connecticut certificate?	No
* Have you applied for a Connecticut certificate?	No
* List the date you applied for certification:	
* Have you received a deficiency statement?	No
* Have you passed the Basic Skills Exam?	No
* Have you passed the Content Area Exam?	No

If pending, date test taken

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

State	Type	Certificate Number	Expiration Date	Current?

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

Waterbury Public Schools Online Application

Bertola, Brittany - AppNo: 5248

Date Submitted: 9/24/2015

Internal Candidate

Extracurricular Activities

Athletic	Soccer	Swimming	Tennis	
Club	Cheerleaders	Intramurals		

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

Swimming- 3 years of high school experience at Sacred Heart High School and 3 years of college swimming experience at Mount Saint Mary College. Taught swim camp at Woodland High School summer 2008.

Tennis- 4 years of high school experience at Sacred Heart High School. Additional experience with private lessons and clubs in Middlebury, CT.

Soccer- 12 years of travel soccer experience for Watertown Travel Soccer Program.

Statement

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

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

To be an outstanding educator, you must be compassionate, recognizing the individual needs of your students and working to help them to be successful, both in and out of the classroom. An excellent educator also, is an active listener and welcomes the input of her students and colleagues.

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

In order to address all abilities and skills within the classroom, I would be mindful of all learning types. I would create a classroom that is welcoming to any learner. Creating an environment that addresses each student as an individual learner.

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

My philosophy of education is to look at each student and their needs and to help them to be the best person and student they can be. A successful student is one that feels that their voice matters, and that their teacher believes in them. My goal is to continue working on my 6th year in school counseling and to be a guidance counselor in the Waterbury Public school system.

Statement

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

1. What personal characteristics define an excellent administrator?

To be an outstanding educator, you must be compassionate, recognizing the individual needs of your students and working to help them to be successful, both in and out of the classroom. An excellent educator also, is an active listener and welcomes the input of her students and colleagues.

2. From your point of view, how important is technology in education? What technology-related skills can you contribute to a school district?

Technology is a critical part of learning. Allowing students the access to technology (computers, websites, iPad's, etc.) opens there world to the possibilities of achieving more than once dreamed. I believe that by bringing different college and career accessible websites to our students, they will be college and career ready once they leave our district and move on to bigger and better things.

Waterbury Public Schools Online Application

Bertola, Brittany - AppNo: 5248

Date Submitted: 9/24/2015

Internal Candidate

Statement continued

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

My philosophy of education is to look at each student and their needs and to help them to be the best person and student they can be. A successful student is one that feels that their voice matters, and that their teacher believes in them. My goal is to continue working on my 6th year in school counseling and to be a guidance counselor in the Waterbury Public school system.

Statement

Brief statement why you should be considered for this position:

I am committed to giving back to the school and students I serve. My goal is to help to develop and encourage my students to develop both in and outside of the classroom in a positive manner. I believe my experience and certification as a coach help to make me a valuable assistant coach.

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

As a certified coach who has demonstrated commitment to developing the whole student, I believe my background makes me an ideal candidate to be considered for an assistant coaching position.

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

Bus duty

Language Skills

Do you know any language other than English? No

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Mr. Anthony Azzara	Mrs. Shannon DosSantos
School/Org:	Sacred Heart High School	Waterbury Public Schools
Current Position:	Principal	Collaborative Instruction Coach
Home Phone:		
Cell Phone:		
Work Phone:	203-753-1605	
Mailing Address:	142 South Elm St. Waterbury CT	236 Grand Street Waterbury, CT
Email:		swrobelt@waterbury.k12.ct.us
Relationship to Candidate:		supervisor
Years Known:	7	5

Waterbury Public Schools Online Application

Bertola, Brittany - AppNo: 5248

Date Submitted: 9/24/2015

Internal Candidate

Professional References cont.

	Reference 3 of 3	
Name:	Mr. Michael Harris	
School/Org:	Waterbury Career Academy	
Current Position:		
Home Phone:		
Cell Phone:		
Work Phone:	203-574-6000	
Mailing Address:	175 Birch Street Waterbury, CT	
Email:	mharris@waterbury.k12.ct.us	
Relationship to Candidate:	former administrator	
Years Known:	2	

Referrals

How did you hear about employment with us?

District Employee

Present Assignment

School

Grade

Subject(s)/Content Area(s)

Crosby High School- Behavioral Technician

Disclosures

Contract Status

* Are you currently under contract?

