

## INFORMATION TECHNOLOGY

### Courses

- Exploratory in Information Technology
- Introduction to Computers (NVCC)
- Micro Controller Programming 1 & 2
- Electronics 1 & 2
- IT Essentials (Junior Cisco Certification)
- Advanced Electronics/Robotics
- JAVA (NVCC)

### Career Pathways

I.T. Technician, Hardware Technician, Low Voltage Technician, Data systems Specialist, Computer Programmer, Database Administrator





## HEALTH SERVICES

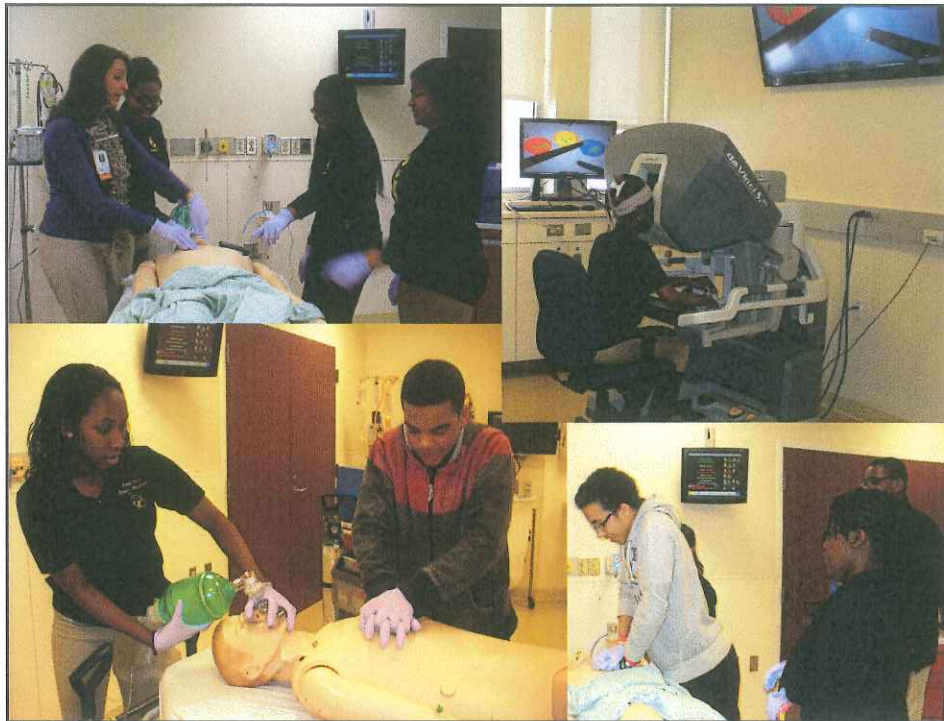
### Courses

- Exploratory in Health Services
- Foundations in Health & Technology (NVCC)
- Allied Health CNA
- Allied Health 1 & 2
- Anatomy / Physiology
- Human Body (NVCC)

### Career Pathways

CNA, Medical Assistant, Physical Therapy Aide, Health and Wellness, Pharmacy Tech.





## HUMAN SERVICES

### Courses

- Exploratory in Human Services
- Child Development 1 & 2 (NVCC)
- Introduction to Early Childhood Education (NVCC)
- Child Psychology
- Contemporary Issues / Law & Society

### Career Pathways

Psychologist, Social worker, Counselor, Paraprofessional, Child Development Associate (CDA), Early Childhood Educator





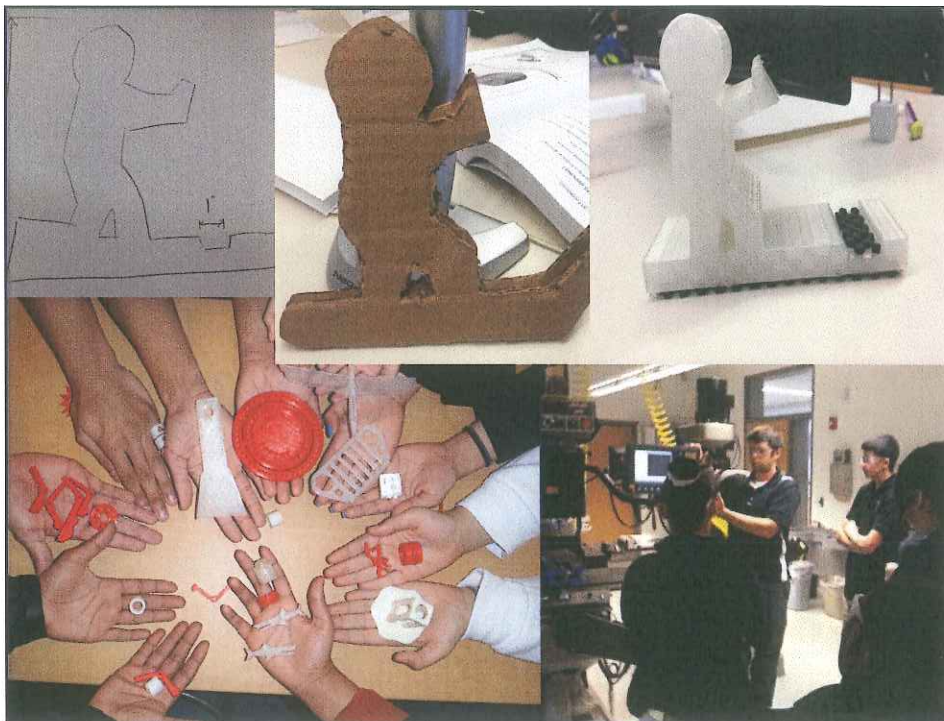
# MANUFACTURING ENGINEERING

## Courses

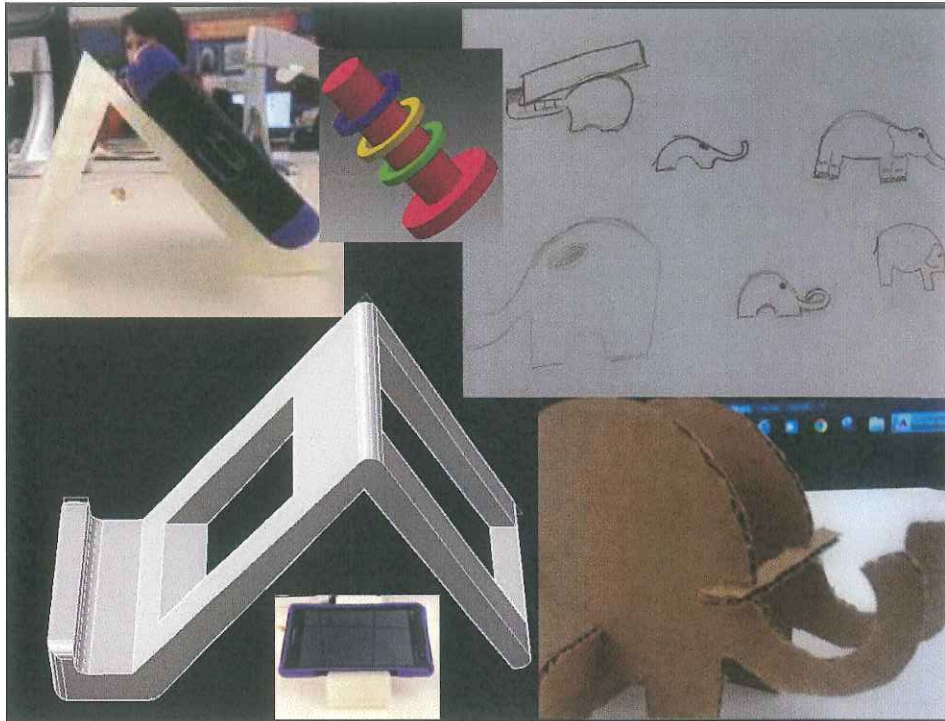
- Exploratory in Manufacturing
- 2D CAD 1 (NVCC)
- Blueprint Reading 1 & 2
- Lathe 1 & Milling 1
- Bench Work 1 & Grinding 1
- Introduction to Engineering Design

## Career Pathways

Engineer, CAD Draftsmen, Machine Repair and Maintenance, Machine Operator







## Blueprint for Change WCA Data

Common Student Learning Objectives (SLOs)  
for Administrators and Teachers

School Data:

- 95% of grade 9 students are on track to successfully earn 6 or more credits towards graduation.

# Waterbury Career Academy

## Grade 9 Focus:

- National trends indicate that a lack of success in grade 9 correlates to lower graduation rates
- Our District's Blueprint for Change plan focuses on improving high school graduation rates
- Administrators' evaluation plan requires a goal specific to graduation rates
- Focusing on grade 9 will be the first step in developing a comprehensive action plan to increase graduation rates
- This goal involves all members of the school community including principals, teachers, support staff and parents

# Waterbury Career Academy

Student ID	School Email	MP a Grade	MP a Grade	Current Grade	Root Cause(s) of Failures 2 <sup>nd</sup> MP	Interventions Offered to All Students
083769	Ferrari	70	56	78	Low quiz/test, lack of effort	<ol style="list-style-type: none"> <li>1. Spoke to student</li> <li>2. Parental &amp; guidance contact</li> <li>3. Recommendations to the Spanish Lab</li> <li>4. Special accommodations (Selective seating arrangements, Time extensions- HW/CW, Additional day to finish: HW/CW)</li> <li>5. Extra credit assignments</li> <li>6. Com. to guidance/Special Ed. teachers</li> <li>7. Retakes on quizzes and tests</li> <li>8. Progress reports sent each marking period (return signed- Failing students: a copy sent with student/by mail)</li> <li>9. Peer tutoring support</li> <li>10. One on one tutoring: during lunch &amp; after school with parent permission</li> <li>11. Parent Conference</li> </ol>
082411	Ferrari	66	78	71	Missing/ incomplete homework/low quizzes and test	
084548	Touret	65	57	71	Incomplete homework/low quizzes and test	
089068	Ferrari	53	41	33	Low test/quiz scores. Homework: not completed/few assignments turned in late and incomplete. Lack of motivation and effort	
086224	Ferrari	68	50	74	Incomplete homework/low quizzes and test	
087714	Ferrari	65	50	70	Missing/ incomplete homework/low quizzes and test	
085649	Ferrari	70	56	45	Low test/quiz scores. Homework: not completed/few assignments turned in late and incomplete. Lack of motivation and effort	
086027	Ferrari	54	60	66	Low quiz/test, lack of effort	
083511	Formato	71	62	70	Low quiz/test and missing work due to absences.	
089511	Touret	57	50	60	Low test/quiz scores. Homework: not completed/few assignments turned in late and incomplete. Lack of motivation and effort	
089585	Touret	62	63	71	Low quiz/test grades	
DA	Ferrari	75	49	41	Low quiz, missing assignments, lack of motivation	
LI	Ferrari	85	55	42	Low homework, classwork, participation, quizzes, lack of effort	
HE	Ferrari	75	40	64	Not turning in assignments & classwork, lack of motivation/effort	
JZ	Ferrari	69	39	49	Not turning in assignments & classwork, lack of motivation/effort	
MC	Ferrari	63	62	53	Low quiz, missing assignments, lack of motivation	
MT	Ferrari	62	58	67	Low quiz, missing assignments, lack of motivation,	
PM	Formato	78	50	69	Low quiz, low homework, lack of participation	
RW	Formato	73	58	48	Low quiz, low homework, lack of participation	
SI	Formato	73	55	86	Low quiz, missing assignments, lack of motivation	
SA	Formato	71	40	64	Low quiz, homework, participation, n/c classwork, motivation, effort	
IS	Touret	57	43	37	Low quiz, homework, participation, n/c classwork, motivation, effort	
TI	Touret	78	59	87	Low quiz, homework	
VA	Touret	65	40	76	Low quiz, homework, participation, classwork, motivation, effort	
VI	Touret	65	64	71	Low quiz, homework, participation, classwork, motivation, effort	
ZM	Touret	64	62	63	Low quiz, homework, participation, classwork, motivation, effort	



## *Waterbury Career Academy*

### Additional Interventions and Strategies

1. **Grade 9 Transition Program**
2. **Morning labs (math, English, science, Spanish)**
3. **After-school tutoring (Tuesdays and Thursdays)**
4. **Parent notification and involvement**
5. **School counselors' role in the process**

## **Clubs and Activities**

- |                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>■ Creative Writing / Journalism                             <ul style="list-style-type: none"> <li>■ SPARTAN Newspaper</li> </ul> </li> <li>■ Member of National Honor Society</li> <li>■ Health Occupation Students of America (HOSA)</li> </ul> | <ul style="list-style-type: none"> <li>■ Sports Programs</li> <li>■ Middle School S.T.E.M. After-School</li> <li>■ Autism Walk</li> <li>■ Positive Thinking</li> <li>■ Drum Line</li> <li>■ Dance Team</li> <li>■ Robotics Team</li> <li>■ Drama</li> <li>■ Walk for Cancer</li> </ul> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## NVCC Course Articulations 2014-2015

- Introduction to Computer Aided Design (CAD)
- Introduction to Early Childhood Education
- Investigations in Health Careers
- Introductions to Computers
- Graphic Design Technology
- Algebra II

## SPARTAN Honor

**H**onest  
**O**rganized  
**N**oble  
**O**ptimistic  
**R**espectful



# *Waterbury Career Academy*

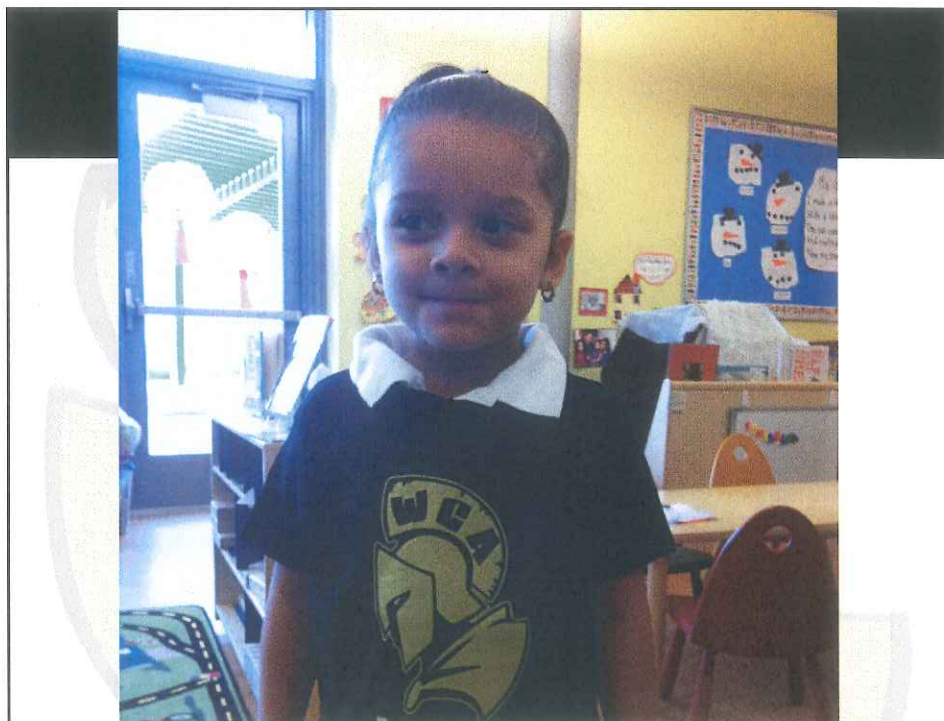
**Questions/Feedback**

**Thank You!**



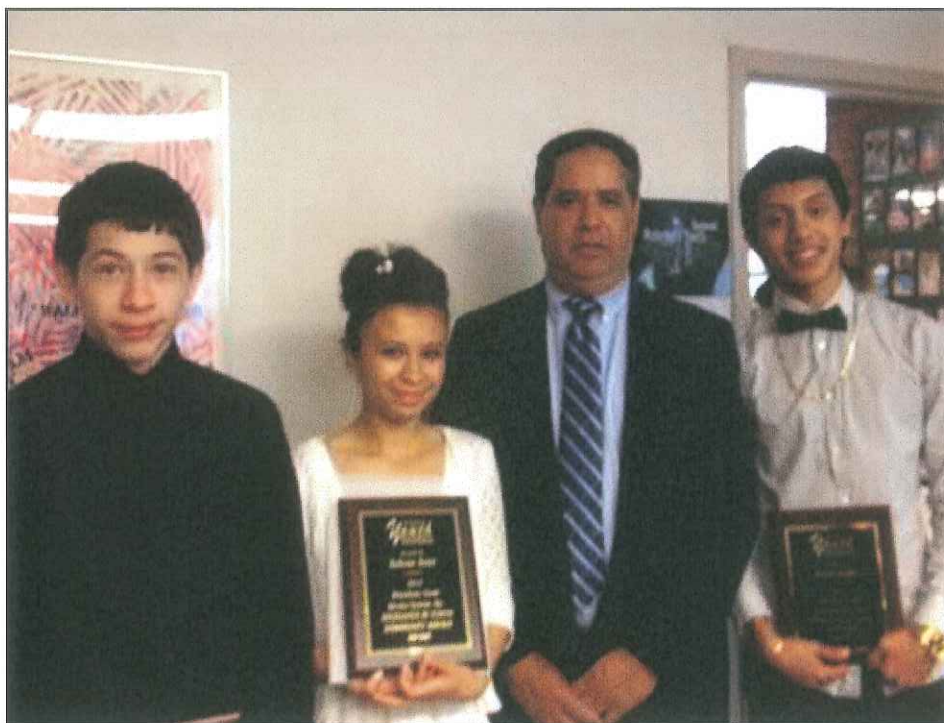














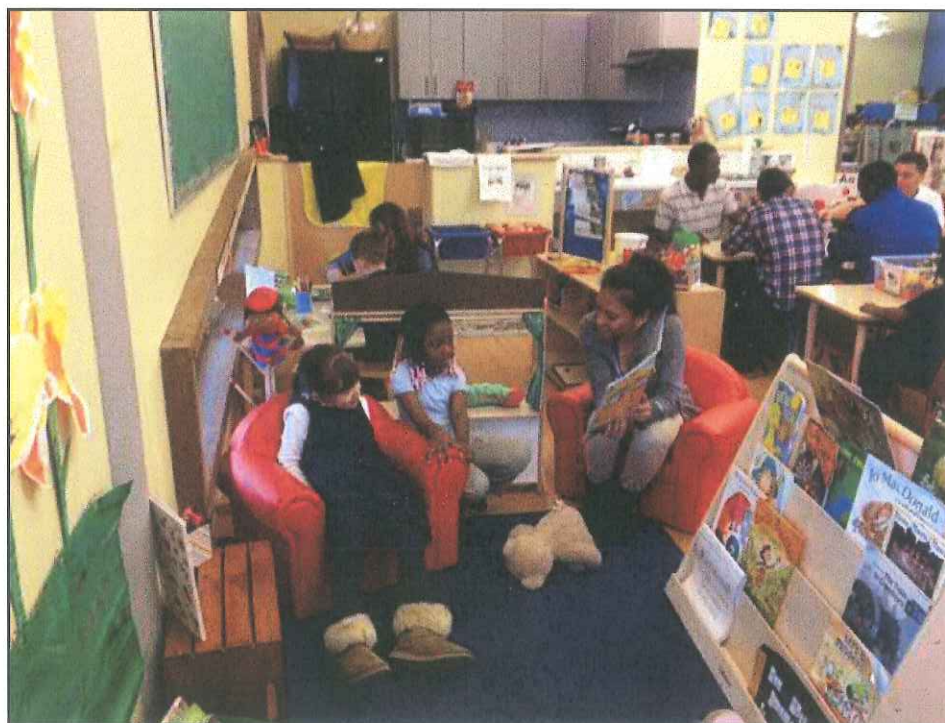




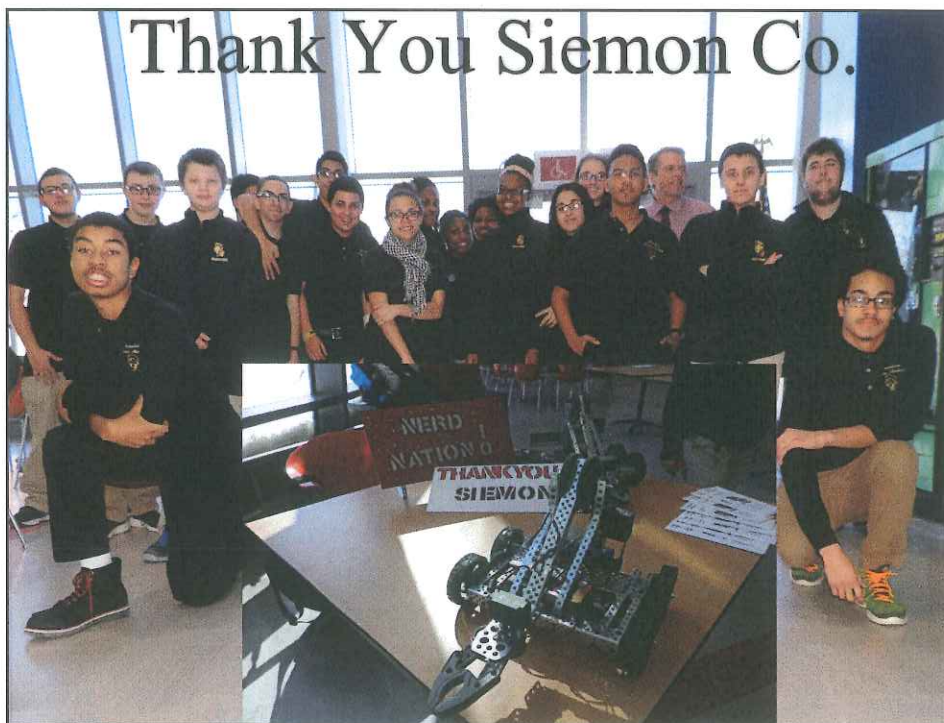
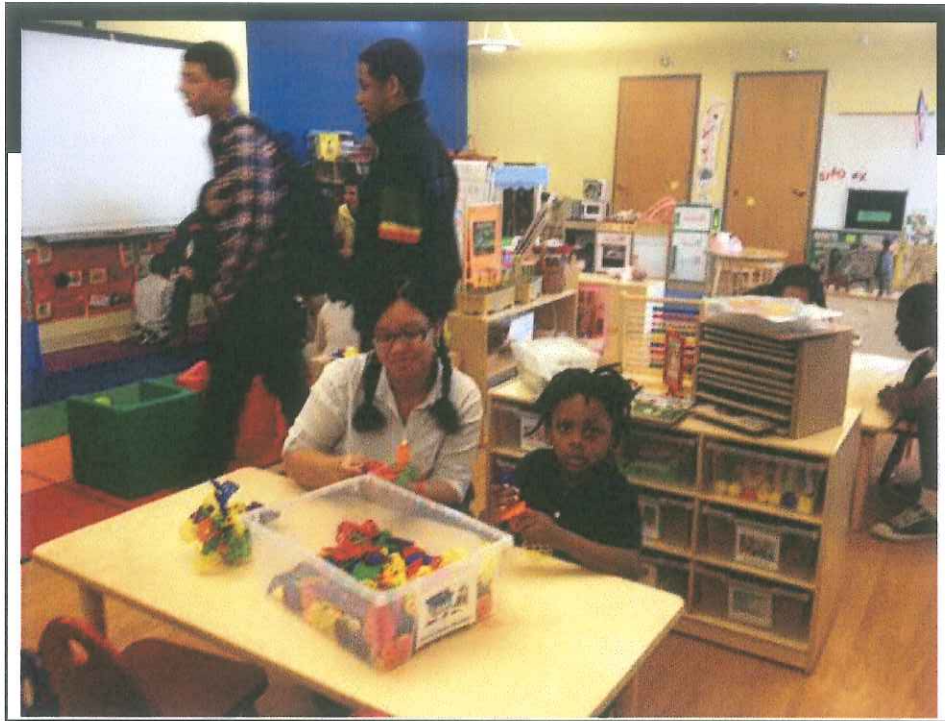
















#2

# Bridge to Success Community Partnership

ONE-YEAR EXTENSION  
DISCOVERY INITIATIVE

Application for

Option 1

*July 1, 2015 – June 30, 2016*

SUPPORTED BY:

THE WILLIAM CASPAR GRAUSTEIN MEMORIAL FUND

IN PARTNERSHIP WITH:

THE OFFICE OF EARLY CHILDHOOD  
THE CHILDREN'S FUND OF CONNECTICUT

Applications Due: April 27, 2015

Published *Update*: March 16, 2015

# It Takes a Partnership

The Bridge to Success (BTS) Community Partnership is the first “cradle to career” partnership in Connecticut. In 2009, Waterbury’s local public and private organizations, families and volunteers concluded that improving the lives of the city’s children and youth cannot be done easily, quickly, or with a few good programs; rather, it takes a community-wide commitment to make a significant difference. A cradle to career youth plan was implemented to assure that Waterbury’s youth succeed. A partnership of parents, the office of the mayor, public schools, foundations, religious organizations, social service agencies, and others united to improve the lives of the city’s most vulnerable children and their families. The partnership’s common agenda is to assure that Waterbury’s youth *succeed in school, work and life*.