No

If Yes, which district?

If Yes, when does it expire?

When may your present employer be contacted?

Professional Status

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

No

Waterbury Public Schools Online Application

Bertola, Brittany - AppNo: 5248

Date Submitted: 9/24/2015

Internal Candidate

Disclosures continued

If Yes, where?

If Yes, when?

* Have you ever been denied tenure?

No

If Yes, explain:

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

No

If Yes, explain:

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

No

If Yes, explain:

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

No

Name:

Position:

Relationship:

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

Yes

List any accommodations:

Retiree Status

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

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

Waterbury Public Schools Online Application

Bertola, Brittany - AppNo: 5248

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Internal Candidate

Disclosures continued

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

* I agree

Yes

Legal Information

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

* Are you eligible to work in the United States?

Yes

* Have you ever been convicted of an offense against the law (including military offenses), are you now under charges of any offense against the law?

No

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

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

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

No

If yes, explain, giving dates:

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

No

Equal Opportunity Employer

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

Waterbury Public Schools Online Application

Bertola, Brittany - AppNo: 5248

Date Submitted: 9/24/2015

Internal Candidate

Applicant's Acknowledgment and Agreement

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

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

I, Brittany Bertola, agree to all of the terms above.

☒ I agree

Athletic Coaching Positions

* Do you have a current unexpired Connecticut Coaching Permit (600-INTERSCHOLASTIC/INTRAMURAL COACH)?

* Is your First Aid Certificate current and unexpired?

* Is your CPR Certificate current and unexpired?

* Do you have your original certificate of completion for Module 15 from the Connecticut Coaching Education Program (CCEP) (Head Injury Training)?

Brittany A Bertola

50 Plungis Road Watertown, CT 06795

(203) 233-1601 regan.brittany@gmail.com

College graduate with strong organizational skills and a background working with students and families in an academic setting; a detail oriented, conscientious, team player, with a desire to be an integral part of a diverse educational environment.

EDUCATION:

Currently Pursuing 6th Year School Counseling Degree

Southern Connecticut State University, New Haven, Connecticut

Master of Education – May 2014

Southern Connecticut State University, New Haven, Connecticut

Bachelor of Arts - May 2011

Mount Saint Mary College, Newburgh, New York

Recipient of the Mount Saint Mary's College Scholarship for Academic Excellence.

Strengths:

- **Analytical Skills:** Excellent problem solving skills. Experience in course scheduling, interviewing and developing student files. Exposure and hands on experience in working with underserved students and students of diverse backgrounds. Detailed oriented multi-tasker, results driven. Experience with 504 meeting and PPTs.
- **Personal Attributes:** Excellent team player with good leadership and mentoring skills. Extremely goal oriented self-starter. Able to excel in a fast paced challenging environment.
- **Computers:** Proficient in Microsoft Office applications. Hands on knowledge of social media networks.

RELATED EXPERIENCE:**Behavior Technician**

Crosby High School, Waterbury, Connecticut

May 2014 – Present

- Initiate and Manage Small Group Counseling for At-Risk Students
- Provide intervention and mediation for level one and two discipline offenses
- Collaborate with Administrative team on discipline related issues and positive behavioral programs

Long School Substitute Teacher

North End Middle School - Waterbury, Connecticut

August 2012 – December 2013

- Managed classroom environment in absence of teacher.
- Responsible for implementing class curriculum.
- Provided hands on assistance and instruction to students of diverse needs.
- Handled classroom discipline issues and helped to resolve problems in a proactive manner.

All Star Drivers

Admissions Associate/Intake Counselor

Fall 2011

- Managed the day to day function of social media for a leading driving school in Connecticut.
- Oversaw the admissions and marketing process through day to day interaction with Connecticut high school students to create and maintain brand awareness.
- Managed a targeted area of current and potential students through intake and admissions counseling.

Interim Admissions Director

Sacred Heart High School – Waterbury, Connecticut

May 2010 - September 2010

- Managed admissions, interview, and acceptance process for an inner city Catholic high school.
- Responsible for developing and implementing presentations for potential new students and families.
- Reviewed applications, assisted in leveling, and enrolling new students.

Admissions Office Summer Associate - 2007, 2008, and 2009

HUMAN RESOURCES ASSISTANT
– GRANT FUNDED PERSONNEL

Closing Date: August 28, 2015

Planas

GENERAL STATEMENT OF DUTIES: Assists the Director of Personnel-Education in the overall management of personnel administration for grant-funded school system employees. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for the recruitment, interviewing and/or training of all grant-funded personnel in the Department of Education. The employee makes recommendations for the hiring of such personnel. The employee is also responsible for personnel administration of all grant-funded employees. The employee works with the Director of Personnel-Education and in accordance with the rules of the Board of Education.

EXAMPLES OF DUTIES: (Illustrative only)

- Performs complex and sensitive professional-level work in the following areas; recruitment, selection, classification, compensation, grievance handling, staff training and development, personnel policy development, disciplinary procedures, and coaching and counseling management staff.
- Develops schedules, administers and scores written, oral, performance, unassembled and other examination methods, in accordance with professionally accepted guidelines.
- Assists in contract negotiations.
- Advises assigned departments on a broad range of human resource issues, such as existing and developing classifications, employee relations, staff training and management techniques.
- Reviews written material and performs audits of positions to determine the proper classification and compensation.
- Develops and revises job descriptions for positions in Grants.
- Develops competitive employment examination announcements.
- Performs recruitment activities to announce and publicize examinations via print, Internet and/or other media.
- Reviews exam applications for minimum qualifications requirements, timelines, completeness, request for special accommodation and criminal conviction record. Analyzes and responds to disqualification appeals; defends position to the Board of Education.
- Performs statistical analyses of examinations results to determine question efficacy and passing standards.
- Advises and counsels eligible candidates and department representatives regarding interview and selection rules procedures.

• **EXAMPLES OF DUTIES: (Con't)**

- Compiles and prepares position action requests for presentation to the Board of Education.
- Conducts departmental investigations into general personnel problems.
- Assists the Law Department in the preparation of CHRO complaint responses.
- Drafts or suggests revisions of departmental policies and procedures.
- Performs special projects as assigned by the Director of Personnel-Education or his/her designee.
- Processes applications through initial review, disqualification or admission to examination, test administration, scoring and certification.
- Prepares materials for exam administration, including written, computerized, training and experience, and other types of exams.
- Conduct reference and background checks.
- Proctors group, individual and automated test sessions.
- Scores answer sheets using manual key, as required.
- Conducts employee orientation program.
- Contacts staff in other government HR offices for reference material on compensation and classification matters.
- Serves as liaison with print advertising agencies, Internet sites, schools, colleges, professional organizations and other sources to publicize examinations.
- Does related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of modern Human Resources policies and procedures. Working knowledge of legal issues pertaining to employment, including but not limited to, equal employment and affirmative action concepts and terminology, ADA, FMLA, minimum wage, sexual harassment laws. Working knowledge of, and ability to utilize and interpret statistics. Working knowledge of interviewing practices and procedures. Ability to prepare a variety of written reports and to comprehend complex oral and written material. Ability to communicate effectively, both orally and in writing. Ability to deal effectively with others. Ability to utilize various office automation software, including word-processing, spread sheets, data base management programs and presentation graphics.

MINIMUM TRAINING & EXPERIENCE REQUIRED:

Graduation from an accredited college or university with a Bachelor's Degree;
Four (4) years of professional Human Resources experience, at least one (1) of which shall have involved two or more of the following fields; classification, examination development, wage and salary administration, training, or recruitment.

NOTE: A Master's Degree in Human Resources, Public or Business Administration or a related field may substitute for one (1) year of the general experience described above.

HOURS OF WORK: 12 Months, 35 Hours per Week.

SALARY RANGE: \$45,000 - \$65,000

BENEFITS: Fringe benefits are governed by the Service Employees International Union.

CLOSING DATE: 4:00 p.m. on Friday, August 28, 2015

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

How to Apply:

Please submit application, letter of intent, resume, transcripts and 3 letters of reference to:

**Dr. Shuana Tucker
Education-Grants Human Resources
236 Grand Street
Waterbury, CT. 06702**

Applications may be found at:

<http://www.waterbury.k12.ct.us/Content2/780>

*Waterbury Public Schools are an Equal Opportunity/Affirmative Action Employer.
Candidates from diverse racial, ethnic and cultural backgrounds are encouraged to apply.*

Jaclyn Planas

265 Piedmont Street

Waterbury, CT 06706

Jaciel984@yahoo.com

Profile

- Experience with proprietary software for data entry and retrieval (Microsoft Word, Excel, Access – basics).
- Skilled in customer service and telephone operations; experience in handling customer inquiries and phone inquiries in a professional manner.
- Strong strategic thinker and team builder.
- Fluent in Spanish and English.