## Our Partnership - 85 member organizations

- ❖ Acts 4 Ministry, Inc.
- ❖ American Savings Foundation
- ❖ The Bible Church of Waterbury
  - Boy Scouts of America – CT Rivers Council
  - Boys & Girls Club of Greater Waterbury
  - Brass City Charter School
  - Brass City Harvest
  - Bristol Hospital Parent & Child Center
- ❖ BW STOP
- ❖ Catholic Charities
  - Central Naugatuck Valley Regional Action Council
  - Children’s Community School
  - Christ Community Church of Greater Waterbury
  - City of Waterbury – Bureau of Recreation
- ❖ City of Waterbury – Department of Health
- ❖ City of Waterbury – Office of the Mayor
- ❖ Community members
  - Concepts for Adaptive Learning
- ❖ Connecticut Community Foundation
  - CPEP
  - CT Dance Theater
- ❖ CT Junior Republic
  - Department of Children & Families
- ❖ Easter Seals of Greater Waterbury
- ❖ Family & Children’s Aid
  - Family Services of Greater Waterbury
  - Favor, Inc.
  - Flanders Nature Center
- ❖ Girl Scouts of CT
- Girls, Inc.
- Governor’s Prevention Partnership
- Granville Academy
- Greater Waterbury Autism Speaks
- ❖ Greater Waterbury YMCA
  - Gtr Waterbury Area Alumnae Delta Sigma Theta
  - Hispanic Coalition of Greater Waterbury
  - Junior Achievement
  - KaMs Kiddie Komer
  - Kids Against Hunger Waterbury
  - KidsTown
  - The Leever Foundation
  - Literacy Volunteers of Greater Waterbury
  - Living Faith Christian Church
  - Loyola Development Corporation
  - Madre Latina
  - Mattatuck Museum
  - Naugatuck Valley Community College
  - Neighborhood Housing Services of Waterbury
  - New Opportunities, Inc.
- ❖ Northwest Regional Workforce
  - Investment Board
  - Northwestern CT AHEC
  - Nutmeg Big Brothers Big Sisters
  - Palace Theater
- ❖ Parents
  - Planned Parenthood of CT
- ❖ Rainbow Academy LLC
- Rivera Memorial Foundation
- Safe Haven of Greater Waterbury
- ❖ Saint Mary’s Health System
- Shakesperience Productions, Inc.
- Shop-Rite
- Silas Bronson Library
- ❖ StayWell Health Care, Inc.
- Stone Academy
- Taking Action in Waterbury
- Together We Shine
- ❖ UConn
- ❖ United Way of Greater Waterbury
  - Unity Dance Ensemble
- ❖ Waterbury Hospital
  - Waterbury PAL
- ❖ Waterbury Public Schools
  - Waterbury Public Schools – Career Academy
  - Waterbury Public Schools – Kingsbury School
- ❖ Waterbury Public Schools – Wilson Family Resource Center
- Waterbury Regional Chamber of Commerce
- ❖ Waterbury School Readiness Council
- Waterbury Symphony Orchestra - Bravo Waterbury!
- ❖ Waterbury Youth Council
- ❖ Waterbury Youth Services System, Inc.
- ❖ Webster Bank
- Wellmore Behavioral Health
- ❖ WOIC & Young Civic Learners
- Women’s Inspirational Network
- Workplace Success Group, LLC

- ❖ Designates partners who serve as members of the BTS Community Council providing vision and strategic direction. Community Council seats are advertised to the public and elections are held to fill terms of 1-3 years.



## I. BACKGROUND

### PURPOSE OF COMMUNITY GRANT

Contingent on the availability of state funds, the State Office of Early Childhood (OEC) and the Children's Fund of Connecticut (CFC) are partnering with the William Caspar Graustein Memorial Fund to advance the Discovery Birth to Age Eight Initiative by aligning their funding for community grants. This investment is an opportunity for communities to continue to build and strengthen their *local capacity* to develop, enhance and implement a community-wide plan; a plan for creating a system of services and supports that is accessible to and supportive of young children and their families, has measurable results and is jointly owned by a broad sector of community partners. A key premise of the community partnership is that a broad and inclusive community decision-making approach that engages parents, service providers, community leaders and residents is a prerequisite for creating an effective system of services and supports.

A comprehensive community plan focuses on all children birth to age eight and all the service systems that support healthy child development and early school success. The community plan is a road map for assessing and changing institutional policies and practices and provides community-wide accountability for results. It addresses the multiple domains of an early care and education system including: early care (including infants and toddlers); social, emotional, behavioral and physical health; education (prek-3<sup>rd</sup> grade) and family support. The plan is a living document that is continually updated in response to changing community conditions and progress toward the results communities seek to achieve.

*Note: Waterbury has chosen to merge the birth-to-eight partnership and form a cradle to career partnership – the Discovery Initiative partners are aware and support this Waterbury community choice*

### THE DISCOVERY BIRTH-TO-EIGHT INITIATIVE

The Discovery Initiative aims to engage with all partners in Connecticut and nationally to continue to improve the lives of young children and to achieve the following result:

*Connecticut children of all races and income levels are ready for school by age five and are successful learners by age nine.*

To achieve this result, families need equal access to quality services for all children. The Memorial Fund and the public-private partners will continue to support community change and policy reform efforts that establish an early childhood education system in Connecticut, at both state and local levels, with communities as full partners from creating the vision through implementation.

### THE FUNDING PARTNERSHIP

**Funding is contingent on all funding partners' budgetary appropriations for 2015-2016, and the performance of the grantee.** The partnership grant awards approved per community will be the sum of the individual allocations of each of the funding partners, in accordance with a collective funding agreement to be reflected in the Memorandum of Agreement (MOA) with the community and the Collaborative Sponsor.

The Discovery community partnership options will continue to serve as the platform for the partnership grants to build local capacity with a focus on one of the following categories:

- Option 1: Implementation and continued refinement of an existing community plan
- Option 2: Enhancement of existing planning/implementation efforts

## II. OPTION 1 APPLICATION FOCUS

The intent of the public-private investment is to encourage and support communities to create a space where all stakeholders who care about young children birth to age 8 can come together across sectors, discuss how children and their families are faring and collectively find solutions to improve outcomes for all their children. These funds are intended to increase community capacity to be responsive to a growing sense of community

urgency and to facilitate changes they want to see in terms of policies, practices and community decision-making processes.

Based on our partnership with communities and shared experience over 14 years the Memorial Fund developed a theory of action as to key factors that position a community for success in sustaining community collaboration and decision making. These factors are outlined in the attached Discovery Community Self-Assessment Tool.

The Memorial Fund, the State Office of Early Childhood and the Children's Fund of Connecticut agreed that the measures of community success and community decision-making would be the frame for the public-private investment in communities. The grants support the continued refinement and implementation of comprehensive community plans for young children birth to age eight. These plans are seen as blueprints that will continue to rally the community around a results-driven agenda to leverage shared accountability and stimulate a sustainable infrastructure for community-wide action and impact.

The 2015-2016 application invites the community collaborative to continue to reflect on their progress and to plan for the long-term sustainability of their community decision-making process and the implementation of their community plan. The 2015-2016 application continues to be a springboard for mobilizing the local political will necessary to sustain the community work and results when outside philanthropic resources may no longer be available.

There are five (5) sections of the 2015-2016 application plus the section for the six early literacy partnership grantees (see pages 8 for more info):

1. **Section A: Assurances, Contacts and Membership** – Update and submit the Application Assurances Signature Sheet, the Primary Contact Sheet, the Collaborative Sponsor Agreement and Membership Roster.
2. **Section B: Community Self-Assessment Tool** – Complete the Community Self-Assessment process and update and submit the Community Self-Assessment Report Form attached.
3. **Section C: 2015-2016 Budget and Narrative** – Update and submit budget and budget narrative.
4. **Section D: Core Funding Requirements** – Complete the Local Match for Infrastructure Form attached. List and describe your local cash and redeployed match resources.



### III. GUIDING FRAMEWORKS AND TOOLS

The guiding frameworks and tools for the public-private partnership funding include: Community Decision Making (CDM), Results Based Accountability (RBA), the Discovery Community Self-Assessment Tool and the Framework for Child Health Services.

***Community Decision Making (CDM)*** presents research-based lessons on what a community needs to do to achieve results for young children through a process that engages the people most affected by the decisions. A community decision-making process uses data, as well as the perspectives of parents, to understand the conditions of young children in order to develop community-owned strategies for improvement. Data-driven decision-making leads to changes at both the systems and program levels. The process of creating a community plan for young children is as important as the actual plan. Community plans are most relevant when the impetus for the plan is locally driven, broadly supported and ownership for implementation and accountability is vested with multiple sectors and constituent groups. The six CDM learning guides (developed by the Center for the Study of Social Policy) are an important resource for communities and can be found at: [www.cssp.org](http://www.cssp.org).

***Results Based Accountability (RBA)*** is an effective tool for organizing and implementing a data-driven comprehensive community planning process and is a core element used by the Connecticut legislature and required of state agencies for their planning efforts, especially around early childhood. RBA starts with the end results in mind, uses indicators to report on how well the community is doing and ensures that the community-wide strategies directly address the causes or forces that are currently contributing to poor outcomes. RBA provides a framework to measure both program and system performance, to learn more visit: <http://resultsleadership.org>.

***Community Self-Assessment Tool*** is based on the experience of Discovery and was put into practice in 2009. Communities use the tool to measure their progress toward strengthening their local early childhood collaborative structure and community decision-making process and can be found at: <http://discovery.wcgmf.org/resources/community-assessment-and-planning-tool-2004>.

***A Framework for Child Health Services***, developed by the Child Health and Development Institute, articulates the full continuum of child health services within the broader early childhood system to ensure optimal child development and school readiness and is accompanied by a Tool Kit that provides a guide for communities for implementing the major recommendations outlined in the Framework. The Framework can be found at: <http://www.chdi.org>.

### IV. OVERALL USE OF FUNDS

The focus of the partnership funding is to enhance and sustain a local decision-making infrastructure. By local decision-making infrastructure we mean the staff, like the collaborative coordinator, consultants and other related supports such as coordination, communication, data collection and tracking systems, which are needed to sustain a community collaborative that is accountable for the continued refinement, implementation and results of the community plan. Partnership funds can be used to support strategy implementation **only if** the core support for a local collaborative decision-making infrastructure is sufficiently funded by other resources.

#### **Grant Period**

Grantees will be selected to receive funds for the one-year period of July 1, 2015 to June 30, 2016.

## V. DISCOVERY FUNDING OPTIONS AND ELIGIBILITY CRITERIA (ADJUSTED FOR YEAR 2015-16)

Eligible applicants are communities that previously received a Discovery grant from the Memorial Fund. Communities may submit applications for one of the Options described in the eligibility chart below.

Option 1					
<ul style="list-style-type: none"><li>Community collaborative <i>has developed</i> a comprehensive birth to age 8 community plan that integrates all aspects of healthy development, and fully addresses and connects the first four plan elements (described on the next page), including the population result, indicators, story behind the baseline, and strategies; and has a written proposal and timetable for the development of the remaining plan elements (see page 6).</li><li>An early childhood collaborative structure with a formal link to the School Readiness Council to ensure inclusive decision-making.</li></ul>					
<b>(13) Partnership Grants for up to \$40,000. Match Requirement of \$35,000</b>					
Option 1 Since 2010	Bridgeport Bristol Colchester	Danbury East Hartford Mansfield	Meriden Middletown New Britain	New Haven Norwalk Torrington	<b>Waterbury</b>
<b>(20) Partnership Grants for up to \$50,000. Match Requirement of \$25,000<sup>1</sup></b>					
Option 1 Since 2012	Ansonia Branford Chaplin Coventry Derby	Enfield Griswold Groton Hamden	Killingly, Plainfield, Putnam & Sterling	Manchester Naugatuck Norwich Plymouth Southington	Stafford Vernon West Hartford Wethersfield Winchester
<sup>1</sup> Communities will receive base grant of \$25,000 plus an additional up to \$25,000 in \$1 for \$1 matching funds for qualifying local match					
Option 2 (Categories I or II)					
<p>I. Community collaborative <i>is working to develop</i> a comprehensive birth to age 8 community plan that will integrate all aspects of healthy development, and will fully address and connect the first four plan elements (described on the next page), including the population result, indicators, story behind the data, and strategies; and is working on a proposal and timetable for the development of the remaining plan elements (see page 6). <b><u>OR</u></b></p> <p>II. Community collaborative is implementing strategies that are directly impacting young children through a collaborative process but is not fully engaged or invested in the development of a comprehensive, broadly-owned, birth to age 8 community plan with all the specified plan elements (see page 6).</p>					
<b>(2) Partnership Grants for up to \$25,000 and Match Requirement of \$10,000<sup>2</sup></b>					
Option 2 Since 2010	Stamford	Windsor			
<sup>2</sup> Communities will receive base grant of \$15,000 plus an additional up to \$10,000 in \$1 for \$1 matching funds for qualifying local match					
<b>(3) Partnership Grants for up to \$25,000 and No Match Requirement</b>					
Option 2 Since 2012	Bloomfield	New London	Wallingford		

**Qualifying Local Match:** new cash or redeployed resources to enhance and sustain a local decision-making infrastructure (staff, consultants, data systems, communications) needed to sustain a community collaborative that is accountable for the development, implementation and results of the community plan



# ATTACHMENT 1: 2015 – 2016 APPLICATION ASSURANCES

On behalf of the community of Waterbury CT, we the undersigned submit this grant application to the William Caspar Graustein Memorial Fund and the funding partners. We attest to the appropriateness and accuracy of the information contained herein, and certify that this application, if funded, will comply with all requirements. Any funds received from the funding partners will be used solely to support the purpose, goals and objectives as stated herein. The attached Discovery application is the result of a collaborative and inclusive community planning process. We agree to participate in the evaluation, documentation and specified technical assistance provided through this grant opportunity.

<b>Chief Elected Official</b> Name        Neil M. O'Leary Signature Date Telephone: 203-574-6712 E-mail:      noleary@waterburyct.org	<b>Superintendent of Schools</b> Name        Dr. Kathleen M. Ouellette Signature Date Telephone: 203-574-8000 E-mail:      kouellette@waterbury.k12.ct.us
<b>Health Partner</b> Name        William Quinn Signature Date        3/30/15 Telephone: 203-574-6780 E-mail:      wquinn@waterburyct.org	<b>Parent Leader</b> Name        Dolton James, PhD Signature Date        3/31/15 Telephone: 203-709-3795 E-mail:      DJames@Stmh.org
<b>Early Childhood Collaborative Chair</b> Name        Julissa Crespo Signature Date        4/1/15 Telephone: 203-574-8025 E-mail:      jcrespo@waterbury.k12.ct.us	
<i>Complete only if a single entity has not yet been established</i>	
<b>Discovery Collaborative Chair</b> Name        Christine S. Bianchi, MSW, LCSW Signature Date        4/2/15 Telephone: 203-756-8021 E-mail:      cbianchi@staywellhealth.org	<b>School Readiness Council Chair</b> Name        Anne Marie Cullinan Signature Date Telephone: 203-574-8016 E-mail:      acullinan@waterbury.k12.ct.us

### ATTACHMENT 3: COLLABORATIVE SPONSOR AGREEMENT

Community: Waterbury

Collaborative Sponsor: United Way of Greater Waterbury

*Please note: No branch of local, state or federal government can act as collaborative sponsor for the purposes of the Discovery Grant Program.*

The Collaborative Sponsor has reviewed and understands the responsibilities and essential qualifications for supporting the community collaborative listed below.

#### 1. RESPONSIBILITIES

- Receive and manage grant resources at the direction of the local collaborative group
- Provide the local collaborative group with the staffing and other support services that are necessary in support of collaborative actions
- Administer the grant award, including conducting a certified audit, either separately or displayed as a distinct program within the organization's audit of all Memorial Fund funds
- Serve as one of the primary contacts for the Discovery Grant

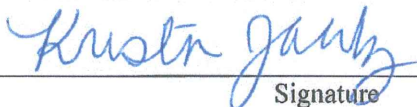
#### 2. QUALIFICATIONS

- 501(c) 3 status
- Fiscally sound and responsible
- Ability to work with parents, schools and related health and human service providers
- Experience in the engagement and management of comprehensive community based initiatives
- Understands the process and importance of increasing and sustaining community engagement and parental involvement
- Experience being a champion for children, birth to age eight and their families
- Experience in the management of subcontracts for services, multiple interagency agreements and cross agency staff management and redeployment
- Able to account for redeployed and in-kind matching resources to the collaborative

As Collaborative Sponsor, the undersigned agrees to accept the responsibility for supporting the collaborative in their management of the Discovery Birth to Age Eight grant proposal to build capacity and sustain collective community decision making and accountability for the status of young children and families.

Authorized Signatory's Name: Kristen Jacoby

Position: President and Chief Professional Officer

  
Signature

4/2/2015  
Date

#### SUBMIT THE FOLLOWING DOCUMENTATION WITH THIS SIGNED AGREEMENT

IRS 501(c) 3 Determination Letter  
Current Audit or Financials  
List of Board Members



# Community Self-Assessment Report Form

Indicator		Score	Comments/Helpful Tools
Collaborative	Broad and Inclusive Collaborative	3.4	The Partnership recently added 8 new seats to the Community Council (2 health, 2 mental health, 2 higher education, and 2 youth seats) – 3 of these seats have been filled, and the Council is currently recruiting to fill the other 5
	Engaged Collaborative Group	3.2	
	Strategic Use of Data	2.5	This was identified last year as an area to address. BTS hired a Data Specialist in April, 2014.
	Governance Structure with Working Committees	3.5	It was noted that Governance structure is strong, but workgroups need more technical assistance especially in the area of facilitative leadership. BTS has encouraged staff and workgroup members to participate in the WCGMF facilitative leadership session, and will consider offering it in Waterbury in partnership with the CT Community Foundation and WCGMF.
Parent & Leadership Engagement	Parent Leadership & Engagement	3.2	
	Support of Mayor	3.0	The mayor and superintendent designate representatives (on an annual basis, but these representatives have been consistent for several years) for the BTS Partnership, and both designees fully support the work of the partnership. In addition, the Office of the Mayor provides \$35K in financial support)
	Support of Superintendent	2.8	
	Strong Collaborative Leadership (CHAIR)	3.8	
	Engaged Collaborative Agent (CA)	3.8	
Staff Support	Community Champion/ Spokesperson	3.0	
	Strong and Skilled Facilitator (COORDINATOR)	3.5	
	Coordinator time is at least 20 Hours	4.0	
Meaningful Local Match	Meaningful Local Match	3.3	It was noted that the newer members of the Community Council who completed the evaluation may not have known the details about the local match (which is \$188,609 in matching funds, which is \$153,609 more than required, and in addition to the \$40K from WCGMF for FY 2013-2014), and the Collaborative Sponsor's low annual fee (\$2.5K)



Community: Waterbury					
Revenues	July 1, 2015 - June 30, 2016				
A. Partnership Request (Including GMF, CHDI and OEC Funds)	\$40,000				
B. Actual GMF/CHDI Carry-in (As of June 30, 2015)	\$0				
Total Partnership Request (A + B)	\$40,000				
Local Match	\$196,960				
Total Revenue (Total Request+ Local Match)	\$236,960				
Expenses	July 1, 2015 - June 30, 2016				Total
	Partnership Funds *	Local Match			
		New	Redeployed	Source	
(100) Collaborative Staff Salaries					
(111A) Administrator/Supervisor	\$40,000	\$25,000		All funding partners	\$65,000
(111A) Clerical					\$0
(111A) Other		\$107,000		All funding partners	\$107,000
(200) Collaborative Staff Benefits					
(200) Personnel Services/Fringe		\$32,100		All funding partners	\$32,100
(300) Purchased Services					
(325) Parent Activities		\$2,500		CT Comm. Foundation	\$2,500
(330) Other Technical Services (Consultants)		\$17,860		All funding partners	\$17,860
(500) Other Purchased Services					
(530) Communications		\$2,500		All funding partners	\$2,500
(580) Travel		\$2,500		All funding partners	\$2,500
(590) Other Services					\$0
(590) Meeting Facilities/Food					\$0
(590) Child care					\$0
(590) Other		\$7,500		All funding partners	\$7,500
(600) Supplies					
(600) Administrative Supplies					\$0
Total Expenses	\$40,000	\$196,960	\$0		\$236,960

Note: Numbers in parentheses represent state budget codes (See Budget Codes Explanations attached.)

\*Total "Partnership Funds" in Expenses should equal "Total Partnership Request" line in the Revenue section.