Employment

City of Waterbury

Civil Service – Human Resource Information System – Assistant

11/11- Present

- Data entry in software program in Lawson
- Employment verification through homeland security system, review of I-9 form and documents.
- Audit and make corrections of data entry entered by other departments. Audit and release data entry into Lawson on a weekly basis.
- Answer the main line and assist other department with inquiries regarding Lawson.
- Audit employee old pay data and make the necessary corrections in Lawson (hire date, position change date, seniority date, etc.)
- Use software programs such as Microsoft word, and Excel.
- Tracking worker's comp and light duty restrictions.
- Recording employee training and certifications.
- On a needed basis conduct reporting and position funding changes.
- Assist supervisor with employees' excel training class.

Waterbury Public School

11/07-11/11

Education Personnel Department – Administrative Assistant

- Data entry in software program Lawson (City of Waterbury employee system)
- Assist new teachers with their pre-employment paperwork
- Complete and submit teacher certification forms to the State Department of Education.
- Record and track up to date teaching certification information in Lawson.
- Verify course work for salary advancement and process salary advancement.
- Create coach posting and monitor application, and hiring process.
- Verify and maintain tenure process in the school district and create tenure contracts for teaching records.

- Answer multiple phones, and assist teachers/substitutes with any inquiries of employment or certifications.
- When needed assisted the Education Liaison with translation by parent/s regarding concerns about their child behavior or personnel at the school.
- As needed assist in new teacher orientation and career fairs.

MJ Barlow Employment Agency

01/07-11/07

Office Clerk for the Waterbury Public Schools (Temp. Assignment in the Education Personnel Department)

- Answer multiple phone lines
- Filing
- Use of fax and copy machine
- Sorting and setting up personnel files
- Other projects

References

Cathy Diana – Senior HR Generalist – Waterbury Public Schools (203) 597-3446

Carol Stewart – HR Generalist, Connecticut Airport Authority (860) 292-2055

Scott Morgan – Senior HR Generalist, City of Waterbury (203) 574-6761

James Murray – HR Assistant, Waterbury Public Schools (203) 574-8019

WATERBURY PUBLIC SCHOOLS

Pistov

SOCIAL WORKER / PROJECT DIRECTOR

General Statement of Duties: Works under the supervision of the Chief Academic Officer to serve as project coordinator for a grant to pregnant and parenting teens in the Waterbury School District and to provide appropriate services as required by the grant to improve their health, education and social outcomes and to consult with district staff and others relating to the students and services.

Statement of Specific Duties (illustrative only):

Management of state/federal grant including making and monitoring requests for expenditures, budgets, obtaining and compiling data, completion of grant reports and overall implementation in compliance with the requirements of the grant. Examples of duties include student case management and family support, providing flexibility in class schedules, developing evening, weekend or summer classes and on line classes to improve student success, providing access to prenatal care and health services, assist in obtaining quality child care, assisting with parenting and life skills education, facilitating father involvement and support and determining the availability of community resources, coordination of nursing services and other outside providers included in the grant activities. Alleviate family stress to enable student to function more effectively in the educational program. Identify student needs so as to enable the system to respond effectively to them. Utilize treatment time effectively, pacing treatment activities appropriately to maximize student's time on task. Initiate and maintain a liaison role, as appropriate, with community services providers and school personnel. Write and communicate clearly the social work assessment, treatment goals, objectives and intervention strategies. Facilitate communication between home and school. Any other task, jobs or skill related to the job and the grant or as requested by the District.

Qualifications Required: College Degree from an accredited University and a Masters Degree in Social Work (min. 60 credits) from an accredited School of Social Work plus two internships in approved Social Service Agencies under the supervision of a Connecticut State Certified Social Worker. Prior experience working in a school setting with pregnant students and students who are parents preferred. Prior experience with grant implementation also preferred. Licensure as a Clinical Social Worker preferred but not required. Valid CT. Driver License with own transportation. Bilingual Spanish/English strongly preferred. Experience working in a school setting with teenagers and preferably with pregnant and parenting students.

Required Knowledge, Skills and Abilities:

Adherence to the practices and principles of the Social Work Code of Ethics and Standards of Practice as formulated by the National Association of Social Work. Demonstrated knowledge and competence in the following areas: child/adolescent development, psychopathology of children and adolescents, developmental disabilities and other handicapping conditions, family and child welfare systems, social work and the law, social work theories and methodologies which include social work assessment and treatment planning; social work with children, youth, families, groups and community dynamics, demonstrated understanding and utilization of the Diagnostic and Statistical Manual of Mental Disorders and its application to the student population, demonstrated accurate knowledge of individual, family, group and community resources, demonstrated understanding of the effect of physical, social, emotional and intellectual development and problems on learning. Understanding, experience and knowledge of state and federal grants and implementation, grant management, knowledge of budgets and the ability to administer them and oversight of other grant employees. Experience working in a school setting with teenagers and preferably with pregnant and parenting students.

Work Year/Hours of Work: 12 Months, 35 Hours per Week (Flexible Hours)

Salary/Benefits: \$45,000-\$55,000/Year

Benefits are governed by the SEIU Collective Bargaining Labor Agreement

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

Mrs. Alma Pistov

1600 Hebron Ave

Glastonbury, CT 06033

almapistov2010@gmail.com - (860) 822-3425

Contents:

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

Prepared for: Cynthia Leonard
Waterbury Public Schools
Oct 26, 2015 8:30 AM

University of Connecticut

We it known that

Alma Radonic

having satisfied the requirements for the Degree of

Master of Social Work

in

The Graduate School

has been admitted to that degree with all the
related honors, privileges, and obligations. In recognition
we present the seal of the University and the signatures
as authorized by the Board of Trustees.

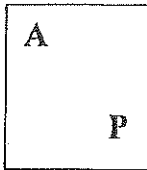
Given at Storrs, in the State of
Connecticut, on the twentieth day of May,
Two Thousand and Nine.

And J. Hagen
Dean of Graduate School



William Venting
President of the University

M. Lodi Bell
President of the Board of Trustees



Alma Pistov

1600 Hebron Ave, Glastonbury, CT 06033 (860) 822-3425 e-mail:almapistov2010@gmail.com

October 12, 2015

Waterbury Public Schools

Re: Social Worker

To Whom It May Concern:

I'm writing this letter to express my interest in the Social Worker position at Waterbury Public Schools.

I have worked in the human services field for over twelve years. Upon earning a Graduate Degree in Social Work at the University of Connecticut in 2005, I began working for the Institute of Professional Practice (IPP), a Therapeutic Foster Care agency, as a Clinical Case Manager. In that role I was responsible for case management and oversight services for a caseload of approximately nine DCF committed children and adolescents. My work consisted of diligently assisting children and families by providing new understanding and knowledge by helping families learn effective strategies to address their respective behavioral and health needs. Some of the children were diagnosed with serious mental health issues. I provided a comprehensive support system which encompassed significant amounts of mental health supports for families in order to preserve foster placements. In addition, in my current role as a DCF Social Worker, I have had the opportunity to work with children and adolescents of all ages including, but not limited to, families with substance abuse, mental health and domestic violence issues. My work consists of ensuring children's well-being while linking families to services in order to help them rehabilitate. Many of the children in such situations experience significant amount of trauma that may affect them significantly in other areas. These impacts may include children's academic performance in schools, which often may result in behavioral difficulties and academic challenges. My role as a social worker would allow me to use my expertise and knowledge from working at IPP and DCF to help students meet the demands, routines, procedure and expectations of daily school life while supporting the student through his or her individual needs. I would ensure that the student is successful in a school setting by working with the individual student as well as the family.

I believe that I embody many of the qualities that one should possess to be a social worker. I have a "whatever it takes" attitude as I am invested in positive outcomes for every child and family that I work with. This allows me to go above and beyond to ensure that the student is successful. I have a great deal of knowledge and understanding of different cultural and ethnic backgrounds. My cultural competency skills and understanding of various cultures has allowed me to be an effective case worker by helping families gain appropriate and successful assistance for their children. My experiences of working with the most challenging and significant trauma histories and behavioral difficulties would allow me to help support Waterbury Public Schools in its vision and mission and help to level the playing field for children so that students needs are met in all areas including academics.