Applications have or will be submitted to the following organizations, in addition to the William Caspar Graustein Memorial fund and their funding partners, for FY 2014-2015  
(some funds have already been committed)

Organization	Partnership infrastructure	Early Literacy Home Visiting Network	Community Messengers
American Savings Foundation	✓		
City of Waterbury – Office of the Mayor	✓		
CT Community Foundation	✓		✓
Easter Seals of Greater Waterbury	✓		
Give Local Campaign and local match	✓		
Grossman Family Foundation	✓		
Private Donor Advised Fund	✓		
StayWell, Inc.	✓		
United Way of Greater Waterbury	✓	✓	
Wellmore, Inc.	✓		



# BOARD OF EDUCATION

## Meeting Schedule ~ 2015



#3

Deadline for submission of Committee Workshop Agenda Items	Committee Workshop (Thursdays) 5:30 p.m. (locations subject to change)	Regular Board Meeting* (Thursdays) 6:30 p.m. Waterbury Arts Magnet School
December 19	December 24 — <i>TBD cancelled</i>	December 31 ( <i>Wed</i> ) <i>cancelled</i>
January 2	January 8 — <i>Regan</i>	January 15 <i>January 22 — Special</i>
January 23	January 29 — <i>Enlightenment</i>	February 5
February 6	February 12 — <i>State Street</i>	February 19
February 20	February 26 — <i>Duggan</i>	<i>February 26 — Special</i> March 5
March 6	March 12 — <i>Kennedy</i>	March 19
March 20	March 26 — <i>Rotella</i>	April 2
April 2	<del>April 9 — Waterbury Career Academy</del> <i>Rescheduled to April 16</i>	<del>April 16</del> <i>Rescheduled to April 22 (Wednesday)</i> <i>@ Maloney</i>
April 24	April 30 — <i>Maloney</i>	May 7
May 8	May 14 — <i>Carrington</i>	May 21
May 21	May 28 — <i>Wallace</i>	June 4
June 5	June 11 — <i>Tinker</i>	June 18
June 19	June 25 — <i>Rotella</i>	July 2
July 24	July 30 — <i>Rotella</i>	August 6
August 21	August 27 — <i>Wilby</i>	September 3
September 3	September 10	September 17
September 18	September 24	October 1
October 2	October 8	October 15
October 23	October 29	November 5
November 6	November 12	November 19
November 20	November 25 ( <i>Wednesday</i> )	December 3
December 4	December 10	December 17

\*Unless otherwise posted, Board of Education Regular Meetings are held at Waterbury Arts Magnet School, 6:30 p.m., on the first and third Thursday of each month, except in July and August when meetings are held on the first Thursday only. Location changes or updates are available at the Office of the Board of Education or at its website — [www.waterbury.k12.ct.us](http://www.waterbury.k12.ct.us)

approved on 11/20/2014  
updated 04/13/15



**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: \_\_\_\_\_ Name of Travel Agency (if applicable): Durham School Services

1) Requested by: Emmanuel Martinez Wilby 10/ Bilingual Science  
 Name of Staff Member School Grade level/Subject

2) How many students? 36

3) Name of destination: Natural History Museum/ Salem town

4) City/State of destination: Massachusetts

5) Departure: Thursday 05/21/15 6:30 am  
 Day Date Time

6) Return: Friday 05/22/15 4:30 pm  
 Day Date Time

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

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

This are Sheltered Science/History courses, which consist of English Language Learners (ELL's). This field trip is designed to create of an awareness of historical events and sides in the city of Boston, MA.

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

Content Standards 1.1 and 1.6 –Demonstrate an understanding of significant events in US history. Describe patterns of human movement across time and place.

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

How is the concept of time and place vital to the understanding of history?  
 Why is important to be multicultural?

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

\_Students will explain the importance of learning about historical sides and events in US history.

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

Students will need to take notes and answer questions.  
**Students will write a brief explanation of the trip.**

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

Students will need to take notes and answer questions.

14) Transportation: Type/name of Approved PUC Carrier

Durham School Services

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

Name	Phone Number	Name	Phone Number
1. Emmanuel Martinez	203-574-8100	4	
2.Reina Irizarry	203-574-8100	5.	
3 Eddie Tiru	203-574-8100	6	

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

Teacher(s) as chaperones:  
Emmanuel Martinez, Reina Irizarry and Eddie Tiru

Aides(s) as chaperones:

Parent(s) as chaperones:  
Yani Lomez

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

Fund raising activities, student contributions

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



\$200.00

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

20) What is the approximate cost all chaperones?

\$800.00

21) How many substitutes are necessary? 3 (If none specify)

Teacher	Subject/Grade	Teacher	Subject/Grade
1. E. Martinez	Science all grades	4.	
2. R. Irizarry	ESL/ History all grades	5.	
3. E. Tiru	Math/ all grades	6.	

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

Yes ☒

No ☐

David Benson RA  
Signature of School Nurse

4-2-15  
Date

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

Is this field trip recommended? Yes ☒ No ☐

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

Dawn Kalaen  
Signature of School Principal

4/2/15  
Date

#### CENTRAL OFFICE RESPONSE

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

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

AM Kull  
Signature of Superintendent/Designee/ILD

4-2-15  
Date

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

\_\_\_\_\_  
Signature of BOE/Designee

\_\_\_\_\_  
Date

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

**REQUEST FOR FIELD TRIP**

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: 3/25/2015 Name of Travel Agency (if applicable): \_\_\_\_\_

1) Requested by: Stephanie LaBonte and Krislyn Petti Wilby High School 11/12 English/ Journalism

Name of Staff Member

School

Grade level/Subject

2) How many students? 50

3) Name of destination: The Breakers, Salve Regina College

4) City/State of destination: Newport, Rhode Island

5) Departure: 28 April 2015 7 am

Day

Date

Time

6) Return: 28 April 2015 6pm

Day

Date

Time

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

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

English/ Language Arts, Grade 11/12 Curriculum and College Visit (Guidance)

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

CCSS.ELA-LITERACY.RL.11-12.9

Demonstrate knowledge of eighteenth-, nineteenth- and early-twentieth-century foundational works of American literature, including how two or more texts from the same period treat similar themes or topics.

CCSS.ELA-LITERACY.W.11-12.7

Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation.

CCSS.ELA-LITERACY.SL.11-12.1.A

Come to discussions prepared, having read and researched material under study; explicitly draw on that preparation by referring to evidence from texts and other research on the topic or issue to stimulate a thoughtful, well-reasoned exchange of ideas.

CCSS.ELA-LITERACY.SL.11-12.1.C

Propel conversations by posing and responding to questions that probe reasoning and evidence; ensure a hearing for a full range of positions on a topic or issue; clarify, verify, or challenge ideas and conclusions; and promote divergent and creative perspectives.



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

What is the role of preservation in today's society?  
What is the "Gilded Age" and why is it relevant?  
How is architecture inspired by mythology?  
What is college life/ structure like?

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

Students must embody the Wilby Core Values and Beliefs, including having respect for all presenters, listening attentively, and actively engaging in all tours.

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

Students will be required to discuss what they have learned from the tours in class and they will be required to do a written reflection as well as a pre-research project.

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

The students will be able to view a Newport Mansion and a college and make connections to what they have read in Literature through architecture and symbolism. Students will also be able to express why it is so important to preserve history in today's society. Students will also reflect on the college tour experience.

14) Transportation: Type/name of Approved PUC Carrier

Land Jet Transportation

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

Name	Phone Number	Name	Phone Number
1. Stephanie LaBonte	203-574-8100	4	
2. Krislyn Petti	203-574-8100	5.	
3		6	

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

Teacher(s) as chaperones: Stephanie LaBonte, Krislyn Petti, Michael DiDominzio, Marci Hinton

Aides(s) as chaperones:

Parent(s) as chaperones: Alexa Petti

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

Student Contributions

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

\$40

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

Those who have over 2 suspensions for the year.

20) What is the approximate cost all chaperones?

\$40

21) How many substitutes are necessary? 2 (If none specify)

Teacher	Subject/Grade	Teacher	Subject/Grade
1. Stephanie LaBonte	9/10/11/12 English and Journalism	4.	
2. Krislyn Petti	11/12 English	5.	
3.		6.	

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

Yes ☒

No ☐

Sherry L. Benson RN  
Signature of School Nurse

3-26-15  
Date

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

Is this field trip recommended? Yes ☒ No ☐

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

Dawn Kalen  
Signature of School Principal

3/31/15  
Date

#### CENTRAL OFFICE RESPONSE

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

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

AM Cullen  
Signature of Superintendent/Designee/ILD

4-2-15  
Date

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



## REQUEST FOR FIELD TRIP

Revised 07/17/13 #6

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: 03/16/15

Name of Travel Agency (if applicable): \_\_\_\_\_

1) Requested by: Anita Watkins

Name of Staff Member

School

Grade level/Subject

2) How many students? 28

3) Name of destination: Fashion Institute of Technology, Museum of Modern Art

4) City/State of destination: New York City

5) Departure: Friday 05/22/15 7:30 am  
Day Date Time

6) Return: Saturday 05/23/15 8:00 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?

This field trip supports the Careers unit of the curriculum. Students will be able to identify education, training requirements and opportunities for career paths in textile and apparel. Students will visit Fashion Institute of Technology and a clothing sportswear showroom to further enhance motivation for postsecondary education.

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

Identify education and training requirements and opportunities for career paths

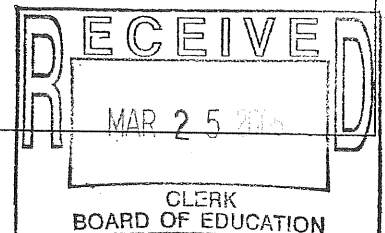
Describe employability skills used in workplace setting

Describe and demonstrate basic skills for producing and altering textiles products and apparel.

CC-ELA-04-Determine the meaning of symbols, key terms and other domain-specific words and phrases as they are used in a specific scientific or technical context.

CCM-02-Make sense of quantities and their relationships in problem situations.

CCM-07-Examine mathematical problems to discern a pattern or structure



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

What conceptual factors should be considered when designing apparel?

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

Students will be able to describe and demonstrate roles, functions and skills of careers in the textile and apparel industry. Students will also be able to identify opportunities for employment in the fashion industry.

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

Students will demonstrate effective writing and reading proficiency by reporting on the skills and education needed for career paths in the textile and apparel industry. This will be demonstrated by use of various medium, such as PowerPoint presentations, Podcasts, or Posters for their reporting.

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

This field trip offers students exposure to various careers. It helps motivate students into post-secondary education.

14) Transportation: Type/name of Approved PUC Carrier

Coach Bus / Kelly

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

Name	Phone Number	Name	Phone Number
1. Anita Watkins	(860) 485-3110	4	
2.		5.	
3		6	

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

Teacher(s) as chaperones: Anita Watkins,

Aides(s) as chaperones: Carolyn Fitzmaurice

Parent(s) as chaperones: Dayana Hernandez



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

20) What is the approximate cost all chaperones?

100.00

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

Teacher	Subject/Grade	Teacher	Subject/Grade
1. Anita Watkins	Family and Consumer Sciences	4.	
2.		5.	
3.		6.	

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

Yes ☒ No ☐

Tracy L. Benson RN  
Signature of School Nurse

3-19-15

Date

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

Is this field trip recommended? Yes ☒ No ☐

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

Dawn Kallen  
Signature of School Principal

3/23/15

Date

#### CENTRAL OFFICE RESPONSE

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

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

AMCullen  
Signature of Superintendent/Designee/ILD

3-24-15

Date

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

\_\_\_\_\_  
Signature of BOE/Designee

\_\_\_\_\_  
Date

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

# REQUEST FOR FIELD TRIP

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: April 1, 2015

Name of Travel Agency (if applicable): \_\_\_\_\_

1) Requested by:	<u>Robyn Hicock</u>	<u>Kennedy High School</u>	<u>English 12/British Literature</u>
	Name of Staff Member	School	Grade level/Subject

2) How many students? 50

3) Name of destination: Medieval Times

4) City/State of destination: Lyndhurst, New Jersey

5) Departure:	<u>Thursday</u>	<u>May 21</u>	<u>8:30am</u>
	Day	Date	Time

6) Return:	<u>Thursday</u>	<u>May 21</u>	<u>Approx. 5:30pm</u>
	Day	Date	Time

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

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

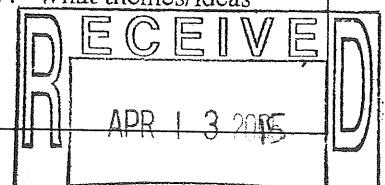
The ELA Curriculum for the City of Waterbury requires that all seniors take English 12: British Literature, which includes a unit on the Medieval Times. During this unit, students read several selections from Geoffrey Chaucer's *The Canterbury Tales*, as well as ballad-style poems from the early medieval era.

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

CCSS. ELA-Literacy RI.11-12.7, 11-12.1, 11-12.1c, 11-12.4

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

Why does every age need a hero? Are the ideals of Medieval Society still in existence today? What themes/ideas transcend in time and culture? How has the English language changed over time?





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

Application of/connection to historical time periods/literary texts; informative writing

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

Students will write a comparative essay discussing their thoughts on the medieval times while studying texts in class as compared to "seeing it" in real life. Students will discuss whether Chaucer's frame stories within *The Canterbury Tales* accurately depicted medieval life, as many scholars have claimed. Students will also discuss whether or not medieval practices have had an effect on how modern-day society is facilitated.

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

Students have read, analyzed, and completed projects on Chaucer's *The Canterbury Tales*, and participated in a medieval hierarchy competition during the medieval unit of British Literature. Students' grades and behavior provided them opportunity to become knights, lords, ladies, king/queen, etc. The Medieval Times in New Jersey will provide a "real-life" experience of what the medieval times were like, from "a day in the life," to knightly jousts, to the torture dungeon.

14) Transportation: Type/name of Approved PUC Carrier

Peter Pan Bus Company/Coach bus

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

Name	Phone Number	Name	Phone Number
1. Robyn Hicock	203-574-8150	4	
2.		5.	
3		6	

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

Teacher(s) as chaperones: Robyn Hicock; Anthony Caruso; Craig Poulter (guidance counselor)

Aides(s) as chaperones:

Parent(s) as chaperones: Alexandra Hughes; Aimee Boisvert

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

Student contributions

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

\$65/person

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

Students who are suspended between now and the date of the field trip will not be allowed to attend.

20) What is the approximate cost all chaperones?

\$65/chaperone

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

Teacher	Subject/Grade	Teacher	Subject/Grade
1. Robyn Hicock	English 12	4.	
2. Anthony Caruso	English 11	5.	
3.		6.	

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

Yes ☒ No ☐

Margaret Owens  
Signature of School Nurse

4-2-15  
Date

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

Is this field trip recommended? Yes ☒ No ☐

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

[Signature]  
Signature of School Principal

4/6/15  
Date

#### CENTRAL OFFICE RESPONSE

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

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

[Signature]  
Signature of Superintendent/Designee/ILD

4/14/15  
Date

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

\_\_\_\_\_  
Signature of BOE/Designee

\_\_\_\_\_  
Date

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



## REQUEST FOR FIELD TRIP

Revised 07/17/13

#8

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: \_\_\_\_\_ Name of Travel Agency (if applicable): \_\_\_\_\_

1) Requested by: Theresa Gionfriddo Crosby H.S. 11<sup>th</sup>/12<sup>th</sup>  
Name of Staff Member School Grade level/Subject

2) How many students? 45-50

3) Name of destination: Six Flags Theme Park

4) City/State of destination: Agawam, MA 01001

5) Departure: Frid, 5-15-2015 8:45am  
Day Date Time

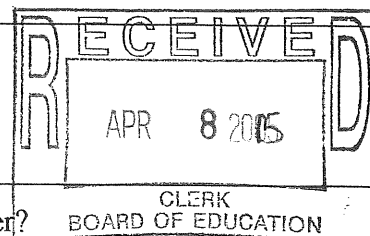
6) Return: Friday 5-15-2015 8:00 pm  
Day Date Time

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

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

Physics Curriculum - Mechanics

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



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

How can you apply the concepts of Energy, Kinematic Equations, Centripetal Force & Newton's Laws of Motion to various rides.

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

The application of Physics concepts to the operation & performance of the rides.

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

Worksheets/Quiz at end of Trip.

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

This trip will help kids demonstrate how the physics concepts apply.

14) Transportation: Type/name of Approved PUC Carrier

Durham Bus Company

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

Name	Phone Number	Name	Phone Number
1. Theresa Gionfriddo	(860) 391-3435	4	
2.		5.	
3		6	

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

Teacher(s) as chaperones:	Sean Kilpatrick, Theresa Gionfriddo
Aides(s) as chaperones:	No Aides
Parent(s) as chaperones:	Judith Campoli ; Debbie Jacobs

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

Student Contributions

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

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

20) What is the approximate cost all chaperones?

\$0.00

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

Teacher	Subject/Grade	Teacher	Subject/Grade
Sub 1. Theresa Gionfriddo	Physics/	4.	
2. Sean Kilpatrick	Geology	5.	
3.		6.	

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

Yes ☒ No ☐ Shelley Beland RD 4-1-15  
Signature of School Nurse Date

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

Is this field trip recommended? Yes ☒ No ☐

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

Jade R. Gipe 4-2-15  
Signature of School Principal Date

### CENTRAL OFFICE RESPONSE

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

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

M. Geller 4-2-15  
Signature of Superintendent/Designee/ILD Date

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

\_\_\_\_\_  
Signature of BOE/Designee Date

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



# COMMITTEE ON SCHOOL FACILITIES & GROUNDS

**WORKSHOP:** Thurs., April 16, 2015 (Wtby. Career Academy)  
**BOARD MEETING:** Wednesday, April 22, 2015

TO THE BOARD OF EDUCATION  
 WATERBURY, CONNECTICUT

LADIES AND GENTLEMEN:

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

<b>GROUP</b>	<b>FACILITIES AND DATES/TIMES</b>
Nancy Vaughan	Crosby aud. & lobby: Monday, June 8th 3:00-6:00pm (Teacher of the Year Awards)
Antonio Musto	Kennedy aud., café, gym: Mon. & Tues., June 15 & 16 (rehearsals)
Adult Education	and Wed., June 17th (graduation) 5:00-9:00pm
C. Damone	Wilson gym: Tues., April 21st 5:00-7:30pm (Family Art Night)
D. Monti	Reed café: Thurs., April 30th 5:00-6:45 pm (Family Math night)
Jaimie Farrell	Driggs parking lot: Sat., May 16th 9:00am-3:00pm (car wash fundraiser for Wilby's junior class)
T. St. Pierre	Duggan café: April 15, 22, May 6, 13, & 20 5:30-8:00pm (parent workshop training)
M. Cappiello	WSMS café: Thurs., April 23rd 5:00-9:30 pm (Fundraiser dance for 7th & 8th grade theater & dance classes)
M. Spescha	WAMS apron stage: Thurs., May 28th 7:00-8:30pm (National Honor Society induction)
Andrew Midgen	Crosby café: Tues., May 19th 2:30-5:00 pm (CSEA-SEIU meeting)
Adela Jorge-Nelson	Career Academy computer lab: Tuesdays 4/21 & 4/28 3-5pm (Bilingual workshops)
E. Racine	Reed café: Wed., Apr. 29nd 5:00-7:00pm (Spring Fair)
C. Swain	Maloney cafe: Wed., April 22nd 6:00-9:00pm (Board Meeting)
M. Brittingham	Duggan café: Wed., April 28th 1:00-4:00pm (fundraiser)
Human Resources	Kennedy café: Wed., April 29th 1:00-3:00pm (Food Serv. Driver exam)
WCEA	Rotella café: Mon., May 18th 4:00-6:00pm (Paraprofessionals mtg.)

Approved:

Felix M. Rodriguez

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

2/20/15

## SCHOOL PERSONNEL USE ONLY

APR - 2 2015

DATE: \_\_April 2, 2015\_\_

TO: SCHOOL BUSINESS OFFICE

FROM: \_\_Nancy Vaughan\_\_

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

NAME OF SCHOOL REQUESTED: \_\_Crosby High School\_\_

☐ Auditorium ☒ X Gymnasium ☐ Swimming Pool ☐ Café/Rooms  
to include lobby.

DATES REQUESTED: \_\_Monday, June 8, 2015\_\_

FROM: \_\_3 PM\_\_ am/pm TO: \_\_6 PM\_\_ am/pm

### FOR THE FOLLOWING PURPOSES:

\_\_\_\_Annual Teacher of the Year Awards – event starts at 4 p.m. . \_\_\_\_

\_\_\_\_Nancy Vaughan\_\_\_\_  
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: 3-10-15

TO: SCHOOL BUSINESS OFFICE

FROM: Adrian T Ed

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

NAME OF SCHOOL REQUESTED: Kennedy

☒ Auditorium

☒ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED: June 15, 16, 17

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

FOR THE FOLLOWING PURPOSES:

June 15 & 16 - Rehearsals  
June 17 - Graduation

A. Muniz  
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.



APR - 6 2015

03/13/2008 10:43 FAX 2035748032

SCHOOL BUSINESS OFFICE

001

## SCHOOL PERSONNEL USE ONLY

DATE: 4/2/15

TO: SCHOOL BUSINESS OFFICE

FROM: Cristina Danna

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

NAME OF SCHOOL REQUESTED: Woodrow Wilson School

☐ AUDITORIUM ☒ GYMNASIUM ☐ SWIMMING POOL ☐ CAFETERIAS

DATES REQUESTED: 4/2/15

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

FOR THE FOLLOWING PURPOSES:

Family Art Night to engage parents, students & teachers in the Arts. to inform parents on the School's Art programs.

Cristina Danna  
APPLICANT

Please note the following provisions:

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

MAR 25 2015

SCHOOL PERSONNEL USE ONLYDATE: 3/24/15

TO: SCHOOL BUSINESS OFFICE

FROM: Diana Monti

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

NAME OF SCHOOL REQUESTED: Reed☐ Auditorium☐ Gymnasium☐ Swimming Pool☒ Cafeteria/RoomsDATES REQUESTED: April 30FROM: 5:00 am/pm pm TO: 6:45 am/pm pmFOR THE FOLLOWING PURPOSES:Title I Family Math NightDiana Monti  
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.

plea  
scan  
+ email  
MB

MAR 25 2015

## SCHOOL PERSONNEL USE ONLY

DATE: March 24, 2015

TO: SCHOOL BUSINESS OFFICE

FROM:

Wilby High School / Jaimie Farrell

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

NAME OF SCHOOL REQUESTED:

Driggs Elementary (Parking Lot)

☐ Auditorium

☐ Gynnasium

☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED:

May 16, 2015

FROM:

9

am/pm

TO:

3

am/pm

FOR THE FOLLOWING PURPOSES:

Car wash fundraiser for Wilby  
Highschool's junior class of 2016

MBuentle ok  
3-23-15

Jaimie Farrell  
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: 3/26/2015

TO: SCHOOL BUSINESS OFFICE

FROM: DUGGAN SCHOOL

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

NAME OF SCHOOL REQUESTED: DUGGAN SCHOOL

☒ Auditorium☐ Gymnasium☐ Swimming Pool☒ Café/RoomsDATES REQUESTED: April 15, 22, May 6, 13, 20FROM: 5:30 am/pm TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

Parent workshop - TrainingTina St. Pierre  
Parent Liaison  
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.