I have a great deal of knowledge around children's emotional well-being and trauma experienced from home life that may carry over into a classroom setting and I strongly believe that I can offer a great deal of support to children and adolescence who may be experiencing some of these challenges. I have worked with foster parents and outside providers to stabilize children and adolescence by providing necessary coping skills and tools so that they can be successful. My experience includes working closely with numerous schools across the state around students overall

progress, need for services, and/or behavior support plans. I have worked with educators to craft BIP's that address students' behaviors so that they can be successful in a classroom setting. I have experience providing children with individual, group and family counseling to addressing peer conflicts, relational issues, and issues related to home environment. My goal is to eliminate the barriers that may prevent children from reaching their full potential by providing supports outside of the classroom. I have a strong background with Developmental Delays, Medically Complex needs, ADHD, Reactive Attachment Disorders, Personality Disorders, ODD, Conduct Disorders, PTSD, Adjustment Disorders, and other psychiatric disorders. These experiences have helped me through attending numerous PPT's, annual review, triennial reviews, and school meetings that included working collaboratively to bridge the gap between home life and school life in order to advocate for school success.

As a very committed, dedicated and caring individual, I possess a great deal of understanding of students' needs, while understanding students struggles with situations such as removal from home, emotional needs, needing moral support, or just someone to connect to in order to overcome barriers. I have sound assessment and clinical skills as well as excellent problem solving skills which allow me to make decisions in the best interest of students. I am a team player and use this approach to collaborate with supervisors, consultants, outside agencies, and school staff in order to ensure that students' needs are appropriately addressed and met.

I would truly appreciate an opportunity to interview for this position. I believe that my caring and compassionate nature, coupled with my educational and professional experiences, would make me an excellent candidate for a social worker.

Please feel free to contact me if you have any additional questions. I can be reached at (860) 822-3425.

Kind Regards,

Alma Pistov

Alma Pistov

1600 Hebron Ave
Glastonbury, CT 06033
860-633-7109/860-822-3425
almapistov2010@gmail.com

Education

Masters of Social Work, Graduated May of 2005
Major: Case Work
Substantive area: Families and Children
University of Connecticut, School of Social Work
1798 Asylum Ave, West Hartford, CT 06117

Bachelor of Arts, Graduated May 2004
Major: Social Work
Minor: Psychology
St. Joseph College
1678 Asylum Ave, West Hartford, CT 06117

Experiences

11/2014-present **Department of Children and Families, Willimantic CT**
Social Worker

- Conduct bi-weekly/ monthly home visits to homes to ensure parents are compliant with treatment and children are safe in the home environment
- Coordinate community base services and resources to assist families and children and ultimately keep children in their parents' care
- Develop safety plans as needed to ensure children's safety in their parents' care
- Develop case plans for each family and oversee compliance
- Provide screening, assessing and referring clients to community agencies for services that include substance abuse, mental health, domestic violence, Birth to Three, mentoring, parenting etc.
- Continually assessing for risk and safety of children
- Monitor families compliance with court ordered steps
- Work in close collaboration with community providers and mental health providers (e.g. DMAHS, DDS, psychiatrists and therapists)
- Collaborate closely with schools regarding the children's academic success and attend PPTs and school meetings
- Attend court hearings and provide court with studies that include status reports, social studies, permanency plans, termination of parental rights, transfer of guardianship, etc.
- Maintain medical, physical, social and psychological histories
- Investigate, evaluate and make recommendation for Juvenile Court on all petitions alleging neglect or abuse of children

1/2006-present **Institute of Professional Practice, Meriden, CT**
Clinical Case Manager

- Supervision of Professional Parents, new staff, and agency mentors
- Case Coordination / Clinical Case Management
- Assists children/youth with severe emotional and behavioral difficulties and their families

- Provide clinically appropriate and effective treatment utilizing multiple modalities including individual, group and family therapy
- Coordinate community base services and resources to assist youth and young adults to resume life in the community
- Work in close collaboration with physicians and other mental health providers (e.g. DCF, DMHAS, DDS, DSS, psychiatrists, therapists, etc).
- Ensure client's IEP and educational services are provided by local schools and/or clinical day schools
- Develops an Overall Plan of Service (OPS) a.k.a. a Comprehensive Treatment Plan
- Ensures compliance with the OPS
- Screening, assessing and referring clients to community agencies
- Crisis Intervention
- Provide trainings to Professional Parents and staff
- Monitor clients financial budgets to ensure funding is available for needed services
- Conduct monthly, quarterly, and ongoing assessment for youth and children with significant behavioral
- Specialize in working with children and youth with behavioral, socio-emotional, and severe trauma histories including clients with medical complex needs
- Provide support and education to adolescents that are Lesbian, Gay, Bisexual, Transgender and Questioning their identity