~~8032~~

8032

*Handwritten signature/initials*

SCHOOL PERSONNEL USE ONLY

DATE: March 26<sup>th</sup>  
2015 \_\_\_\_\_

TO: SCHOOL BUSINESS OFFICE

FROM: \_\_\_\_\_ Michael Cappiello \_\_\_\_\_

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

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

Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: April 23rd  
2015 \_\_\_\_\_

FROM: 5:00pm TO: 9:30pm

FOR THE FOLLOWING PURPOSES: Fundraiser dance for Theatre. Dance for 7<sup>th</sup> & 8<sup>th</sup>

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

\_\_\_\_ Michael J. Cappiello \_\_\_\_\_  
APPLICANT

Comment [m1]:  
Comment [m2R1]:

.....  
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.

RETURN TO MS. SKRAPITS

MAR 30 2015

SCHOOL PERSONNEL USE ONLYDATE: 3/30/15

TO: SCHOOL BUSINESS OFFICE

FROM: MR. SPESCHA

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/RoomsAPRON STAGEDATES REQUESTED: 5/28/15FROM: 7:00 am/pm TO: 8:30 am/pm

FOR THE FOLLOWING PURPOSES:

NATIONAL HONOR SOCIETY INDUCTION  
CEREMONYMichael Spescha  
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

APR - 8 2015

DATE: April 7, 2015

TO: SCHOOL BUSINESS OFFICE

FROM: CSEA/SEIU Local 201

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

NAME OF SCHOOL REQUESTED: CROSBY

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: May 19th, 2015

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

FOR THE FOLLOWING PURPOSES:

General membership meeting

Andrew H. Dodge  
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.

APR 10 2015

SCHOOL PERSONNEL USE ONLY

DATE: 4/9/15

TO: SCHOOL BUSINESS OFFICE

FROM: Bilingual Department

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

NAME OF SCHOOL REQUESTED: WCA (Computer Lab)

☐ Auditorium    ☐ Gymnasium    ☐ Swimming Pool    ☐ Café/Rooms

DATES REQUESTED: April 21, 2015

FROM: 3:00 am/pm pm TO: 5:00 am/pm pm

FOR THE FOLLOWING PURPOSES:

Vocabulary Instruction Workshop  
For New Teachers

Adela Jorge-Melson  
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.

APR 10 2015

SCHOOL PERSONNEL USE ONLY

DATE: 4/9/15

TO: SCHOOL BUSINESS OFFICE

FROM:

Bilingual Dept

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

NAME OF SCHOOL REQUESTED:

WCA (Computer Lab)

☐

Auditorium

☐

Gymnasium

☐

Swimming Pool

☐

Café/Rooms

DATES REQUESTED:

April 28<sup>th</sup>, 2015

FROM:

3

am/pm

TO:

5

am/pm

FOR THE FOLLOWING PURPOSES:

New Teachers Vocabulary Instruction

Adela Jorge-Nelson  
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

APR 14 2015

TO: SCHOOL BUSINESS OFFICE

FROM: Reed FRC Coordinator, Ernst Racine, Jr.

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

NAME OF SCHOOL REQUESTED: Jonathan Reed Elementary

☐

Auditorium

☐

Gymnasium

☐

Swimming Pool



Café/Rooms

☐

Music Room

DATES REQUESTED: April 29, 2015.

FROM: 5 am/(pm)

TO: 7 am/(pm)

FOR THE FOLLOWING PURPOSES:

The Reed School FRC will be hosting its annual Spring Community Resource Fair. There will need to be use of the Cafetorium

Ernst Racine, Jr., Reed FRC Coordinator

\_\_\_\_\_  
APPLICANT

Please note the following provisions:

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

Book

# SCHOOL PERSONNEL USE ONLY

APR 13 2015

DATE: 4-13-15

TO: SCHOOL BUSINESS OFFICE

FROM: Carrie Swan

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

NAME OF SCHOOL REQUESTED: Maloney

☐ Auditorium    ☐ Gymnasium    ☐ Swimming Pool    ☒ Café/Rooms

DATES REQUESTED: Wednesday, April 22nd

FROM: 6:00 am/pm TO: 9:00 am/pm

FOR THE FOLLOWING PURPOSES:

Board Meeting

CS  
APPLICANT  
gmu

\*\*\*\*\*  
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:

4/13/15

TO: SCHOOL BUSINESS OFFICE

FROM: DUGGAN SCHOOL

APR 13 2015

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

NAME OF SCHOOL REQUESTED: DUGGAN SCHOOL

☐ Auditorium☐ Gymnasium☐ Swimming Pool☒ Café/Rooms

DATES REQUESTED:

4/28/15

FROM:

2:00

am/pm

TO:

4:00

am/pm

FOR THE FOLLOWING PURPOSES:

Jewelry Fund RaiserMichele Brittingham

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: April 13, 2015

TO: SCHOOL BUSINESS OFFICE

FROM: Cherrie Lamb

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

NAME OF SCHOOL REQUESTED: Kennedy High School -Cafeterias

☐ Auditorium/Theater Arts ☐ Gym ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Friday, February 21, 2014

FROM: 12:15 pm

TO: 4:00 pm

FOR THE FOLLOWING PURPOSES:

Food Service Driver Exam

Expecting 45 applicants

Exam begins at 1:00pm

APPLICANT

Please note the following provisions:

APR 14 2015

SCHOOL PERSONNEL USE ONLY

DATE: 4-14-15

TO: SCHOOL BUSINESS OFFICE

FROM:

White Collar Union (WCEA)  
Ed Beauchemin, Pres.

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: Monday, May 18, 2014

FROM: 4:00 am/pm    TO: 6:00 am/pm

FOR THE FOLLOWING PURPOSES:

Paraprofessionals meeting.

EB  
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.

#10

## COMMITTEE ON SCHOOL FACILITIES & GROUNDS

**WORKSHOP:**                    **Thurs., April 16, 2015 (Waterbury Career Academy)**  
**BOARD MEETING:**        **Wednesday, April 22, 2015**

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

**LADIES AND GENTLEMEN:**

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

<b>GROUP</b>	<b>FACILITIES AND DATES/TIMES</b>
Cheshire YMCA	Crosby pool: Monday thru Friday 5/1/15-8/14/15 5:30-8:15 pm
Dan Mascolo	(swim club practice)
Jeffrey Pelletier	Rotella aud., café, rm.: Sat., May 30th 10:00am-7:00pm
Triple Threat Dance Co.	(Dance recital)

**REQUESTING WAIVERS:**

Hoops 4 Life	Walsh gym: Saturdays 4/18-5/16/15 10am-1pm	
Deneen Fryer	(basketball practice)	(\$840.)
Neighborhood Housing Serv.	Reed field & gym: 6/9 3:30-6:00pm (mtg.) and 6/12, 7/24, 8/14	
Eden Brown	7:00-10:00pm (community movie nights)	(\$651.)

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

Waterbury Wizards	Maloney gym: 4/21 – 6/16/15 Tues. & Thurs. 5:30-8:30pm	
Bill Maisto	(basketball practice)	
Rep. Tony D'Amelio	Kennedy café: Thurs., May 7th 5:00-7:00pm	
House of Rep. Caucus	(electric bill forum)	
CT. Rivers Boy Scouts	West Side café, rm.: Wed., July 22nd 4:00-9:00pm	
Brian Gorman	(leader training)	
Waterbury Ballers	Crosby gym- when available : 4/17-6/30/15 Mon.-Thurs.	
Phil Lott	5:00-8:15pm (basketball practice)	
Girl Scouts of CT.	WSMS café: Wednesdays Apr. 22, May 6,20,27, June 3, 10	
Lydia Granitto	6:00-8:00pm (scout troop meetings)	
Wtby.Knights Cheerleaders	Driggs gym: Tu.,Wed.,Thurs. 4/21-6/11/15 5:45-8:00pm	
Shenquaya Clements	(cheerleading practice)	
Hoops 4 Life	Maloney gym: Wednesdays 4/22-5/20/15 5:00-8:00pm	
Deneen Fryer	(basketball practice)	
Bunker Hill Neighborhood Assoc.	Bunker Hill Sch. parking lot: Saturday, April 25th	
Ron Napoli	8:00am-1:00pm	

**MONIES COLLECTED TO DATE:**

**\$ 58,177.75**

**Approved:**

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**Felix M. Rodriguez**

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

**These activities are completed and have been billed:**

Nationals, Inc.  
Sacred Heart H.S.  
First Oronoke Condo Assoc.  
Holy Cross H.S.



## 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#

APR - 1 2015

APPLICANT DAN MASCOLO NAME OF ORGANIZATION Cheshire Community YMCA  
 ADDRESS 961 S. Main St Cheshire CT 06410 TELEPHONE # 203-272-3150 x572  
 (street) (city) (state) (zip code)

SCHOOL REQUESTED Crosby DATES 5/1/15-8/14/15 ROOM(S) pool

OPENING TIME 5:30 pm CLOSING TIME 8:15 pm PURPOSE Sea Dog Swim Club Practice

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 15 CHILDREN 60

SIGNATURE OF APPLICANT D. Mascolo DATE 3/10/15

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

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: \$ 73/HR.

RENTAL FEES: —

MISCELLANEOUS FEES: —

SECURITY DEPOSIT \$ 500.00 INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY:

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE —

SCHOOL BUSINESS OFFICE

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

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

CONTRACT#

APR - 6 2015

APPLICANT Jeffrey Pelletier NAME OF ORGANIZATION Triple Threat Dance Co. LLC  
ADDRESS 4 Brookdale Street Wolcott, CT 06716 TELEPHONE # 203-910-9234  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Rotella DATES 5/30/2015 ROOM(S) Auditorium, Cafe, Staff Room  
OPENING TIME 10:00am CLOSING TIME 7:00 pm PURPOSE Dance Recital  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 800 (2 shows) CHILDREN 200 (2 shows)  
SIGNATURE OF APPLICANT Jeffrey Pelletier DATE 4/2/15  
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. JP (PLEASE INITIAL)

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

RENTAL FEES: \$1,000/4 HRS + \$200/ea. ADD HR.

MISCELLANEOUS FEES: \$55/HR - Tech.

SECURITY DEPOSIT \$ 500.- ☒ INSURANCE COVERAGE ☐ YES ☐ NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: 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#

APR 13 2015  
No 3815

APPLICANT Dennis Fryer NAME OF ORGANIZATION HOODSY Life (New York)  
ADDRESS 232 N. Elm St Wtby CT 06704 TELEPHONE # 203 575-4348  
(street) (city) (state) (zip code) Saturday  
SCHOOL REQUESTED Walsley DATES 4/18-5/16 ROOM(S) Gym  
OPENING TIME 10 AM CLOSING TIME 1 PM PURPOSE Basketball  
ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO N/A  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 20  
SIGNATURE OF APPLICANT Dennis Fryer DATE 4-13-15

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. DF (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

\$42/HR plus 1 HR SERVICE

(+240.)

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:

HOOPS 4 Life

N.D.W.

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED:

Walsh

DATE(S):

Saturdays

4/18 4/25

TIMES:

10 AM - 1 PM

DATE(S):

5/2, 9, 16

TIMES:

DATE(S):

TIMES:

DATE(S):

TIMES:

DATE(S):

TIMES:

DATE(S):

TIMES:

4/13/15

Date

Sam Gray

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

840,-

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#

APR 14 2015

APPLICANT Eden Brown NAME OF ORGANIZATION Neighborhood Housing Services of  
ADDRESS 1101 N. Main St Waterbury CT 06702 TELEPHONE # 203-753-1896  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Reed School DATE: 6/12/15 / 7/24/15, 6/9/15 ROOM(S) Reed Field/gymnasium  
3:30pm or + 8/14/15  
OPENING TIME: 10:00pm CLOSING TIME: 10:00pm PURPOSE: Movie Nights for Community  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS \_\_\_\_\_ CHILDREN \_\_\_\_\_  
SIGNATURE OF APPLICANT Eden Brown DATE 4/7/15

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. EB (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

\$42/HR plus 1 HR service (\$651.)

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

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

SECURITY DEPOSIT \$

250

INSURANCE COVERAGE

YES

NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

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

SCHOOL BUSINESS OFFICE

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

White-Permittee

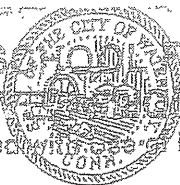
Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

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 - Field/gymnasium

DATE(S): 6/12/15

TIMES: 7:00pm - 10pm

DATE(S): 7/24/15

TIMES: 7:00pm - 10pm

DATE(S): 8/14/15

TIMES: 7:00pm - 10pm

DATE(S): 6/9/15

TIMES: 3:30pm - 6:00pm

DATE(S): \_\_\_\_\_

TIMES: \_\_\_\_\_

DATE(S): \_\_\_\_\_

TIMES: \_\_\_\_\_

4/7/15

Date

Eden Brown

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

651.

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  
238 GRAND ST., WATERBURY, CT 06702USE OF BUILDING PERMIT  
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT#

Waterbury Wizard

APPLICANT Bill Maisto NAME OF ORGANIZATION Waterbury WizardADDRESS 50 Countryclub Rd Waterbury Ct 06708 TELEPHONE # 203 7685364  
(street) (city) (state) (zip code)SCHOOL REQUESTED Maloney DATES Tues + Thurs June 16 ROOM(S) 04MOPENING TIME 5:30 CLOSING TIME 8:30 PURPOSE Basketball Practice/Middle School

ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS \_\_\_\_\_ CHILDREN 10-12SIGNATURE OF APPLICANT [Signature] DATE 3-30-15

PERSON(S) NAME, ADDRESS &amp; 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. none (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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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. 597-3482

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.

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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.

APR - 6 - 2015

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

CONTRACT#

APPLICANT Rep. Tony D'Amelio NAME OF ORGANIZATION House Rep. Caucus  
ADDRESS Room 4200 LOB Hartford, CT 06109 TELEPHONE # 860-240-8780  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Kennedy H.S. DATES 5/7/15 ROOM(S) Cafe  
OPENING TIME 5:00 CLOSING TIME 7:00 PURPOSE Electric Bill Forum  
ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO N/A  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 35 CHILDREN \_\_\_\_\_  
SIGNATURE OF APPLICANT Michael D. All DATE 4/6/15

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. MR (PLEASE INITIAL)

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

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

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

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

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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.

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#

APR - 2 2015

APPLICANT Brian P. Gorman NAME OF ORGANIZATION CT Rivers Bay State  
ADDRESS 60 Franklin St CT 06108 TELEPHONE # 860-903-2735  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Westside DATES 7/22/15 ROOM(S) Cafeteria, music rooms  
OPENING TIME 4:00pm CLOSING TIME 9:00pm PURPOSE training  
ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO 0  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 150 CHILDREN 0  
SIGNATURE OF APPLICANT Brian P. Gorman DATE 4/21/15

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. BG (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.

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

Wednesday  
July 22nd

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#

MAR 25 2015

APPLICANT Phil Lott NAME OF ORGANIZATION Waterbury Ballers

ADDRESS 89 Morton rd Wtsy CT 06705 TELEPHONE # 203 510 4239  
(street) (city) (state) (zip code)

SCHOOL REQUESTED Crosby DATES 4/3/15 - 6/30/15 ROOM(S) Gymnasium

OPENING TIME 5:00 CLOSING TIME 8:15 PURPOSE Practice

ADMISSION (if any) none CHARGE TO BE DEVOTED TO \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 20

SIGNATURE OF APPLICANT PL Lott DATE 3/25/15

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

Phil Lott 89 Morton rd Wtsy CT 06705

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. PL (PLEASE INITIAL)

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

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

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

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

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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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White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

Monday -  
Thurs.  
when gym  
available  
4-17-15  
to  
6-30-15

FROM :

FAX NO. :

Apr. 09 2015 01:49PM P2

## 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#

APR - 9 2015

APPLICANT LYDIA GRANITTO NAME OF ORGANIZATION GIRL SCOUTS OF CONNECTICUTADDRESS 171 GRANDVIEW AVENUE - SUITE 102 TELEPHONE # 203 - 757 - 1340(street) (city) (state) (zip code)  
WATERBURY CT 06708SCHOOL REQUESTED WEST SIDE MS DATES APRIL 22 MAY 6, 20, 27 ROOM(S) CAFETERIAOPENING TIME 6:00 pm CLOSING TIME 8:00 pm PURPOSE GIRL SCOUT COMMUNITY TROOP MEETINGDEMISSION (if any) NONE CHARGE TO BE DEVOTED TO \_\_\_\_\_APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 8 CHILDREN 25 - 30SIGNATURE OF APPLICANT Lydia Granitto DATE 4/9/15

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

(same) Don A. PadeIn 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. DAC (PLEASE INITIAL)

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

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

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

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

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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#

APPLICANT Shengucaya Clements NAME OF ORGANIZATION Wtby Knights  
ADDRESS 129 Washington St Wtby Ct 06706 TELEPHONE # 203-819-3766  
(street) (city) (state) (zip code)

SCHOOL REQUESTED DRIGES DATES 04/21-06/11 ROOM(S) Gym

OPENING TIME 5:45 CLOSING TIME 8:00 PURPOSE Cheerleading (Tu, W, Thurs)

ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 5 CHILDREN 50

SIGNATURE OF APPLICANT Shengucaya Clements DATE 02/17/2015

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

Shengucaya Clements 129 Washington St 203-819-3766

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. SC (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.



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#

APR 13 2015  
No. 2

APPLICANT DANAN Fryer NAME OF ORGANIZATION HOODSULIFE (H.S.D.)  
ADDRESS 232 N. Elm St Wtbry CT 06704 TELEPHONE # 203 575-4348  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Maloney DATES 4/22-5/20 ROOM(S) Gym  
OPENING TIME 5pm CLOSING TIME 8pm PURPOSE Basketball  
ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO N/A  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 20  
SIGNATURE OF APPLICANT Danan Fryer DATE 4-13-15  
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. DF (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.

APR 14 2015

APPLICANT Ron Nagali NAME OF ORGANIZATION Bunker Hill Neighborhood Assoc.

ADDRESS \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) TELEPHONE # \_\_\_\_\_

SCHOOL REQUESTED Bunker Hill DATES Sat. April 25 ROOM(S) Parking LotOPENING TIME 8 am CLOSING TIME 1 pm PURPOSE Neighborhood Clean-up

ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS \_\_\_\_\_ CHILDREN \_\_\_\_\_

SIGNATURE OF APPLICANT RN / gna DATE 4-14-15

PERSON(S) NAME, ADDRESS &amp; PHONE NUMBER RESPONSIBLE FOR SUPERVISION: \_\_\_\_\_

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. RN / gna (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.

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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.

Alliance Fund #11a  
Gibson

## WATERBURY PUBLIC SCHOOLS

### English Language Arts (ELA) Instructional Tutor

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

#### Specific Example of Duties:

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

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

**Work Year/Hours of Work:** Part time. Maximum of 28 weeks at 15.75 hours per week (during school hours) with schedule based on the needs of the students and professional development opportunities.

**Salary:** \$25.00 per hour      **No Benefits**

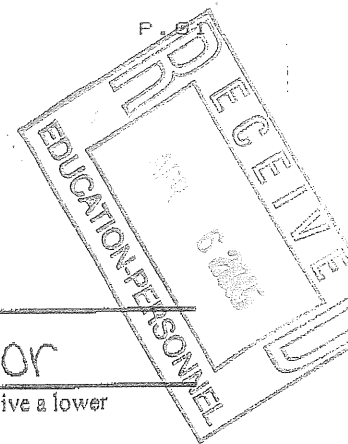
**Note:** This is a Part-Time, non-certified Grant Funded position; it exists as long as funds are available

Please submit letter of intent, non cert application, resume, and three references letters to:

James A. Murray, PHR  
Human Resources Administrator-Education  
236 Grand Street  
Waterbury, Ct. 06702

**Closing Date:** Until position is filled

**WATERBURY PUBLIC SCHOOL DISTRICT**  
**236 GRAND STREET, WATERBURY, CT 06702**  
**APPLICATION FORM**  
**FOR NON-CERTIFIED POSITIONS**



Position Applied For: Sprague ELA Instructional Tutor

Applicant is requested to answer each question completely and accurately. Application may be rejected or receive a lower evaluation because items are incomplete or omitted.

PLEASE TYPE OR PRINT LEGIBLY IN INK

Name Gibson Alyse  
Last First M. I.

Address 64 Gail Drive  
No. Street

Home Phone (203) 757-7503

City, State, Zip Waterbury, CT 06704

Work Phone (203) 560-1241

Mailing Address

(If different from above \_\_\_\_\_)

**THE FOLLOWING QUESTIONS MUST BE ANSWERED "YES" OR "NO"**  
**GIVE DETAILS IN SPACE BELOW**

Are you eligible to work in the United States? Yes ☒ No ☐

Have you ever been dismissed from employment for cause? Yes ☐ No ☒  
 If so, explain and state which jobs below.

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? Yes ☐ No ☒

If your answer is "Yes," give details below. Show: date, charge, place, court and disposition.  
 NOTE: a conviction per se is not a disqualifying factor. What you were convicted of, and how long ago are important. Give all the facts so that a decision can be made.

**EXPLANATIONS TO QUESTIONS ABOVE (Use additional paper if necessary)**

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 signature on this form is your consent to the drug test.



## EMPLOYMENT HISTORY

Describe your employment history in detail under the headings below, starting with your present or last employer and list in reverse order. Indicate the nature of the work personally performed by you. If two or more positions were held during the same period of time, show the proportion of time spent at each. If your title and duties changed materially in the course of your service in any one organization indicate such changes clearly and as separate employments.

## PRESENT OR LAST EMPLOYER

Name of Employer New Insight Family Eyecare		Phone (203) 755-4941	
Address 1320 West Main Street		City Waterbury	State CT
		Zip 06708	
Dates of Employment: From (Mo/Yr) May 2008	Title of Position Optical Technician	Name and Title of Supervisor Dr. Albert Germain, O.D.	
To (Mo/Yr) Present	Description of Duties, Responsibilities, and Significant Accomplishments Conduct all pre-testing and general health information with patients, leading up to doctor's exam.		
Salary: Starting \$8.50	Assist patients in picking out and purchasing glasses and contact lenses.		
Ending \$15			
No. of Hours Worked Weekly: 4-9	Schedule appointments and file charts.		
Reason for Leaving			

## PRIOR EMPLOYER

Name of Employer		( ) Phone	
Address		City	State Zip
Dates of Employment: From (Mo/Yr)	Title of Position	Name and Title of Supervisor	
To (Mo/Yr)	Description of Duties, Responsibilities, and Significant Accomplishments		
Salary: Starting			
Ending			
No. of Hours Worked Weekly:			
Reason for Leaving			

## PRIOR EMPLOYER

Name of Employer

( )  
Phone

Address		City	State	Zip
Dates of Employment: From (Mo/Yr)		Title of Position		
To (Mo/Yr)		Description of Duties, Responsibilities, and Significant Accomplishments		
Salary: Starting				
Ending				
No. of Hours Worked Weekly:				
		Reason for Leaving		

## EDUCATION

Indicate Last Grade Completed	Name and Address of High School Last Attended	Date of Graduation or G.E.D. Awarded
12	Kennedy H.S. Waterbury, CT	June 2009

Name of College Business or Technical Schools Attended	Address	Dates of Attendance	Number of Credits Completed	Type of Degree	List Major Subjects
Univ. of New Haven	300 Boston Post Road West Haven, CT 06456	Aug 2007 - May 2013	115	B.A.	Psychology
Univ. of Bridgeport	84 Progress Lane Waterbury, CT 06705	Jan 2014 - May 2015	33	M.S.	Elementary Education

If you have any additional education or experience, or have taken SPECIAL COURSES, list these below. Please include: Where acquired and the total number of hours involved.

Interned at Duggan School for one full school year. Worked with students grades Pre-K through 8th. Completed Student teaching at Duggan School as well in a Kindergarten classroom.

How did you learn of the employment opportunity for which you are applying?

Newspaper

Radio

Job Service

Current Employer

Job Posting

Professional Journal

X Other Univ. Supervisor

For equal opportunity purposes, we are requesting the following information. This information is optional and will only be used to comply with Federal Equal Employment reporting requirements and for test validation purposes. Please check the appropriate groups below:

Female ☒White ☒Black ☒

Asian (Pacific Islander)

Hispanic

Native American

Male

Other (specify)

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.

Date

4/1/2015

Signature

Alyse Gibson

Reed FRC  
Grant

## Parent Educator/Positive Youth Development Leader

Martinez

### Position Summary

This position works directly under the supervision of the FRC Coordinator, School Principal and FRC Director. The school based Family Resource Center, through the Parent Educator, provides support, encouragement, and information to families via group meetings, playgroups and personal home visits to help optimize child development during early years of life. The Positive Youth Development Leader is responsible to coordinate, monitor and deliver supportive services and meaningful activities involved with the day-to-day operations of a program designed to create positive changes in youth participating the programs

### Qualifications

- Associate degree (60credits) in Child Development, Social Work, Psychology, Early Childhood Education or other related field. Parent Educator Trained(Training will be provided)
- Experience working with children and families.
- Valid driver's license and reliable transportation
- Excellent interpersonal, communication, and organizational skills.
- Must possess the ability to establish and maintain effective working relationships with students, parents and staff with diverse cultural and economic backgrounds.
- Computer literate, data entry, word processing, use of Cayen data system (training will be provided)
- Knowledge of community resources to meet families' needs.
- Bilingual preferred.
- Flexible hours a must.

### Duties and Responsibilities - (Not limited to duties listed below)

- Plans and delivers group meetings on parenting topics and activities for children ages 0-5.
- Plans and conducts personal visits to homes of children ages 0-3 to support parents.
- Screens enrolled children, evaluated family needs, refers clients to appropriate services.
- Use of Cayen data system to record attendance, all activities, assessments and family progress.
- Attends professional training and meets regularly with FRC Coordinator to discuss progress of program.
- Establish links with other school personnel and programs that foster positive youth development
- Coordinate activities with staff and community organizations.
- Ensure that students participate in programs involving anti-bullying, PBIS and self-esteem building.

Work Year/Hours of Work 10 Months, 30 hours per week (Flexible work schedule to meet the needs of the programs and the families they serve. Some nights and weekends required)

Salary: \$15.00 per hour. No benefits

Closing date: 03/04/2015

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

Please submit a letter of intent, resume, transcripts and 3 letters of recommendation to:

James A. Murray  
Education-Grants Human Resources  
236 Grand Street  
Waterbury, Connecticut 06702

Alexandra Isaac Martinez  
185 Monmouth Avenue, 1floor. Waterbury, CT 06704  
Email: aisaacmartinez76@gmail.com (203) 575-0753&(203)206.5837

#### OBJECTIVE

To obtain a position in an agency dedicated to the welfare and growth of individuals and families. To work in a positive work environment with a team of professionals that will utilize my knowledge and passion to help improve the quality of life of individuals and families.

#### EDUCATION

M.S. Marriage and Family Therapy (Graduate Student)  
Central Connecticut State University - Prospective Graduation Date Summer 2017

B.S. Concentration - Human Services/Applied Behavioral Science: Sociology Focus - April 2011  
Charter Oak State College New Britain, CT

A.S. Degree in Social Work - May, 2007  
Naugatuck Valley Community College, Waterbury, CT

#### HONORS

Alpha Sigma Lambda (GPA 3.76), Phi Theta Kappa member, COSC Student Association Citation, Dean's List, Who's who Among College Students, Certification of Appreciation by The Waterbury Prevention Policy Board and The Youth Development Advisory Council

#### TRAININGS

Systematic Training for Effective Parenting  
ADHD/ADD/ODD Training  
Common Sense Parenting  
Early Childhood Behavioral Consultation  
Behavioral Management Training  
Childhood Lead Poisoning Prevention  
Certification Child Discipline Module  
Redirecting Children's Behaviors  
Fundamental of Parenting Education

Cultural Diversity  
Cultural Issues in Mental Health Treatment  
Age Specific Care  
Fatherhood Conference Training  
CPS Certification & Training on Cultural Awareness  
Parent Involvement Across Culture  
Bridging the Gap-From Incarceration to Employment

Trauma Focused Cognitive Behavioral Therapy  
Training on Inhalant Abuse  
Co-Occurring Disorders  
Personal Safety  
Emergency Procedure Training  
Suicide Prevention and Risk Reduction  
Effective Response in Crisis Intervention  
Understanding Crisis: Trauma-Informed Perspective  
Self-harming Behavior of Youth & FDC  
CPR, First Aid  
DCF Medication Administration Training

Case Management for Paraprofessionals  
HIPPA for Health Care Professionals  
Coordinating Primary Care Needs of Clients  
Client/Patient Rights Education



## WORK EXPERIENCE

### Connect To Kids Orange CT - September 2013 to Present

#### PARENT EDUCATOR - PARENT COACH

- Observe family interaction, provide coaching to immediately address areas of parent deficiency
- Document family interaction with children and other relatives and provide detailed reports to DCF Social Workers and other agencies working directly with the clients
- Assess family unique needs and strengths, and create an action plan with measurable goals
- Teach parents appropriate parenting techniques and self-advocacy while addressing deficiencies
- Provide opportunities for individuals to experience personal growth and family bonding
- Work directly with families dealing with co-occurring disorder and disabilities
- Attend PPT, provider meetings and create collaborative efforts to evaluate clients' needs

### All Pointe Care Cheshire CT - August 2011 to Present

#### THERAPEUTIC PARENT VISITATION SUPERVISOR - MENTOR

- Educate parents on needed skills, develop an education plan that meets client's learning style
- Assess needs and develop goals based on specific needs and strengths
- Worked closely with minority population addressing issues that affected their lives
- Provide support and guidance to parents and individuals with mental and substance abuse history
- Mentor youth with physical and mental health needs and teach life skills, and self-advocacy

### CASE MANAGER- Reunification Family Program CMHA Waterbury - CT -August 2011 to May 2013

- Assessed family's needs and developed measurable and attainable goals
- Supervised children with adults while evaluating diverse levels of family deficiencies and strengths
- Provided education to increase appropriate parenting skills and a positive home environment
- Assisted in the reunification process and collaborate with other agencies in provision of services

### FAMILY ADVOCATE - YMCA Head - Meriden CT -September 2008 to 2011

- Worked with foster families and families of diverse backgrounds and provided translation services
- Visited families to educate and create individualized plans to deal with child's behavioral issues
- Coordinated with teacher weekly to develop educational and behavioral plans for children
- Maintained record of attendance, contact families to address absences and assistance as needed
- Worked closely with nutritionist, nurse, head teachers to ensure all children's needs are met and records are up-to-date
- Maintained records current by doing monthly case reviews

### TRANSITIONAL LIVING COACH - Beacon House LISA Inc. - Wolcott, CT- February 2007 to June 2014

- Assisted in basic life skills teaching with culturally diverse teenagers and young mothers
- Provided support to resident with mental illness, drug abuse and from a traumatic background
- Role modeled, teach life skills, assisted on daily task, provided transportation and medication
- Provided support to team members and addressed crisis in the home group setting

## SPECIAL SKILLS

- Able to write and speak fluently in Spanish
- Fast typing
- Software knowledge Care logic, Microsoft, Excel

References Available Upon Request

February 27, 2015

Mr. James A. Murray

My name is Alexandra Isaac Martinez and through this medium, I would like to indicate my interest in the position of Parent Educator - Positive Youth Development Leader. I am a active community member who has advocated for youth and families over the past thirteen years. Among my first accomplishments, I am proud of being the first person in my family to learn English and to earn a Bachelors degree. I have earned a Grade Point Average of 4.0 and have received several awards, as shown in my resume. I have overcome many challenges and transitions that have made me a stronger, more self-aware human being. I am proud of my accomplishments as these serve as bridge for generations to come and to role model for those I serve.

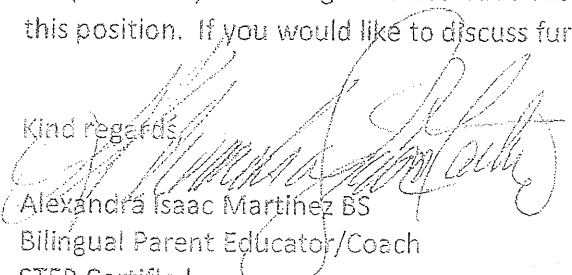
As a Parent Educator since 2013, I have been able to help families strengthen their ties and find new ways of relating to one another. I have provided parent education sessions to increase the knowledge and understanding of parents who are dealing with dally child behavior challenges. In addition, I have completed home visits to assess the family and individual needs, their strengths, resources and community ties. In joining with families and determining their learning style, I have been able to increase the success rate of families within the programs that I have served.

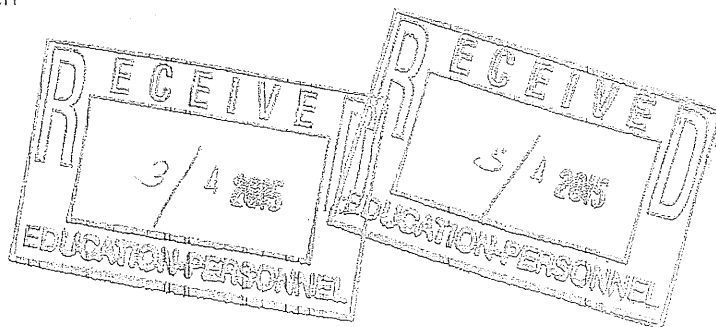
As a Family Advocate, I have been able to engage families of diverse socioeconomic and ethnic backgrounds. I have encouraged them to participate in Head Start Programs and to learn about child development and ways in which to support and nurture their children's growth.

My goal is for families to rediscover positive and more effective ways to communicate and interact among themselves and the community. In addition, it is my desire to educate parents about the need to understand and provide for their children's emotional, physical, cognitive and social development needs. I am confident that I would be a great asset to this program as I plan to provide the best possible service to those I would serve through my strong leadership and communication skills.

I hope that my knowledge and dedication to serve families and children makes me good candidate for this position. If you would like to discuss further my qualifications, please feel free to contact me.

Kind regards,

  
Alexandra Isaac Martinez BS  
Bilingual Parent Educator/Coach  
STEP Certified  
Phone: (203) 206-5837  
Home: (203) 575-0753  
aisaacmartinez76@gmail.com



State of Connecticut

# University of the State of Connecticut

New Britain, Connecticut

Under the authority of the Board for State Academic Awards,  
and upon recommendation of the faculty,  
the College has conferred upon

Alexandra Juac Martinez

the degree of

Bachelor of Science

Honors

together with all the rights, honors, and privileges pertaining thereto.

Witness my hand, the seal of the College and the signatures of its duly authorized officers  
on the thirtieth day of May, One Thousand and Eleven.

E. J. Kinsley

President, Board of State Colleges



James V. Wadsworth  
President, Board of State Colleges

## WebCentral-Banner Web Services

Central Connecticut State University

CENTRAL CONNECTICUT

[Home](#) [Student](#) [Billing/Payments](#) [Registration/Records](#) [Faculty](#)

[HELP](#) [EXIT](#)

### Student Academic Transcript

Nov 12, 2014 09:59 pm

☒ Courses that are in progress are also included on this transcript.

**IMPORTANT NOTE:** MATH 099 / ENG 099 credits cannot count toward graduation. They are included in the earned credit total on the transcript, but they must be subtracted when calculating graduation credits.

Information for Alexandra Isaac-Martinez

[Institution Credit](#) [Transcript Totals](#) [Courses in Progress](#)

Institution: Central CT State University

Student Name: Alexandra Isaac-Martinez

Student ID:

#### Transcript Data

#### STUDENT INFORMATION

Name : Alexandra Isaac-Martinez

#### Curriculum Information

#### Current Program

College: Sch of Education &  
Prof Study

Major and  
Department: Marriage & Family  
Therapy,  
Counseling &  
Family Therapy

\*\*\*This is NOT an Official Transcript\*\*\*

#### AWARDED

Sought: Master of  
Science Degree Date:

#### Curriculum Information

Major: Marriage & Family Therapy

#### INSTITUTION CREDIT -Top-

Term: Summer 2014



			Systems	
MFT	542	GR	Prof, Ethic, Legl Issues-MFT	3.000

Unofficial Transcript

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RELEASE: 8.1

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308 Walnut Street  
Waterbury, CT. 06704  
203 - 591 - 1900

## WOW/NRZ Community Learning Center

February 27, 2015

To Whom It May Concern:

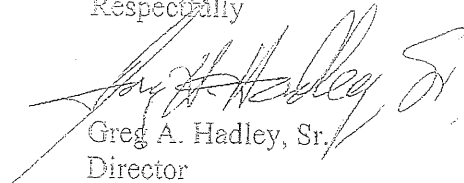
Please accept this as a reference letter for Alexandria Isaac Martinez. I have known Alexandria for over 10 years as a WOW/NRZ Community Learning Center involved program parent and volunteer. Her children were active participants in the majority of the WOW/NRZ Community Learning Center's programs and events. She was involved in all facets of children's participation. Ms. Isaac Martinez was an active Walnut Orange Walsh Neighborhood Revitalization Zone Association Inc. member. She also served on the "Silence The Violence" Urban Youth Violence Prevention Advisory Board.

As a volunteer she has established very good relationships with children, youth and parents. The children and youth see her as appositve role model. Even though, Ms. Isaac Martinez no longer resides in the WOW neighborhood she continues to offer her volunteer services to the WOW/NRZ Community Learning Center and WOW neighborhood.

I am strongly recommending Ms. Alexandria Isaac Martinez for the position of Parent Educator/Positive Youth Development Leader. She will be an asset to the district.

If you have any questions please feel free to contact me.

Respectfully

  
Greg A. Hadley, Sr.  
Director



Connect • to • Kids LLC  
412 Longmeadow Road  
Orange, CT 06477-1636  
(203) 795-8856  
ctkcoaching@aol.com

March 1, 2015

To Whom It May Concern:

Alexandra Isaac Martinez asked that I write a letter of recommendation in support of her application to the City of Waterbury for a position as a part time Parent Educator and Positive Youth Development Leader. I am delighted to provide it.

I originally met Alexandra several years ago when we were both working on a challenging case through the Department of Children and Families. It was a reunification case for a family with some very complex challenges (domestic violence and physical child abuse of two very damaged little boys presenting with multiple diagnoses). As a reunification worker for Reconnecting Families at the time, Alexandra was very supportive of the parents and their attempts to make positive changes in their lives. I remember being impressed with her sensitivity to the parent's unique situation and her ability to identify and focus on improving their strengths (in addition to helping to reduce household friction). Together with my agency, Connect•to•Kids, which provides parent coaching and education, we were able to work with the family to create workable rules, routines and consequences (while nurturing a closer relationship between the parents and children). Her instincts and insight into the family dynamics were excellent as were her suggestions and follow-up.

Based on that experience and others, Connect•to•Kids hired Alexandra in September 2013 as a part-time bi-lingual parenting educator and coach. She has an excellent work ethic, is always looking to improve her knowledge base and skills (she has never turned down an opportunity for growth), and is a pleasure to work with. Her boundaries with the clients have been appropriate and she is able to be self-reflective. I've seen her natural ability to work effectively with children, teens and young adults in action - she uses a combination of firmness, high but realistic expectations, kindness and humor. Alexandra does not get a fixed view of a case and then operate under that fixed view - she is open to feedback from all providers, is able to monitor the ups and downs and make decisions or recommendations accordingly. As a result, families benefit.

I give Alexandra an enthusiastic recommendation and believe she will be able to continue making a positive difference in the lives of families with whom she works.

Please do not hesitate to contact me if you require any additional information.

Sincerely,

Andrea Fisher  
Co-Owner, Connect•to•Kids LLC

March 1, 2015

To Whom It May Concern,

I am writing this letter on behalf of Alexandra Isaac-Martinez. I have known Alexandra for the past year as she is a classmate of mine in the Master's of Marriage and Family Therapy Program at Central Connecticut State University. Throughout the time I have known her, Alexandra has proven to be a conscientious student who works diligently and puts forth a tremendous amount of energy and compassion into her education. She is punctual and reliable and always comes to class prepared and ready to engage with her classmates on whatever subject matter we are learning about.

I have had the privilege of working with Alexandra on a number of class projects during the last year. Alexandra is a remarkable team player who always completes her fair share of the work load which we are assigned. She consistently goes above and beyond to ensure that the work we put forth is well-researched, clear and thorough. She is always willing to lend me a hand or to help me to understand a concept with which I am struggling with. Alexandra's work ethic is admirable and this is evidenced in the grades that she receives and the feedback she receives from her professors and her peers.

On a personal level, Alexandra has always been a pleasure to be around and her positive energy is infectious. Not only does she make me laugh, but she shows me and everyone she encounters kindness, compassion and empathy, at all times. She is culturally competent and accepting of everyone regardless of their circumstances. I have truly never met an individual with whom I felt as instantly comfortable with, as I did when I met Alexandra. She is a remarkable person who has so many positive qualities to share with others.

I highly recommend Alexandra for any position which she pursues. She is focused and goal-oriented and puts forth her best effort in any task she undertakes. She is an excellent communicator and would be an asset to your organization. If you have any further questions regarding Alexandra, please feel free to contact me.

Sincerely,



Meggan E. Pierce, Director

BASREP, Inc.

Before & After School Recreation Enrichment Program

Of Durham & Middlefield, Inc.

PO Box 131

Durham, CT 06422

860-349-1819 (work)

860-301-3915 (cell)

Meg101dals@comcast.net



Matozzo

WATERBURY PUBLIC SCHOOLS  
SPECIAL EDUCATION

Child Associate for Primary Mental Health Program Grant/  
Wraparound Service  
Walsh Elementary School

**General Statement of Duties:** Supplies services that will benefit Primary Mental Health Program Grant (Developing Skills Project Grant) students and their families. Supervised directly by the School Principal and School Psychologist assigned to the school and by the Special Education Supervisor "who reports directly to the Assistant Superintendent for Special Education and Pupil Personnel Services.

**Specific Examples of Duties:** The Child Associate will participate in statewide training for PMHP staff provided by the State Department of Education –four statewide skill building sessions to be arranged by SERC. Additionally, the Child Associate will participate in district professional development activities on district professional development days (4). Training will include early childhood training and other training offered to district paraprofessionals. The Child Associate will work 19.5 hours per week in the program. This schedule will allow the Child Associate to work with approximately forty (40) students during each of four – eight (8) week sessions. Adequate time is included in this schedule for the Child Associate to see each student thirty (30) minutes per week at individual sessions, to walk students to and from the playroom for sessions, to meet with supervisors, and to conference with parents and teachers as necessary.

**Qualifications:** An Associates degree is required. Experience with early childhood . Ability to work cooperatively with, and under the supervision of the Special Education Supervisor and the School Principal. Experience in Child Development with the ability to communicate verbally and in writing. Ability to maintain accurate records and prioritize multiple tasks. Must have the ability to work well with students and their families.

**Hours Of Work:** 19.5 hours per week

**Salary:**\$22.00 per hour

**No Benefits**

**Grant Funded**

This is a grant funded, non-union position that exists as long as grant funds are available Please submit letter of intent, resume, Non Certified application and three letters of reference to:

James A. Murray, PHR  
Personnel-Education  
236 Grand Street  
Waterbury, CT 06702

**Closing Date:** March 10, 2015

WATERBURY PUBLIC SCHOOL DISTRICT  
236 GRAND STREET, WATERBURY, CT 06702

APPLICATION FORM  
FOR NON-CERTIFIED POSITIONS

Position Applied For: Child Associate for Primary Mental Health Program Grant/  
Wraparound Service- Walsh Elementary School

Applicant is requested to answer each question completely and accurately. Application may be rejected or receive a lower evaluation because items are incomplete or omitted.

PLEASE TYPE OR PRINT LEGIBLY IN INK

Name Matozzo Claudette  
Last First M. I.

Address 143 Georgetown Dr. Home Phone (860) 374-1432  
No. Street

City, State, Zip Watertown, CT 06795 Work Phone ( ) \_\_\_\_\_

Mailing Address

(If different from above \_\_\_\_\_)

THE FOLLOWING QUESTIONS MUST BE ANSWERED "YES" OR "NO"  
GIVE DETAILS IN SPACE BELOW

Are you eligible to work in the United States? Yes ☒ No ☐

Have you ever been dismissed from employment for cause? Yes ☐ No ☒  
If so, explain and state which jobs below.

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? Yes ☐ No ☒

If your answer is "Yes," give details below, Show: date, charge, place, court and disposition.

NOTE: a conviction per se is not a disqualifying factor. What you were convicted of, and how long ago are important. Give all the facts so that a decision can be made.

EXPLANATIONS TO QUESTIONS ABOVE (Use additional paper if necessary)

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 signature on this form is your consent to the drug test.

## EMPLOYMENT HISTORY

Describe your employment history in detail under the headings below, starting with your present or last employer and list in reverse order. Indicate the nature of the work personally performed by you. If two or more positions were held during the same period of time, show the proportion of time spent at each. If your title and duties changed materially in the course of your service in any one organization indicate such changes clearly and as separate employments.