10/2001 – 1/31/2006 Century 21 Clemens and Sons, Rocky Hill, CT

Administrative Assistant

- Manage all data entry for all transactions in the office
- Schedule office meetings for realtors and broker
- Schedule showings, closings, and office visits with clients
- Modified status of each transaction to ACT, Deposit, or close status in MLS system
- Answered phones and scheduled showings for clients
- Created open house flyers
- Developed advertising ads for local news papers for homes that were listed on the market
- Collaborated with local loan officers, attorneys, home inspectors and adjusters to ensure successful transaction

6/1999-10/2001 Catholic Charities, Hartford, CT

Case Manager

- Prior to arrival, coordinate with landlord and ensured apartment is prepared for refugee; Inspect apartment prior to arrival to ensure USCC housing standards are met or exceeded
- Upon Client Intake Session, assess refugee case needs, employment potential/obstacles, education background, language abilities, and health needs
- In collaboration with the client and Job Unit, develop an individualized Case Management Plan
- Coordinate the delivery of services throughout the community.
- Receive and act on feedback from other agency service providers regarding the resettlement
- Monitor refugee progress in implementing the Case Management Plan, and meet regularly with the team to review client's progress

6/1998-6/1999 Catholic Charities, Hartford, CT

Receptionist/Interpreter

- Perform all functions required to run the front desk with and without other staff on the premises,

- » Process donations
- » Teach English as a Second Language twice a week
- » Assess new refugees
- » Provide interpreting services to local schools, hospitals, and employment sites throughout CT

Intern Placements

9/2004 – 5/2005 Silver Lane Elementary School, East Hartford, CT

(provide individual and group therapy, actively participated in PPT's, assess students in the classroom, provide behavior management in classrooms, actively working with the team to ensure student educational need met)

9/2003-5/2004 Mary M. Hooker Elementary School, Hartford, CT

(provide individual and group therapy, actively participated in PPT's, assess students in the classroom, provide behavior management in classrooms, actively working with the team to ensure student education need met)

9/2002 – 5/2003 Prudence Crandall Center, New Britain, CT

(provide therapy to children and women in the shelter, and co-facilitated support group to women)

Knowledge and Skills

- Fluent in English and Bosnian
- Knowledge of children and adolescents behavior
- Knowledge of community base services and resources
- Knowledge of domestic violence, and prevention
- Knowledge and ability to relate to different cultural and economic backgrounds
- Knowledge of case planning and management
- Ability to perform multiple tasks simultaneously, set priorities and manage workload
- Excellent organization and planning skills
- Strong interpersonal, oral and written skills

Certification/Licensure

- Licensed Master's Level Social Worker; License #637

#13j

KEVIN L. WALSTON

266 Pearl Street, Hartford CT 06103

kW9802@yahoo.com

203.595.1404

Dr. Kathleen Ouellette

Superintendent

Waterbury Public Schools

236 Grand Street

Waterbury, CT 06702

October 26, 2015

Dear Dr. Ouellette,

I am writing to you today to officially tender my 30 day letter of resignation from Waterbury Public Schools, effective Friday, December 4, 2015.

I cannot say enough wonderful things about the Waterbury Public School District and the team you have put together. I have encountered some of the most talented people I've ever worked with and feel fortunate to have been a part of your vision of district reform. Your vision has taken us all too new levels, and I have appreciated both your leadership and support over the years. It has been an absolute pleasure working with the Waterbury Community and will forever remember my experiences here as I begin this new chapter in my life.

I have accepted a position as Assistant Superintendent and look forward to the merits and challenges the position calls for as I continue my district leadership aspirations.

I will plan to meet with all of the stakeholders to ensure a smooth transition and once again thank you for the opportunity you've afforded me.