### PRESENT OR LAST EMPLOYER

Watertown Public School District		(800) 945-4800	
Name of Employer		Phone	
10 DeForest St		Watertown CT 06795	
Address		City State Zip	
Dates of Employment: From (Mo/Yr) 9/09-3/12	Title of Position Substitute Paraprofessional		
Name and Title of Supervisor Kathleen Scully (principal)			
To (Mo/Yr)	Description of Duties, Responsibilities, and Significant Accomplishments Substitute for paraprofessionals in Primary School		
Salary: Starting \$8.25	setting when called. Assist teacher and students		
Ending \$8.25	in a variety of daily activities. Work along side		
other paraprofessionals in supervising indoor and outdoor			
No. of Hours Worked Weekly: vary	play, snack, and teacher/student directed activities		
Reason for Leaving			

### PRIOR EMPLOYER

Jump Bunch Fitness for Kids		(208) 305-9095	
Name of Employer		Phone	
Address		City State Zip	
Dates of Employment: From (Mo/Yr) 6/05	Title of Position Coach		
Name and Title of Supervisor Debbi Ungvary, owner			
To (Mo/Yr) 6/06	Description of Duties, Responsibilities, and Significant Accomplishments Implement various sports and fitness activities		
Salary: Starting \$16-	and lessons at area preschools and child care		
Ending	centers on a weekly basis. Collect and record		
payments from parents.			
No. of Hours Worked Weekly:	Reason for Leaving Maternity		

# PRIOR EMPLOYER

Name of Employer Bristol Preschool Child Care Center Phone (860) 314-0597  
 Address 339 West St. City Bristol State CT Zip 06010

Dates of Employment: From (Mo/Yr) <u>1/2001</u>	Title of Position <u>Head Teacher</u>	Name and Title of Supervisor <u>Shirley Anderson, Program Manager</u>
To (Mo/Yr) <u>3/2005</u>	Description of Duties, Responsibilities, and Significant Accomplishments <u>Plan and implement individual and group activities. Evaluate needs and progress of students. Participate in a team teaching approach within the classroom. Establish and maintain parent contacts. Complete progress reports and conduct parent-teacher conferences. Help maintain NAEYC accreditation.</u>	
Salary: Starting	<u>teaching approach within the classroom. Establish and maintain parent contacts. Complete progress reports and conduct parent-teacher conferences. Help maintain NAEYC accreditation.</u>	
Ending		
No. of Hours Worked Weekly:	Reason for Leaving <u>Maternity</u>	

# EDUCATION

Indicate Last Grade Completed <u>12</u>	Name and Address of High School Last Attended <u>Watertown High School, Watertown CT</u>	Date of Graduation or G.E.D. Awarded <u>June 1995</u>
--------------------------------------------	---------------------------------------------------------------------------------------------	----------------------------------------------------------

Name of College Business or Technical Schools Attended	Address	Dates of Attendance	Number of Credits Completed	Type of Degree	List Major Subjects
<u>Univ. of CT</u>	<u>Waterbury, CT - Branch</u>	<u>9/95 - 5/97</u>	<u>66</u>		<u>Elementary Ed</u>
<u>Teikyo Post. University</u>	<u>800 Country Club Rd. Wobey, CT</u>	<u>9-97 - 12-97</u>	<u>15</u>		<u>Early childhood</u>
<u>Central CT State Univ.</u>	<u>1615 Stanely St. New Britain, CT</u>	<u>1-98 - 12-00</u>	<u>97</u>	<u>B.S.</u>	<u>Early childhood / English</u>

If you have any additional education or experience, or have taken SPECIAL COURSES, list these below. Please include: Where acquired and the total number of hours involved.

How did you learn of the employment opportunity for which you are applying?

Newspaper ☐ Radio ☐ Job Service ☐ Current Employer ☐ Job Posting ☒ Professional Journal ☐ Other ☐

For equal opportunity purposes, we are requesting the following information. This information is optional and will only be used to comply with Federal Equal Employment reporting requirements and for test validation purposes. Please check the appropriate groups below:

Female ☒ White ☒ Black ☐ Asian (Pacific Islander) ☐ Hispanic ☐ Native American ☐  
 Male ☐ Other (specify) \_\_\_\_\_

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.

Date \_\_\_\_\_

Signature Claudette Whitmyer

Claudette Matozzo  
143 Georgetown Drive  
Watertown, CT 06795  
860.274.1432  
cmjm1011@aol.com

Objective	To obtain a teaching position in an early childhood setting
Education	Bachelor of Science degree in Early Childhood Education, Dec 2000 Major in English Central Connecticut State University, New Britain, CT 3.7 GPA Dean's List
Certification	Connecticut Teacher's Certification, Pre-K-3
Work Experience	<p>WATERTOWN PUBLIC SCHOOL DISTRICT- Watertown, CT Substitute Paraprofessional - Fall 2009-March 2013 -Assist teacher and students in a variety of daily activities. -Work along side other paraprofessionals in supervising indoor and outdoor play, snack, and teacher/student directed activities.</p> <p>JUMPBUNCH- Sports and Fitness for Kids, Beacon Falls, CT Teacher/Coach - April 2005-June 2006 -Led large and small group structured program that introduces children to a wide range of sports</p> <p>BRISTOL PRESCHOOL CHILD CARE CENTER, Bristol, CT Head Teacher (Preschool) - January 8, 2001-March 11, 2005 -Plan and implement individual and group activities -Evaluate needs and progress of students (CT Preschool Assessment Framework) -Participate in a team teaching approach within the classroom -Establish and maintain parent contacts</p> <p>RAINBOWLAND NURSERY SCHOOL'S LEARNING CENTER, Watertown, CT Preschool Teacher's Assistant, May 1995-August 2000 -Plan and implement mini lessons -Oversee free play -Prepare snacks and lunches -Oversee closing</p>



Other Related  
Experience

EVANGELICAL CHRISTIAN CHURCH, Waterbury, CT  
PreK/K Sunday School Teacher - Fall 1998-present  
-Plan and implement lessons to meet the spiritual needs of the children  
-Organize and manage classroom set-up and materials  
-Plan, organize and directed Vacation Bible School- 2010, 2011, 2014  
-Lead children's music program

PLANTSVILLE ELEMENTARY SCHOOL, Plantsville, CT  
Student Teacher (Grade 1) - Fall 2000  
-Planned and implanted Emergent Mohegan Indian Unit  
-Observed, assisted and taught Reading, Math and Science lessons  
-Developed daily lesson plans  
-Assumed full classroom responsibility for last three weeks of practicum

ITALIAN LANGUAGE CLASSES FOR CHILDREN, Waterbury, CT  
Teacher's Assistant (Ages 5-12) - October 1998-May 1999  
-Assisted teachers in small group instruction  
-Provided small group tutoring in conversational Italian

Skills/Interests/  
Activities

-Proficient Microsoft Office products  
-Conversational Italian  
-Music (Flute)  
-Volunteer at local food pantry in registration

References

-Available upon request

Claudette Matozzo  
143 Georgetown Drive  
Watertown, CT 06795  
860.274.1432  
cmjm1011@aol.com

Waterbury Public Schools

To Whom It May Concern:

I am writing to express my interest in your recent job posting for a Child Associate for Primary Mental Health Program.

I have a Bachelor of Science Degree in Early Childhood Education from Central Connecticut State University and I hold an Initial Teaching Certificate in Nursery to grade 3.

Most recently, I was a substitute paraprofessional for Watertown Public Schools. In this position, I worked side by side with teachers as well as other paraprofessionals in implementing the day's activities and lessons with small/whole groups of children as well as one on one.

During my time at Bristol Preschool Child Care Center as a Head Teacher, I used my organizational skills in preparing lesson plans, managing daily activities and observing and documenting children's progress. I also assessed student's progress based on the Connecticut State of Education Preschool Framework and held parent/teacher conferences. I also used my interpersonal skills when working side by side with other teachers and maintaining contacts with parents.

For the past 10 years I have worked as a children's ministry volunteer in my church. In this time, I have and continue to direct various activities/programs with children of varying ages and currently teach a weekly preschool class. In addition to teaching, I also lead the children weekly in learning new songs and music.

Working in a variety of early childhood settings has given me the opportunity to use my teaching skills and utilize my ability to work with others in this field. I believe I would be an excellent candidate for this position.

Thank you for your time and consideration.

Sincerely,

  
Claudette Matozzo

Annette Pietro

John Trumbull Primary School

779 Buckingham Street

Oakville, CT 06779

March 9, 2015

To Whom It May Concern,

It is with great pleasure that I am writing this letter of recommendation for Claudette Matozzo. I have been a Special Education Teacher in the Watertown Schools Preschool Program for 15 years. I first met Claudette as a parent as I had the opportunity to have both daughters as students. As a parent, Claudette volunteered in the classroom on numerous occasions. When her second daughter moved from preschool to kindergarten Claudette became a substitute paraprofessional in the Watertown School District.

Observing Claudette working with children allowed me to witness first hand her patience, knowledge of child development, and her creativity. Another testament to her skills is that the students were always very excited to see Claudette when she was in the classroom and would flock to the area of the classroom where she was working or playing. Claudette demonstrated professionalism when talking to myself or other paraprofessionals. In addition, she worked cooperatively with other paraprofessionals in my classroom and had a sense of what needed to be done. She was punctual and always followed through on tasks. Claudette accepted feedback and asked for clarification when needed.

It is without reservation that I recommend Claudette for the position of Child Associate. I feel that she would be an outstanding addition to your district and program. Please feel free to contact me if I can be of any further assistance.



Annette Pietro

Special Education Teacher

860-945-2776 or [pietroan@watertownps.org](mailto:pietroan@watertownps.org)

# Bristol Preschool Child Care Center, Inc.



March 2, 2005

To Whom It May Concern:

Please accept this letter of reference for Ms. Claudette Matozzo. I have known Claudette professionally for five years. I have been Claudette's direct supervisor in her capacity of four year old preschool teacher within our NAEYC accredited organization.

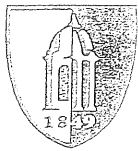
During this time I have found Ms. Matozzo to be very knowledgeable in the field of education. Claudette is intuitive and resourceful in working with children and performs her job in the fullest. Ms. Matozzo excels in her work with children, always providing a safe, secure and creative environment for children to explore and learn. She is reliable, caring and a wonderful role model for children, parents, and other teachers. The excellence she displays in the classroom, she displays as a supportive team member to others.

Claudette exhibits strong leadership qualities and is always willing to go beyond what is expected. Ms. Matozzo's sense of team and positive attitude is displayed daily; along with genuine interest in children and education is unique and sincere.

If you should have any questions concerning Claudette Matozzo for a position within your organization, please feel free to contact me at 860-314-0597. I would highly recommend Claudette Matozzo for any challenging position in the education field.

Sincerely,

Shirley B. Anderson  
Program Manager



CENTRAL  
CONNECTICUT STATE UNIVERSITY

1615 Stanley Street P.O. Box 4010 New Britain, CT 06050 - 4010 www.ccsu.edu



Honoring Our History  
Celebrating Our Future

December 8, 2000

To Whom It May Concern:

I have had the pleasure of supervising Claudette Salerno during her student teaching experience at Plantsville Elementary in Southington, Connecticut. Within this first grade placement, she has demonstrated her teaching abilities while assuming all of the responsibilities of a typical teacher.

Claudette is one of those unusual beginning teachers that appears to be a veteran teacher already. She is bright and resourceful, with an excellent understanding of developmentally appropriate practices. She appears comfortable and confident, eagerly taking on all aspects of the classroom. She has a warm rapport with children that is encouraging and motivating for her students. Her communication skills are fabulous, directions and questions are always clear, well articulated, with constant emphasis of the concepts being taught. Classroom management also comes easy to her. She appears to love teaching and is constantly reflecting, challenging herself, and trying to improve.

Claudette's lessons are engaging and are created to meet a variety of learning styles. She has a good sense of her children's skills and is able to logically sequence her lessons to help them meet their required goals. She is a natural at reading her students, eliciting information from them, assessing their knowledge, and pacing her instruction accordingly.

Claudette is a responsible, motivated individual who is already demonstrating the skills of a very successful teacher. It is without reservation that I recommend her for a teaching position in early childhood education. Please feel free to contact me if I can provide any additional information at (860) 496-8538.

Sincerely,

Rebecca Bottari  
Adjunct Professor



WATERBURY PUBLIC SCHOOLS  
SPECIAL EDUCATION

Rice

Child Associate for Primary Mental Health Program Grant/  
Wraparound Service  
Walsh Elementary School

**General Statement of Duties:** Supplies services that will benefit Primary Mental Health Program Grant (Developing Skills Project Grant) students and their families. Supervised directly by the School Principal and School Psychologist assigned to the school and by the Special Education Supervisor "who reports directly to the Assistant Superintendent for Special Education and Pupil Personnel Services.

**Specific Examples of Duties:** The Child Associate will participate in statewide training for PMHP staff provided by the State Department of Education –four statewide skill building sessions to be arranged by SERC. Additionally, the Child Associate will participate in district professional development activities on district professional development days (4). Training will include early childhood training and other training offered to district paraprofessionals. The Child Associate will work 19.5 hours per week in the program. This schedule will allow the Child Associate to work with approximately forty (40) students during each of four – eight (8) week sessions. Adequate time is included in this schedule for the Child Associate to see each student thirty (30) minutes per week at individual sessions, to walk students to and from the playroom for sessions, to meet with supervisors, and to conference with parents and teachers as necessary.

**Qualifications:** An Associates degree is required. Experience with early childhood . Ability to work cooperatively with, and under the supervision of the Special Education Supervisor and the School Principal. Experience in Child Development with the ability to communicate verbally and in writing. Ability to maintain accurate records and prioritize multiple tasks. Must have the ability to work well with students and their families.

**Hours Of Work:** 19.5 hours per week

**Salary:**\$22.00 per hour

**No Benefits**

**Grant Funded**

This is a grant funded, non-union position that exists as long as grant funds are available Please submit letter of intent, resume, Non Certified application and three letters of reference to:

James A. Murray, PHR  
Personnel-Education  
236 Grand Street  
Waterbury, CT 06702

**Closing Date:** March 10, 2015

WATERBURY PUBLIC SCHOOL DISTRICT  
236 GRAND STREET, WATERBURY, CT 06702

APPLICATION FORM  
FOR NON-CERTIFIED POSITIONS

Position Applied For:

Child Associate for Primary Health Program Grant/Background Service

Applicant is requested to answer each question completely and accurately. Application may be rejected or receive a lower evaluation because items are incomplete or omitted.

PLEASE TYPE OR PRINT LEGIBLY IN INK

Name Rice Kane D  
Last First M. I.

Address 181 Dorchester Ave Home Phone (203) 565-8690  
No. Street

City, State, Zip Watbury CT 06704 Work Phone ( )

Mailing Address

(If different from above)

THE FOLLOWING QUESTIONS MUST BE ANSWERED "YES" OR "NO"  
GIVE DETAILS IN SPACE BELOW

Are you eligible to work in the United States? Yes ☒ No ☐

Have you ever been dismissed from employment for cause? Yes ☐ No ☒

If so, explain and state which jobs below.

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? Yes ☐ No ☒

If your answer is "Yes," give details below, Show: date, charge, place, court and disposition.

NOTE: a conviction per se is not a disqualifying factor. What you were convicted of, and how long ago are important. Give all the facts so that a decision can be made.

EXPLANATIONS TO QUESTIONS ABOVE (Use additional paper if necessary)

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 signature on this form is your consent to the drug test.

## EMPLOYMENT HISTORY

Describe your employment history in detail under the headings below, starting with your present or last employer and list in reverse order. Indicate the nature of the work personally performed by you. If two or more positions were held during the same period of time, show the proportion of time spent at each. If your title and duties changed materially in the course of your service in any one organization indicate such changes clearly and as separate employments.

### PRESENT OR LAST EMPLOYER

Meriden Board of Education		(203) 630-4171	
Name of Employer		Phone	
22 Liberty Street Meriden		CT 06450	
Address		City State Zip	
Dates of Employment: From (Mo/Yr)	Title of Position	Name and Title of Supervisor	
03-2014	Paraprofessional	Kathy Dunn, Principal	
To (Mo/Yr)	Description of Duties, Responsibilities, and Significant Accomplishments		
Current	Work in special education / resource room with students		
Salary: Starting	that have mental, behavior or physical challenges.		
Ending	collect / record data of behaviors / target behavior.		
No. of Hours Worked Weekly:	Assist teacher with programs / learning lessons		
30	Reason for Leaving		
still employed here			

### PRIOR EMPLOYER

Community Options Inc		(203) 757-4921	
Name of Employer		Phone	
562 Watertown Ave		CT 06708	
Address		City State Zip	
Dates of Employment: From (Mo/Yr)	Title of Position	Name and Title of Supervisor	
12/05	Residential Trainer	Shannon Wilcox, RD	
To (Mo/Yr)	Description of Duties, Responsibilities, and Significant Accomplishments		
03/14	Assist individuals with mental disabilities with		
Salary: Starting	their daily life activities.		
Ending	Assist individuals with community outings and		
No. of Hours Worked Weekly:	doctor appointments.		
25-30	Reason for Leaving		
still relief / found better employment			

## PRIOR EMPLOYER

Name of Employer <u>Shoppit of Waterbury</u>		Phone <u>(203) 756-5614</u>	
Address <u>943 Wolcott Street</u>		City <u>Waterbury</u>	State <u>CT</u>
		Zip <u>06705</u>	
Dates of Employment: From (Mo/Yr) <u>03/00</u>	Title of Position <u>Cashier</u>		
To (Mo/Yr) <u>03/05</u>	Name and Title of Supervisor <u>Kathy Skyles, head cashier</u>		
Description of Duties, Responsibilities, and Significant Accomplishments			
<u>Maintain and balance daily cash register.</u>			
Salary: Starting <u>9.00</u>	<u>Provide high level of customer service.</u>		
Ending <u>10.50</u>	<u>Train new cashiers to work fast and effectively.</u>		
No. of Hours Worked Weekly: <u>20.25</u>			
Reason for Leaving <u>found better employment</u>			

## EDUCATION

Indicate Last Grade Completed <u>12th</u>	Name and Address of High School Last Attended <u>Waterbury High School, Waterbury CT</u>	Date of Graduation or G.E.D. Awarded <u>June 2002</u>
-------------------------------------------	------------------------------------------------------------------------------------------	-------------------------------------------------------

Name of College Business or Technical Schools Attended	Address	Dates of Attendance	Number of Credits Completed	Type of Degree	List Major Subjects
<u>Wangshichang Community College</u>	<u>750 Chase Parkway Waterbury CT 06708</u>	<u>2004-2013</u>	<u>62</u>	<u>Associate</u>	<u>General Studies</u>
<u>Wangshichang Community College</u>	<u>750 Chase Parkway Waterbury CT 06708</u>	<u>2007-2008</u>	<u>62</u>	<u>Associate</u>	<u>Human Services</u>
<u>Brandford Hall</u>	<u>35 Main St Shelton CT 06484</u>	<u>2004-2005</u>		<u>Certificate</u>	<u>Medical Assistant</u>

If you have any additional education or experience, or have taken SPECIAL COURSES, list these below. Please include: Where acquired and the total number of hours involved.

CPR / First Aid certified, PMT certified, Microsoft Word certified and Youth Mental Health First Aid Certified.

How did you learn of the employment opportunity for which you are applying?

Newspaper ☐
 Radio ☐
 Job Service ☐
 Current Employer ☐
 Job Posting ☒
 Professional Journal ☐
 Other ☐

For equal opportunity purposes, we are requesting the following information. This information is optional and will only be used to comply with Federal Equal Employment reporting requirements and for test validation purposes. Please check the appropriate groups below:

Female ☒
 White ☐
 Black ☒
 Asian (Pacific Islander) ☐
 Hispanic ☐
 Native American ☐

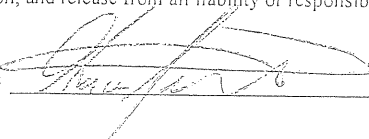
Male ☐
 Other (specify)

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.

Date 3-5-15

Signature



Ka-ne Delove Rice  
181 Dorchester Ave  
Waterbury, CT 06704  
(203) 565-8690  
[Kdelove84@yahoo.com](mailto:Kdelove84@yahoo.com)

### Objective

To obtain a professional position in a facility where I can utilize my skills and expand my knowledge to help individual better their quality of life.

### Education

Naugatuck Community College      Waterbury, CT      2009-2013

\*Associates in Science General Studies graduate,      GPA 3.4

\*Associates in Science Human Service, Pre-Social work graduate      GPA 3.6

Brandford Hall Career Institute      Southington, CT      2004-2005

\*Registered Medical Assistant (completed)      GPA 3.5

\*Certified Phlebotomist

Penn State University      Altoona, PA      2002-2003

\*Nursing Program      GPA 3.2

- Vice President of the Black Student Union
- Secretary of the Urban Dance Troop
- Assistant Costume Designer for the Fall and Spring Plays

### Work Experience

Meriden Board of Education      Meriden, CT      March 2014-present

#### Paraprofessional

- Work in special education/resource room with students with mental, physical and behaviors challenges.
- Collect/record data of behaviors/target behaviors.
- Assist teachers with programs/learning lessons for the students.
- Help student participate in specials within the school (gym, art, music, ect).

Community Options, Inc      Waterbury, CT      Dec 2005-current

#### Residential Trainer

- Assist Individuals with mental disabilities with their daily life activities.
- Assist individuals with community outings and doctor appointment.

Medical Assistance Externship (210 hrs)      Meriden, CT      Dec 2004-Feb 2005

#### Family Practice

- Room and patient preparation; screened patients and updated charts; administered UTIs, pap smears, urinalyses, throat cultures, glucose and hemoglobin tests, EKGs; assisted doctors with stitches; performed physicals; filed medical documents.

ShopRite of Waterbury      Waterbury, CT      2000-March 2005

#### Cashier

- Maintained and balanced daily cash register
- Provided high level of customer service to approximately 100-150 a day
- Trained cashiers to work fast and efficiently



- Assisted the Head Cashier

Skills

CPR/First Aid

Microsoft Word

Youth Mental Health First Aid Certified

Vital Signs

Patient Preparation

PMT

Med Cert

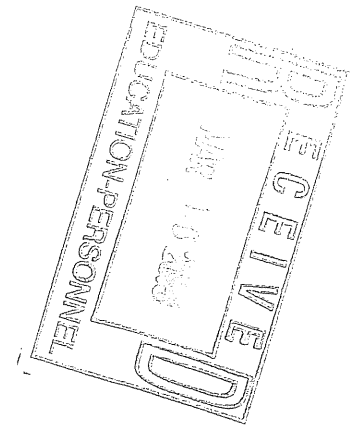
Sterilizations

\*\*\*References available by request\*\*\*

Ka-ne Rice

181 Dorchester Ave

Waterbury, CT 06704



To whom it may concern:

My name is Ka-ne Rice and recently graduated from Naugatuck Valley Community College where I was rewarded with my associate's degree in pre-social work/human services. I also have my associates in General Studies from the same college. Currently, I'm enrolled to the Ideal program at University of Bridgeport for the B.S. in Psychology degree. I'm writing in regards to the position as a Child Associate for Primary Mental Health Program.

I have 8 years of experience working with individuals with various different mental, physical and behavioral disabilities. Currently, I hold a position as a paraprofessional with the Meriden Board of education at an elementary school. With this position I help collect data for students, assist with behavior plans and help with daily student activities for special education students and behavior students. Before becoming a paraprofessional, I work for 7 years as a Residential Trainer and my duties were to assist individuals that I work with on their daily life activities. Some of these activities including: personal hygiene, community outings, doctor appointments and administering their medications. I'm also an intern at the Family Services of Greater Waterbury and I work with children in the DCF system. I also had the pleasure of being a volunteer at different events throughout Waterbury. Within these careers I have been able to work hands on with parents and their families in various different environments to reach the achievable goals for everyone involved. I have years of experience of working in the public and understands the values of working as a team to do what is manageable for students or the individuals I work with.

Throughout my years of working in the human service field, I was able to obtain a few certifications. I have CPR, first aid, PMT and Youth Mental Health First aid certifications. As well as Medication Administration that allows me to pass medications to individuals that may need them.

My education background in human-services/pre social work and the skills that I obtained with my current position will help me be equipped to handle the position that was stated on your website. I believe I can be an added value to your organization with my many years of experience and my eager to expand my knowledge.

Sincerely,

Ka-ne Delove Rice

To Whom It May Concern:

Sept. 26, 2013

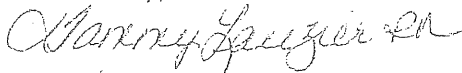
This letter is a professional recommendation for Ka'ne Rice. Until just recently, I have been Ka'ne's immediate supervisor of nursing at Community Options Inc. I found Ka'ne's work ethic and pleasant disposition to be an asset to the agency.

Besides being a joy to work with, Ka'ne is a take-charge person who is able to present creative ideas and professionally communicate the needs of the individuals she supports. In the period of time I have known Ka'ne, she complimented the program with intangible qualities through her energetic approach to helping others in a professional setting.

Kane is also extraordinarily helpful in other areas outside of her designated duties. She never hesitated to jump in and assist in whatever area she was needed, from recovering archived medical data to precepting new employees. Ka'ne's ability to multi-task and work effectively in a fast-paced environment were evident in her daily performance.

I highly recommend Ka'ne for higher education programs and employment in the medical and/or business field. She is a team player and would make a great asset to any organization. If I can be of further assistance, please don't hesitate to contact me.

Sincerely,



Tammy Lauzier

860-866-7735

Registered Nurse

CT. Lic # 0095066

October 20, 2013

Re: Ka-ne Rice

To Whom It May Concern:

It is with great pleasure that I recommend Ka-ne Rice. I have known Ka-ne for eight years in the context of being her co-worker.

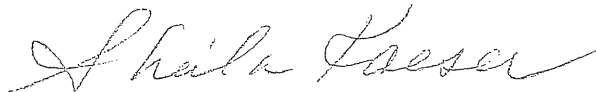
One of Ka-ne's most impressive traits is that she is highly self-motivated. She takes the initiative to learn new things and to be well informed. She voices her concerns and ideas in an appropriate and effective manner. She works very hard and is dedicated to what she wishes to accomplish.

In terms of personality and interpersonal skills, Ka-ne is very calming and self-assured. She is very sensitive to interpersonal nuances. She has shown the ability to work well with vulnerable populations including persons with developmental and physical disabilities in her capacity as Residential Trainer. She has demonstrated she cares a great deal about the welfare of others. Her disposition is very caring and professional. Additionally, Ka-ne has demonstrated her ability to rally and lead co-workers to complete tasks.

Ka-ne's written and verbal communication skills are exceptional. She maintains a professional as well as compassionate relationship with all those she encounters. Her case documentation is accurate and timely. Finally, Ka-ne has the ability to seek opportunities for outings that will accommodate the various needs of each of the residents.

In short, I enthusiastically recommend Ka-ne for any direct care position. I believe she would be an asset to your program and to the profession.

Sincerely,

A handwritten signature in cursive script, reading "Sheila Kaeser". The signature is fluid and elegant, with a long, sweeping underline that extends to the right.

Sheila Kaeser  
80 Rossi Road  
Torrington, CT 06790  
860-618-5061

Wolcott Center  
A Facility of PrimeCare, Inc.

July 16, 2014

To whom it may concern,

I had the pleasure of meeting Ms. Ka-Ne Rice in 2005 when she began working for Community Options Residential Services Inc. Ms. Rice presents herself with enthusiasm and extenuating knowledge in the areas of providing exceptional care to the individuals with Developmentally Disabilities. Ms. Rice continues to maintain her professionalism while interacting with the individuals under our care. Ms. Rice is always punctual, dresses appropriately, demonstrates herself as a team player, and follows all Policy & Procedures set forth by Community Options. Ms. Rice's caring nature is an added asset to our Agency. If you are looking for an individual who is nurturing, dedicated, extremely knowledgeable, and compassionate in the field of Human Services I would highly recommend Ms. Rice to your Agency.

If I can be of further assistance you may contact me Monday – Friday after 3:00pm at (203) 596-0365. Thank you for your time.

Sincerely,



Frederick M. Serra  
Program Manager- Community Options Residential Services, Inc.



Waterbury Public Schools  
Waterbury Arts Magnet School  
Grant Facilitator

WAMS  
Funding  
Saraiva

General Statement of Duties

- Reporting directly to the School Principal and Vice Principal
- Assisting and advising administrators in the proper compliance with budgetary procedures for the Waterbury Arts Magnet School Grant and Extended-day Arts Enrichment Programs, inclusive
- Complete all requisitions for school purchases, after school program, and summer school program
- Monitoring grant expenditures, revenues and account balances
- Reviewing and analyzing purchasing and payment documents for completeness, accuracy, conformance and adherence with City purchasing procedures and State requirements
- Monitoring weekly payroll forms for proper personnel and account charge for extension of school program
- Performing periodic financial payroll projections and reviews
- Meeting frequently with administrators to reconcile accounts and project expenditures
- Preparing and submitting budget revisions to the State as needed
- Filing interim and year-end State financial reports as required
- Assisting with recruitment efforts in order to ensure enrollment of urban and suburban students as required by the State Department of Education
- Performing other duties as assigned

Qualifications

- Excellent understanding of fiscal analysis, budget development and fiscal and programmatic reporting
- Comprehensive knowledge and 3-5 years experience in grant preparation, development and reporting
- Knowledge and ability to create an extended school data base
- Proficiency in use of the Lawson System
- Knowledge of State of Connecticut budgetary and enrollment policies and requirements for interdistrict magnet schools
- Ability to develop and maintain effective professional working relationships with staff, faculty, administration, contacts with participating school districts and representatives from the Connecticut State Department of Education
- Minimum of AS degree and preference of BA/BS degree and/or equivalent combination of experience and training, which provides the necessary knowledge and skills.

Work Year/Hours of work

This is a Full-time (35 hours per week), 12 month position

Salary

This is a non-union, hourly rate position that only exists as long as grant funds are available. The wage range is \$18.00 to \$25.00 per hour depending on experience. Position is grant funded and will be renewed annually based on availability of funds. Interested candidates should submit letter of intent, resume, non-certified application, transcripts and 3 letters of reference to:

James A. Murray, PHR  
Human Resources Administrator-Education/Grants  
246 Grand Street  
Waterbury, CT. 06702

Closing Date: 03/27/2015

Revised 7/1/15

Luisa M. Saraiva  
8 Winterbrook Road • Wolcott, CT 06716  
203-879-9995

March 19, 2015

James A. Murray, PHR  
Human Resources Administrator-Education/Grants  
236 Grand Street  
Waterbury, CT 06702

Dear Mr. Murray

I am writing to express my interest in the Grant Facilitator position at the Waterbury Arts Magnet School. I have enclosed my resume for your review along with Application and 3 letters of recommendation.

I have worked for the Waterbury Board of Education for the past 14 years. I have done really well in my field and am proud of my accomplishments. I have met many challenges along the way and have learned and grown from them. My excellent interpersonal skills, problem-solving and organizational abilities equip me to perform effectively in an office environment. I have been described as a compassionate, kind and patient person who easily connects with students and parents. I have considerable knowledge of office systems including Lawson. I offer strong knowledge of business communication and customer service skills. I speak Spanish and Portuguese.

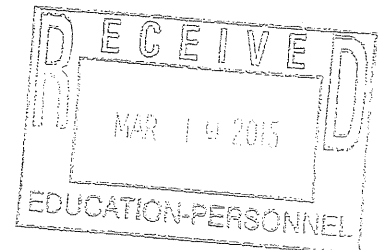
I will graduate in the fall of 2016 with my Associates Degree at Tunxis Community College. Also, I assist in implementing and maintaining all budgets for our current grants, Quality Enhancement Grant, School Readiness Priority School Grant and CT Community Foundation Grant.

I am confident that I can be an asset to your department and would like to request the opportunity to discuss my qualifications with you in further detail. You can reach me at 203-232-0157. I look forward to hearing from you.

Very truly yours,

  
Luisa Saraiva

Enclosure



WATERBURY PUBLIC SCHOOL DISTRICT  
236 GRAND STREET, WATERBURY, CT 06702

APPLICATION FORM  
FOR NON-CERTIFIED POSITIONS

Position Applied For: Grant Facilitator

Applicant is requested to answer each question completely and accurately. Application may be rejected or receive a lower evaluation because items are incomplete or omitted.

PLEASE TYPE OR PRINT LEGIBLY IN INK

Name Saraiva Luisa M.  
Last First M. I.

Address 8 Winterbrook Road Home Phone (203) 232-0157  
No. Street

City, State, Zip Wolcott, CT 06716 Work Phone (203) 573-6684

Mailing Address

(If different from above SAME)

THE FOLLOWING QUESTIONS MUST BE ANSWERED "YES" OR "NO"  
GIVE DETAILS IN SPACE BELOW

Are you eligible to work in the United States? Yes ☒ No ☐

Have you ever been dismissed from employment for cause? Yes ☐ No ☒

If so, explain and state which jobs below.

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? Yes ☐ No ☒

If your answer is "Yes," give details below, Show: date, charge, place, court and disposition.

NOTE: a conviction per se is not a disqualifying factor. What you were convicted of, and how long ago are important. Give all the facts so that a decision can be made.

EXPLANATIONS TO QUESTIONS ABOVE (Use additional paper if necessary)

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.

Luisa M. Saraiva

Page 1

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 signature on this form is your consent to the drug test.

## EMPLOYMENT HISTORY

Describe your employment history in detail under the headings below, starting with your present or last employer and list in reverse order. Indicate the nature of the work personally performed by you. If two or more positions were held during the same period of time, show the proportion of time spent at each. If your title and duties changed materially in the course of your service in any one organization indicate such changes clearly and as separate employments.

### PRESENT OR LAST EMPLOYER

<u>Waterbury Public Schools</u>		<u>(203) 574-8000</u>	
Name of Employer		Phone	
<u>236 Grand Street</u>		<u>Waterbury</u>	<u>CT</u>
Address		City	State
<u>06702</u>		Zip	
Dates of Employment: From (Mo/Yr) September 2001	Title of Position School Readiness Secretary III		
To (Mo/Yr) Present	Name and Title of Supervisor Barbara Tacchi, Coordinator		
Description of Duties, Responsibilities, and Significant Accomplishments	Microsoft Office 2010, Word, Access, Excel, PowerPoint, Outlook, Publisher and Internet Explorer. Basic bookkeeping, Typing, copying, and faxing. Maintain all files, including copying and distributing records to appropriate parties. Compile various data into grid format and conduct surveys. Create budget reports, new office forms, and certificates to be distributed at workshops. Waterbury School Readiness Council appointed secretary; organize, prepare hand-outs and equipment, arrange meeting locations and catering, send out reminders, take and type minutes and post on city website. Website design, update and administration ( <a href="http://www.waterbury.k12.ct.us/wsr">www.waterbury.k12.ct.us/wsr</a> ). Maintain all office equipment (copiers, printers, computers, Welch Allyn vision screeners, projector, lap tops & fax machines). Assist in processing of grant applications and reviews. Monitor, organize and review financial sub-grantee monthly reports. Administer and maintain yearly Collaborative Agreements. Organize preschool director and teacher workshops. Correspond with Waterbury Republican American Newspaper, School Community Relation Channel 16, and the Superintendent Bulletin for all advertising needs. Assist in preparation of budget and enter requisitions in Lawson for Grant services, materials, supplies and office inventory. Receive and distribute all deliveries to proper locations. Organize, coordinate and represent at local community fairs and festivals.		
Salary: \$25,000 Starting			
Ending \$31,000			
No. of Hours Worked Weekly: 35			
Reason for Leaving N/A			

### PRIOR EMPLOYER

Waterbury Public Schools  
Name of Employer

203 ) 574-8000  
Phone

236 Grand Street  
Address

Waterbury  
City

CT  
State

06702  
Zip

Dates of Employment: From (Mo/Yr) March 1999	Title of Position Special Education Secretary II	Name and Title of Supervisor Elaine Hlavacek, Supervisor
To (Mo/Yr) September 2001	Description of Duties, Responsibilities, and Significant Accomplishments Windows 95 Word and Excel, Data entry and Word Processing, Enter and maintain files in the AS400 student data base, Basic bookkeeping, Typing, copying, faxing, and filing for 6 supervisors, Type student psychological reports, Answer multi-line phone system, Arrange all bus requests, including but not limited to address changes, Requisitions, inventory, and correspond with vendors	
Salary: Starting \$19,000		
Ending \$19,000		
No. of Hours Worked Weekly: 35		
Reason for Leaving Promotional Position		

### PRIOR EMPLOYER

Family Footcare, PC  
Name of Employer

( 203 ) 723-7884  
Phone

1183 New Haven Road  
Address

Naugatuck  
City

CT  
State

06770  
Zip

Dates of Employment: From (Mo/Yr) August 1994	Title of Position Medical Assistant	Name and Title of Supervisor Dr. James Dejesus
To (Mo/Yr) May 1998	Description of Duties, Responsibilities, and Significant Accomplishments Assist doctors in therapeutic, x-ray, and surgical procedures, Supervise and teach part-time medical staff Coordinate activities involving patient treatment, doctors' appointments, nursing home visits, outside laboratory work, surgical scheduling, and insurance preauthorization, Audit patient charts and update computer database Safeguard confidential medical records Maintain office and surgical inventory and order all needed supplies Answer multi-line telephone system and scheduling patient appointments	



Salary: Starting \$15,000	
Ending \$15,000	
No. of Hours Worked Weekly: 20-30	
Reason for Leaving Career Change	

### EDUCATION

Indicate Last Grade Completed	Name and Address of High School Last Attended	Date of Graduation or G.E.D. Awarded
12	Crosby High School, Waterbury CT 06705	1992

Name of College Business or Technical Schools Attended	Address	Dates of Attendance	Number of Credits Completed	Type of Degree	List Major Subjects
TUNXIS	Farmington Road, Farmington CT	July 2012-Present	33	N/A	English Comp Business Law Word Processing Psychology Spanish Keyboarding Communications HR Management

If you have any additional education or experience, or have taken SPECIAL COURSES, list these below. Please include: Where acquired and the total number of hours involved.

Multi Educational Technical Center - Business and Finance Program - September 1998 - March 1999 (180 Hours)

How did you learn of the employment opportunity for which you are applying?

Newspaper ☐ Radio ☐ Job Service ☐ Current Employer ☐ Job Posting ☒ Professional Journal ☐ Other ☐

For equal opportunity purposes, we are requesting the following information. This information is optional and will only be used to comply with Federal Equal Employment reporting requirements and for test validation purposes. Please check the appropriate groups below:

Female ☒ White ☒ Black ☐ Asian (Pacific Islander) ☐ Hispanic ☐ Native American ☐

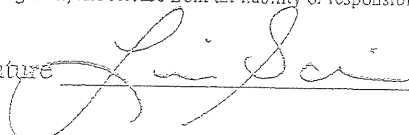
Male ☐ Other (specify) \_\_\_\_\_

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.

Date 3/18/2015

Signature



Luisa M. Saraiva

Luisa Saraiva

8 Winterbrook Road, Wolcott, Connecticut 06716

203-232-0157

waterburysr@aol.com

**Education:**

July 2012  
to Present

TUNXIS COMMUNITY COLLEGE  
Business Office Technology

September 2007  
to April 2011

NAUGATUCK VALLEY COMMUNITY COLLEGE  
Business Management

May 2004  
to July 2004

CHARTER OAK STATE COLLEGE  
Business Management

September 1998  
to March 1999

MULTISKILL EDUCATIONAL TRAINING CENTER, Waterbury, CT  
Business & Finance Program

- Microsoft Office 97 for Windows 95—Excel and Word
- Standard office practice
- Filing for multi-systems
- Keyboarding
- Business English
- Record keeping
- Organization skills

**Experience:**

September 2001  
to Present

WATERBURY BOARD OF EDUCATION, Waterbury, CT  
Secretary, Waterbury School Readiness

- Microsoft Office 2010, Word, Access, Excel, PowerPoint, Outlook, Publisher and Internet Explorer
- Basic bookkeeping
- Typing, copying, and faxing
- Maintain all files, including copying and distributing records to appropriate parties
- Compile various data into grid format and conduct surveys
- Create reports, new office forms, certificates to be distributed at workshops
- Waterbury School Readiness Council appointed secretary; organize, prepare hand-outs and equipment, arrange meeting locations and catering, send out reminders, take and type minutes and post on city website
- Website design, update and administration ([www.waterbury.k12.ct.us/wsr](http://www.waterbury.k12.ct.us/wsr))
- Maintain all office equipment (copiers, printers, computers, Welch Allyn vision screeners, projector, lap tops & fax machines)
- Assist in processing of grant applications and reviews, including but not limited to weekly budget account balances, preparing budget revisions and closing completed requisitions.
- Monitor, organize and review financial sub-grantee monthly reports
- Administer and maintain yearly Collaborative Agreements
- Organize preschool director and teacher workshops

- Correspond with Waterbury Republican American Newspaper, School Community Relation Channel 16, and the Superintendent Bulletin for all advertising needs
- Lawson for Quality Enhancement Grant, Connecticut Community Foundation Grant and School Readiness Grant, services, materials, supplies and office inventory
- Receive and distribute all deliveries to proper locations,
- Organize, coordinate and represent at local community fairs and festivals
- Perform with no supervision

March 1999  
to September 2001

SPECIAL EDUCATION DEPARTMENT, Waterbury, CT  
Secretary II, Special Education Department

- Windows 95 Word and Excel
- Data entry and Word Processing
- Maintain student IEP files
- AS400 student data base
- Basic bookkeeping
- Typing, copying, faxing, and filing for 6 supervisors
- Type student psychological reports
- Answer multi-line phone system
- Arrange all bus requests, including but not limited to address changes
- Requisitions, inventory, and correspond with vendors

August 1994  
to May 1998

FAMILY FOOTCARE PC, Naugatuck, CT, and Danbury, CT  
Medical Assistant

- Assist doctors in therapeutic, x-ray, and surgical procedures
- Supervise and teach part-time medical staff
- Coordinate activities involving patient treatment, doctors' appointments, nursing home visits, outside laboratory work, surgical scheduling, and insurance preauthorization
- Audit patient charts and update computer database
- Safeguard confidential medical records
- Maintain office and surgical inventory and order all needed supplies
- Answer multi-line telephone system and scheduling patient appointments

### Training:

September 28, 2011 WATERBURY BOARD OF EDUCATION, Waterbury, CT  
2010 Microsoft Office Word and PowerPoint

June 17, 2010 WATERBURY BOARD OF EDUCATION, Waterbury, CT  
Unlocking Sensational Service

May 5, 2010 SKILLPATH, Holiday Inn, Waterbury, CT  
The Indispensable Administrative Assistant

March 29, 2003 STATE OF CONNECTICUT, Hartford, CT  
Moderator and Recorder Training Session

Languages: Spanish and Portuguese

Barbara M. Tacchi  
M. Edgewood  
Room 201  
1000 1st St. N. W.  
Washington, D.C. 20001

*Luisa Saraiva* has acted as administrative secretary for the School Readiness Office for the past 11 years. She has been instrumental in assisting in the coordination, implementation, and monitoring that is key to the initiative. During this time she has worked extremely well in managing all the office tasks as the head clerical support person in the office. She is able to manage multiple priorities as well as demonstrate excellent skills in customer service to the parents requesting information about School Readiness programs as well as funded providers with questions and requests for materials and information. This grant, under State Department of Education (SDE), is complex and requires extensive record keeping. Luisa has proven to be efficient and accurate. A major part of her duties is involved in managing numerous documents to be filed and or archived. This has proven to be invaluable in monitoring visit by SDE.

In addition, Luisa is able to be pleasant and upbeat about her numerous responsibilities and I can count on her acting independently to complete the tasks required. This has proven to be a compatible form of team work for both of us.

Luisa exhibits a keen interest in continuing to grow professionally and is willing to put in the effort it takes to learn new skills.

She is an asset to the School Readiness Office and would be in any position.



Thank you.  
Barbara M. Tacchi,  
Waterbury School Readiness Coordinator

To Whom It May Concern,

The position of School Readiness secretary is very important to the function of the Waterbury School Readiness Council. Ms. Luisa Saraiva was hired in that position on September of 2001 to manage all the duties of our office.

Over the past years, Ms. Saraiva has proven herself to be very capable in the handling of all her required duties. The performance of her tasks are multifaceted and range from taking notes at Council meeting, acting in the capacity of receptionist to the general office, and secretarial duties such as typing, creating spreadsheets, and filing. I have observed Ms. Saraiva manage all these tasks with a positive attitude and a willingness to work together with her supervisor and the members of the Council. She is able to complete all tasks in a timely matter with a high degree of accuracy.

Luisa is both motivated and interested in continuing to achieve and take advantage of new career opportunities. I would highly recommend Ms. Saraiva for the position solicited.

Sincerely,

Anthony C. Barbino

Co-Chair Waterbury School Readiness Council

H. 203-266-7525

C. 203-232-8520



To whom it may concern,

I would be honored to recommend Mrs. Saraiva for a position with the Board of Education. I am a Supervisor of Special Education in Waterbury and had the pleasure of Ms. Saraiva working as my secretary from March 1999 until Sept. 2001. She was a thorough secretary who always followed through with my requests in a timely manner. Her attendance was very good. Her skills as a secretary were excellent.

Ms. Saraiva presents in a personable manner which is an important attribute when dealing with the public. I have always encouraged her to advance her career.

Sincerely,

Elaine Hlavacek, Supervisor of Special Education  
37 Leavenworth St., Waterbury, Ct. 06702  
Work 203-574-8049  
Cell 203-709-1096

**SOCIAL SERVICES / EDUCATION  
CHASE ELEMENTARY SCHOOL  
FAMILY RESOURCE CENTER COORDINATOR**

Torres

**General Statement of Responsibilities:** The Site Coordinator works on establishing programs for the families and students of the school district to achieve the full potential of the seven components of the state grant. The components are designed by the State Department of Education to address a variety of social and academic standards. The site coordinator needs the creativity to reach the needs of parents and students so that they team up with the school's goals; parent participation in the achievement of the student. The components also touch on the educational, financial, and social needs of the entire Waterbury community. The coordinator works with the standards of the school principal as well as in collaboration with the other two Waterbury FRC coordinators and the Statewide FRC alliance. Therefore applicants for this position must have creative skills mingled with compassion, and the abilities to implement programs that assist students and families to improve their future. The Site Coordinator will have the foresight to insure that all activities that benefit families and their children in the program are carried out effectively and efficiently.