Sincerely,

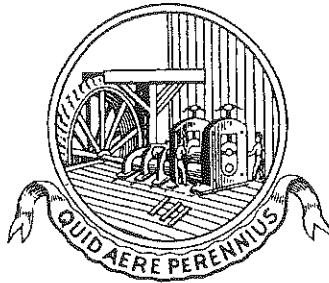


Kevin L. Walston

Communications



Packet week ending 10/27/15



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury
Connecticut
Department of Human Resources
Office of the Civil Service Commission
October 14, 2015

Marissa Fonti
57 Georgetown Dr.
Watertown, CT 06795

Dear Ms. Fonti:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department – Wallace Middle School for the position of Administrative Support Specialist I (Req. ##2015312) at \$14.19 per hour. Please contact Michael LoRusso, Principal – Wallace Middle School at (203) 574-8140 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, October 15, 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 October 16, 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.

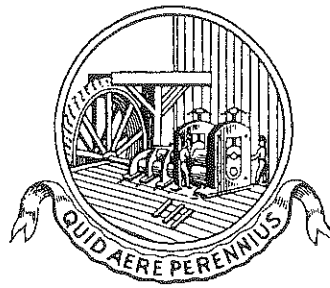
Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,

Lisa Dunn
Human Resources Generalist
LD/sd

cc Board of Education
Michael LoRusso, Principal – Wallace
Dr. Ouellette, Supt. of Schools



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

October 19, 2015

Anna Light
47 Lyman Rd.
Waterbury, CT 06704

Dear Ms. Light:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of School Secretary @ Wilby High School (Req. /HRIS#2015398) at \$15.74 per hour. Please contact Michele Buerkle, Principal @ Wilby High School at (203) 574-8100 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, October 29, 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 October 20, 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 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6 months from your first day in your new position.

Again, welcome to the City of Waterbury.

Sincerely,


Lisa Dunn

Human Resources Generalist

LD/sd

cc : Board of Education

Dr. Ouellette, Supt. of Schools

Michele Buerkle, Principal @ Wilby

RADICAL ADVOCATES FOR CROSS-CULTURAL EDUCATION

OUR MISSION IS TO CHALLENGE SYSTEMS OF OPPRESSION BY ADVOCATING FOR CULTURALLY
COMPETENT EDUCATIONAL PRACTICES.

Open Letter to:

**Mayor Neil O'Leary, Board of Education President Charles Stango
and Waterbury Teachers Association President Kevin Egan**

Keeping public schools as the bedrock for democracy must be our highest priority. Therefore, we must fully democratize all aspects of educational experiences for students and their families. The practice of keeping public sector union negotiations private is undemocratic. At this juncture, we ask the Waterbury Board of Education (BOE) and the Waterbury Teachers Association (WTA) to stop the on-going negotiations.

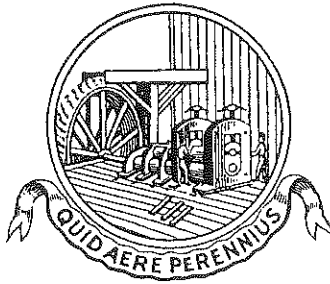
We request the negotiations be suspended temporarily until an applicable framework is accepted by the BOE and WTA that will prioritize students' needs over job protections for employees.

We request that a citizen advisory board (CAB) be allowed to observe all negotiations between the Board of Education and the Waterbury Teachers Association. This CAB should consist of at least one parent representing Waterbury's public elementary schools, middle schools and high schools; at least one student representative from each of Waterbury's public high schools; and at least one member from a local educational advocacy group.

Respectfully,

Dr. Arlene Arias, Chantae K. Campbell & Robert M. Goodrich
Co-founders
Radical Advocates for Cross-Cultural Education

Via email 10/19/15



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

October 23, 2015

Andrew P. Cap
66 Evergreen St.
Waterbury, CT 06708

Dear Mr. Cap:

We are pleased to receive your acceptance of our offer of employment for the position of Part-time Office Aide for the Education Department – Carrington School (Requisition #14-13:HRIS#201422) at \$9.71 per hour.

We have scheduled your orientation for Thursday, October 29, 2015 at 11:00 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 the Education Department – Duggan School will be Monday October 26, 2015.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork.

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

This position does not provide health insurance benefits. Please refer to the CSEA – Local 2001 contract for other available fringe benefits by visiting our website at www.waterburyct.org.

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

We look forward to working with you.

Again, welcome to the City of Waterbury.

Sincerely,

Lisa Dunn
Human Resources Generalist

LD/sd

cc: Board of Education
Dr. Ouellette, Supt. of Schools
Cathy Diana, Acting HR Generalist – Educ.
Kevin Brennan, Principal @ Carrington Schl
file