**Specific Statement of Duties: (Not limited to duties listed below).**

- Collaborates with school administration to efficiently support the overall needs of the families and our community.
- Supervises staff of Parent Educator and Positive Youth Developer and other associated staff.
- Manages and supervises the day to day operation of the Chase FRC.
- Oversees the fiscal management of the program.
- Organizes time, space, material, equipment and personnel for effective program implementation.
- Completes and maintains the CAYEN record keeping system and reports to state and local managers. Training will be provided.
- Ensures that information is shared across programs and that the school community is linked together by Chase FRC.
- Responds to inquiries for other program needs while maintaining existing services.
- Develops and initiates new programs in collaboration with the teachers, principals and parents.
- Encourages communication with all partners to create a positive working and learning environment.
- Demonstrates effective and responsible use of oral, written, and listening skills.
- Consults with members of the school community, parents, and community agencies in a respectful manner. Bridges out to resources and incorporates new programs into the services offered.
- Grant writing experience.
- Represents Chase FRC to the community at large.
- Skills in facilitating classes to elementary students.
- Knowledge of up-to-date technology and data collection.
- Must be able to team build and facilitate groups across diverse settings and communities.

**Qualifications:** Bachelors Degree in Early Childhood, Child/Family Studies or related field required. Parents as Teachers Certification or eligible for training. Must be aware of Waterbury community and its resources. Must have knowledge of current education trends and school reform practices. Must be able to team build and facilitate groups across diverse settings and communities. Bilingual English/Spanish strongly preferred.

**Work Year/Hours:** 12 Month, 35 Hours per Week Flexible work schedule, some evening and weekend hours required.

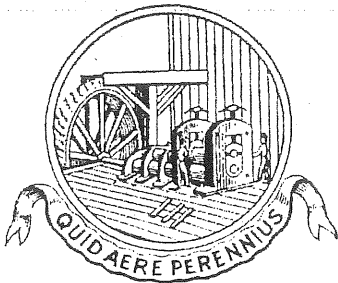
**Salary/Benefits:** \$45,000 with benefits governed by the SEIU-Clerical

**This is a grant funded position that exist only as long as funds are available**

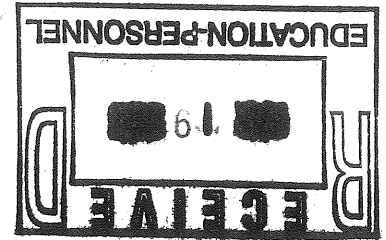
Please submit letter of intent, resume, city of Waterbury Employment application and 3 letters of reference to: James A. Murray, Personnel-Education, 236 Grand Stree, Waterbury, CT 06702

**Closing Date:**

**Revised 2/19/2015**



**CITY OF WATERBURY**  
**HUMAN RESOURCES**  
236 Grand Street  
Waterbury, CT 06702  
Phone 203-574-6761 Fax 203-574-8087  
An Equal Opportunity Employer



**APPLICATION FOR EXAMINATION OR EMPLOYMENT**

(PLEASE TYPE OR PRINT CLEARLY IN INK)

Family Resource Center Site Coordinator

**Position Applying for**

Use title on Job Announcement

**Exam Number**

See Job Announcement

**INSTRUCTIONS (PLEASE READ CAREFULLY)**

1. Obtain a copy of the examination announcement before completing this application. Carefully review the job announcement and the General Conditions listed on the back of the announcement. In order to apply for the position you must meet the minimum qualifications listed on the announcement and follow the instructions on this application and the job announcement.
2. Applications (and exam materials, if required) must be received in Human Resources by the closing date. Late or incomplete application packages will not be accepted. Resumes may be included as a supplement to the application but will not substitute for any information required on the application form.
3. Applications are only accepted for open positions. An application received for a position not open and posted will not be considered for employment.
4. Give complete and accurate information about your training and experience as it relates to the minimum qualifications.
5. Bring, send or fax your application and any required materials or certifications to the address above. Retain a copy of your application package for your records.

**GENERAL INFORMATION**

Name: Torres Jacqueline  
(Last) (First) (Middle)  
Address 108 Green Street New Britain CT 06051  
(Street/Apt #) (City) (State) (ZIP)  
Home Telephone: \_\_\_\_\_ Work Telephone 860-642-3312  
(Area Code) (Area Code)  
Cellular Telephone: 860-839-2779 Email Address: jacqueline.torres1@live.com  
(Area Code)  
May We Call You At Work? ☒ YES ☐ NO Best daytime contact: Home ☐ Work ☒ Cell  
Are you now, or have you ever been employed by the City of Waterbury? YES ☐ NO ☒ If yes, please give dates of employment and job title. \_\_\_\_\_  
Have you applied for employment with the City of Waterbury in the past? YES ☐ NO ☒ If yes, please give dates including month and year. \_\_\_\_\_  
Do you speak, read or write a language other than English? ☒ Yes Spanish (specify language)  
Are you currently authorized to work in the United States? ☒ Yes ☐ No  
Note: Verification of identity and employment eligibility required at time of hire.

**EMPLOYMENT HISTORY**

Beginning with your PRESENT OR MOST RECENT employment experience and **working backward**, list all positions held which are necessary for determining your eligibility for employment as stated on the exam announcement. List all positions (Name/Titles) separately, even if with the same employer. Clearly describe the work (duties) you personally performed. If additional space is required, attach an 8 1/2" x 11" sheet, **using the same format and include your name and exam number**. Salary/Wage information should be the last rate at time of separation.

(Start with most recent job)  
 Official Job Name/Title Parent Educator Company Name Smalley Academy FRC  
 Name/Title of Immediate Supervisor Kim Jackson Dept. Where Assigned \_\_\_\_\_  
 Business Address/Phone # 175 West Street, N.B., CT 06051, 860-612-3312  
 Employed From 6/14 To Present Total 1 Salary or Wage \$ 16 per hr. Hours per week 25  
 (mo/yr) (mo/yr) (yr/mo)  
 Reason for Leaving: To further challenge myself, expand my knowledge, and acquire more job duties.  
 DUTIES (must be listed): Data collection, consults with parents and children  
ages 0-5 yrs., develop lesson plans using PAT curriculum, Cayen  
record keeping, and support needs of families in the surrounding  
community.

Official Job Name/Title Freelance Editor Company Name self-employed  
 Name/Title of Immediate Supervisor Self Dept. Where Assigned \_\_\_\_\_  
 Business Address/Phone # 108 Green Street, N.B., CT 06051, 860-839-2779  
 Employed From 1/10 To Present Total 1 Salary or Wage \$ 25 per hour Hours per week 0-5  
 (mo/yr) (mo/yr) (yr/mo)  
 Reason for Leaving: n/a  
 DUTIES (must be listed): Assist high school and college students in  
writing and editing written works.

Official Job Name/Title Beauty Advisor Company Name Benefit Cosmetics  
 Name/Title of Immediate Supervisor Lee Ann Tobias Dept. Where Assigned Cosmetics  
 Business Address/Phone # 100 West Farms Mall, Farmington, CT 06032, 860-521-3191  
 Employed From 1/13 To 9/14 Total 19 mos. Salary or Wage \$ 12 per hour Hours per week 35  
 (mo/yr) (mo/yr) (yr/mo)  
 Reason for Leaving: TO work as a Parent Educator.  
 DUTIES (must be listed): Make-up application, demonstrate and sell products,  
advise clientele about beauty products, achieve sales  
goal, establish and manage clientele.

## EMPLOYMENT HISTORY

### (Continued)

Official Job Name/Title \_\_\_\_\_ Company Name \_\_\_\_\_

Name/Title of Immediate Supervisor \_\_\_\_\_ Dept. Where Assigned \_\_\_\_\_

Business Address/Phone # \_\_\_\_\_

Employed From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Total \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary or Wage \$ \_\_\_\_\_ per \_\_\_\_\_ Hours per week \_\_\_\_\_  
(mo/yr) (mo/yr) (yr/mo)

Reason for Leaving: \_\_\_\_\_

DUTIES (must be listed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Official Job Name/Title \_\_\_\_\_ Company Name \_\_\_\_\_

Name/Title of Immediate Supervisor \_\_\_\_\_ Dept. Where Assigned \_\_\_\_\_

Business Address/Phone # \_\_\_\_\_

Employed From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ Total \_\_\_\_/\_\_\_\_/\_\_\_\_ Salary or Wage \$ \_\_\_\_\_ per \_\_\_\_\_ Hours per week \_\_\_\_\_  
(mo/yr) (mo/yr) (yr/mo)

Reason for Leaving: \_\_\_\_\_

DUTIES (must be listed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EDUCATION

Indicate Last Grade Completed	Name and Address of High School Last Attended			Did you Graduate or was G.E.D. awarded? Circle One YES NO		
	n/a					
Name of College Business or Technical Schools Attended	Address	Did you Graduate	Number of Credits Completed	Type of Degree Received	List Major Subject	
CCSU	1615 Stanley Street, New Britain, CT	yes	60	Bachelors	English	
Tunxis CC	271 Scott Swamp Rd, Farmington, CT	yes	70	Associate	Pathways to teaching	
E.C. Goodwin	735 Slater Rd, New Britain, CT	yes	n/a	Cosmetology License	h.s. diploma	

If you have any additional education or experience, or have taken SPECIAL COURSES or have a REQUIRED SPECIAL LICENSE, list these below. Please include: Where acquired and the total number of hours involved.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Have you ever been dismissed from employment for inefficiency, delinquency or misconduct?

No ☒ Yes ☐ If, "Yes", please attach a detailed explanation on a separate piece of paper.

**CRIMINAL CONVICTIONS:** Answers to the following question will be considered for examination/employment purposes if relevant to the position/exam for which you are applying.

Have you ever been CONVICTED of an offense against criminal or military law, or are there criminal charges currently pending against you? (Exclude minor traffic violations or any offense settled in juvenile court or under a youth offender law.)

No ☒ Yes ☐ If, "YES", please attach a detailed explanation about the nature of the conviction, degree of rehabilitation and time since release.

**Special Note:** You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes § 46b-146, 54-760, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. § 46b-146), an adjudication as a youthful offender (C.G.S. § 54-760), a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon (C.G.S. § 54-1421a).

\*Do you claim Veteran's Preference (5 points)? Yes ☐ No ☒

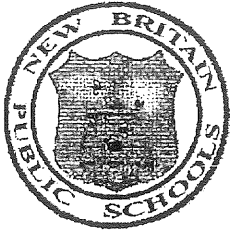
\*Do you claim Disabled Veteran's Preference (10 points)? Yes ☐ No ☒

\*(See General Conditions on back of examination announcement for qualifying information)

**IMPORTANT:** Proof of right to Veteran's Preference (DD214) and other relevant information must be submitted with application.

**CERTIFICATION:** I certify that the statements made by me on this application are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal and to such other penalties as may be prescribed by law or personnel regulations. All statements made on this application, including employment information, are subject to verification as a condition of employment. I voluntarily give the Civil Service Commission of the City of Waterbury, Connecticut, 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.

Date 3.17.15 Signature 



District Office of Family Education Services  
Kim Lawther Jackson, Facilitator  
Lincoln School  
145 Steele St. New Britain CT 06052  
(860) 223-2716  
Jackson@csgdnb.org

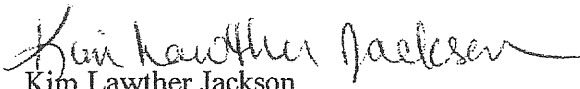
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February 24, 2015

To Whom It May Concern:

Jacqueline Torres has been a reliable and conscientious employee within the Consolidated School District of New Britain as a Parent Educator since her date of hire on June 3, 2014. She has worked well as part of our school and community teams to provide families with personal visits to support their child's well-being and development. She has been creative in her work with families and they have enjoyed learning about parenting from her. Jacqueline has worked with them to help them set and achieve their personal goals. She has also maintained good online records of her work in our database system. All of these tasks have been completed efficiently and in a timely manner.

I would recommend Jacqueline as a member of your team. Please contact me if you require more information about how Jacqueline could be an asset to your company.

  
Kim Lawther Jackson  
District Facilitator of Family Resources

Roxana Dilak

3/16/2015

175 West Street

New Britain, CT 06051

860-612-3312

RE: Letter of Recommendation for Jacqueline Torres

To whom it may concern,

I strongly recommend my colleague, Jacqueline Torres for the Family Resource Site Coordinator position at Chase Elementary School. I have had the pleasure of directly working with her for several months where she has been entrusted with a great deal of responsibility. She voluntarily assists with some of my job duties when needed. She possess strong verbal and written communication skills to thrive in the job and continues to counsel parents in a clear and understandable manner. Jacqueline also demonstrates the qualities of working as a team member as well as independently with the ability to establish rapport with her families from various cultural and ethnic backgrounds.

I have had the opportunity to observe Jacqueline's professional skills as well as interpersonal style. She is consistently pleasant and takes on all assignments with enthusiasm and dedication. Throughout her employment, Jacqueline has proved to be an efficient, hard-working, and punctual employee.

I highly recommend Jacqueline for this position. She is an excellent employee; anyone would enjoy working with her.

Best regards.

Roxana Dilak

Carmen Jusino

3/16/2015

175 West Street

New Britain, CT 06051

860- 612-3312

RE: Letter of Recommendation for Jacqueline Torres

To whom it may concern,

I have been working with Jacqueline Torres since June 2014. She is very strong in her written and verbal communication skills. She is a quick learner and very easy to work with, as she is very loving, yet firm. Jacqueline is consistent and always finds a way to help a child and a parent with assistance and reach their goal. She is very organized, flexible, and plays the role of a team player and I enjoy working with her as a team member.

Sincerely,

Carmen Jusino

Parent Educator

# Jacqueline Torres

108 Green Street | New Britain, CT 06051 | 860-839-2779 | jacquelinetorres1@live.com

## Objective

To establish programs for the families and students of the school district.

## Profile

A meticulous and positive person who is excellent at juggling multiple tasks and working under pressure. Extremely organized and prepared. Compassionate and excellent listener who believes in working as a good team member.

## Education

- Central Connecticut State University, New Britain, CT
- B.A. English Language & Literature | Class of 2013
- Minor in Psychology
- GPA 2.7
- Tunxis Community College, Farmington, CT
- Pathways to Teaching Certification I Class of 2010
- General Studies
- GPA 3.0
- E.C. Goodwin R.V.T.S., New Britain, CT
- Cosmetology & Barbering License 1998
- High School Diploma
- GPA 3.0



## Experience

June 2014-Present

### **Parent Educator | Smalley Family Resource Center | New Britain, CT**

Data collection, knowledge of current technology, consults with parents and children age 0-5 years, consults with members of the community, develop lesson plans based on PAT curriculum, Cayen record keeping, and support needs of families in the surrounding community.

January 2010-Present

### **Freelance Editor | Self-employed | New Britain, CT**

Assist high school and college students in writing and editing written works.

January 2010-August 2014

### **Beauty Advisor | Benefit Cosmetics | Farmington, CT**

Make-up application, demonstrate & sell products, advise clientele about beauty products, achieve sales goals, establish & manage clientele.

## Special Skills

- Bilingual in English & Spanish
- Computer proficiency
- Experience working with diverse populations
- Excellent oral and writing skills

## Awards and Acknowledgments

- Parents as Teachers Certification 2014
- Cayen Systems Prepared 2014
- ASQ Prepared 2015
- Parents *SEE* Workshop 2014
- Discovery Stone Soup Conference 2014
- Hartford Area Child Care Collaborative 2014

# Jacqueline Torres

108 Green Street | New Britain | CT 06051 | 860-839-2779 | jacquelinetorres1@live.com

March 16, 2015

James A. Murray

PHR

Personnel-Education

236 Grand Street

Waterbury, CT 06702

RE: Family Resource Site Coordinator, March 16, 2015

Dear Mr. Murray:

I am applying for the position of Site Coordinator with Chase Elementary School and my experience and skills match the requirements listed in your posting. Your posting was referred to me by Melissa Desjardins who is an employee of Chase Elementary School.

I have a bachelor's degree in English Language & Literature and one year of experience holding the Parent Educator position for a local school. During this time, I made contact with a number of different resources in the community and established a relationship with surrounding families.

My experience includes working with the coordinator to plan each project and make sure each job is staying within the limits set. I possess excellent communication and interpersonal skills and have experience speaking at public events. I also have very strong decision making, problem solving and negotiating skills with the ability to negotiate with the communities' available resources.

I possess excellent leadership skills and the ability to build strong relationships between Chase Elementary School and its diverse community. My personal skills include having the ability to coordinate and oversee all projects and being responsible for making sure each part of the project goes according to plan and schedule.

A complete look at my educational background and work history along with the skills most relevant to this position is listed in my resume. I also included references that will attest to my

abilities and confirm my past accomplishments. I am confident that my ability to work in this fast paced environment combined with my experience makes me the best match for this position.

Sincerely,

Jacqueline Torres

860-839-2779

[jacquelinetorres1@live.com](mailto:jacquelinetorres1@live.com)

## Display Transcript

Oct 18, 2013 02:26 pm



Courses that are in progress are also included on this transcript.

**IMPORTANT NOTE:** MATH 099 / ENG 099 credits cannot count toward graduation. They are included in the earned credit total on the transcript, but they must be subtracted when calculating graduation credits.

Transfer Credit   Institution Credit   Transcript Totals

**Institution:** Central CT State University  
**Student Name:** Jacqueline Torres  
**Student ID:**

### Transcript Data

#### STUDENT INFORMATION

**Name :** Jacqueline Torres

#### Curriculum Information

##### Current Program

**College:** School of Arts & Sciences

**Major and Department:** English, English

**Minor:** Psychology

\*\*\*This is NOT an Official Transcript\*\*\*

#### AWARDED

**Sought:** Pre-BS in Education   **Degree Date:**

#### Curriculum Information

**Major:** Undeclared (EL)

**Sought:** Pre-BS in Education      **Degree Date:**

**Curriculum Information**

**Major:** English  
**Minor:** Psychology

**Awarded** Bachelor of Arts      **Degree Date:** May 09, 2013

**Curriculum Information**

**Major:** English  
**Minor:** Psychology

**TRANSFER CREDIT ACCEPTED BY INSTITUTION**      -Top-

SP'07- Tunxis Community College  
SP'10:

Subject	Course	Title	Grade	Credit Hours	Quality Points	R
ART	130	Drawing I	TR	3.000	0.00	I
BIO	121	General Bio I	TR	4.000	0.00	I
BIO	122	General Biol II	TR	4.000	0.00	I
COMM	140	Public Speaking	TR	3.000	0.00	I
ENG	110	Freshman Engl Comp	TR	3.000	0.00	I
ENG	202	Intermediate Composition	TR	3.000	0.00	I
ENG	215	Introduction to Women Writers	TR	3.000	0.00	I
ENG	2XX	Lit Elective	TR	3.000	0.00	I
ESCI	110	Intro To The Earth	TR	3.000	0.00	I
ESCI	178	Planetary Astronom	TR	4.000	0.00	I
ESCI	1XX	Earth Science Elective	TR	3.000	0.00	I
HIST	161	American History to 1877	TR	3.000	0.00	I



HUM	100	Search in the Humanities	TR	3.000		0.00 I
PHIL	112	Intro Philosophy	TR	3.000		0.00 I
PSY	112	General Psych I	TR	3.000		0.00 I
PSY	236	Life-Span Development	TR	3.000		0.00 I
PSY	448	Psychology of Women	TR	3.000		0.00 I

Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
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**Current Term:** 54.000 54.000 54.000 0.000 0.00 0.00

Unofficial Transcript

Su'09: CLEP Exams

Subject	Course	Title	Grade	Credit Hours	Quality Points	R
SPAN	125	Intermediate Spanish I	E	3.000		0.00
SPAN	126	Intermediate Spanish II	E	3.000		0.00

Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
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**Current Term:** 0.000 6.000 6.000 0.000 0.00 0.00

Unofficial Transcript

**INSTITUTION CREDIT** -Top-

Term: Winter 2009

**College:** No School Designated

**Academic Standing:**

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
MATH	101	UG	Intermediate Algebra	C-	3.000	5.10		

**Term Totals (Undergraduate)**

Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
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	Hours	Hours	Hours	Hours	Points	
<b>Current Term:</b>	3.000	3.000	3.000	3.000	5.10	1.70
<b>Cumulative:</b>	3.000	3.000	3.000	3.000	5.10	1.70

Unofficial Transcript

Term: Summer 2010

**College:** No School Designated

**Academic Standing:**

Subject	Cours e	Leve l	Title	Grade	Credit Hours	Qualit y Points	Start and End Date s
ENG	204	UG	Survey-Wrld Lit:17th Ctry-Pres	B	3.000	9.00	
ENG	205	UG	Srvy-Brit Lit:Mdl Ages- 18th Cn	B	3.000	9.00	

#### Term Totals (Undergraduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Qualit y Points	GPA
<b>Current Term:</b>	6.000	6.000	6.000	6.000	18.00	3.00
<b>Cumulative:</b>	9.000	9.000	9.000	9.000	23.10	2.56

Unofficial Transcript

Term: Fall 2010

**College:** School of Arts & Sciences

**Academic Standing:** Good Standing

Subject	Cours e	Leve l	Title	Grade	Credit Hours	Qualit y Points	Start and End Date s
ENG	448	UG	SAL:Amer Myth-Making Imp&Film	C+	3.000	6.90	I
ENG	448	UG	SAL:American Mysticism	C+	3.000	6.90	I
ENG	492	UG	Literature for Young Adults	B-	3.000	8.10	
MATH	105	UG	Survey of Math for Lib Arts	F	3.000	0.00	E

**Term Totals (Undergraduate)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	12.000	9.000	9.000	9.000	21.90	2.43
<b>Cumulative:</b>	21.000	18.000	18.000	18.000	45.00	2.50

Unofficial Transcript

Term: Winter 2011

**College:** School of Arts & Sciences**Academic Standing:**

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates
MATH	105	UG	Survey of Math for Lib Arts	B+	3.000	9.90	I

**Term Totals (Undergraduate)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	3.000	3.000	3.000	3.000	9.90	3.30
<b>Cumulative:</b>	24.000	21.000	21.000	21.000	54.90	2.61

Unofficial Transcript

Term: Spring 2011

**College:** School of Arts & Sciences**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates
ENG	206	UG	Srvy-Brit Lit:Romntcsm-Present	B+	3.000	9.90	
ENG	220	UG	Shakespeare	C	3.000	6.00	
ENG	406	UG	Teaching Mechanics of Writing	B-	3.000	8.10	
ENG	449	UG	MAA:Flannery O'Connor	B-	3.000	8.10	

**Term Totals (Undergraduate)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	12.000	12.000	12.000	12.000	32.10	2.67
<b>Cumulative:</b>	36.000	33.000	33.000	33.000	87.00	2.63

Unofficial Transcript

Term: Summer 2011

**College:** School of Arts & Sciences**Academic Standing:**

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates
LING	200	UG	Introduction to Linguistics	B-	3.000	8.10	
PSY	281	UG	Cognitive Psychology	C-	3.000	5.10	

**Term Totals (Undergraduate)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	6.000	6.000	6.000	6.000	13.20	2.20
<b>Cumulative:</b>	42.000	39.000	39.000	39.000	100.20	2.56

Unofficial Transcript

Term: Fall 2011

**College:** School of Arts & Sciences**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates
ENG	298	UG	Intro to Literary Studies	C-	3.000	5.10	
HIST	281	UG	Latin American History to 1823	B	3.000	9.00	
PSY	330	UG	Abnormal Psychology	B	3.000	9.00	
PSY	372	UG	Social Psychology	B	3.000	9.00	

**Term Totals (Undergraduate)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	12.000	12.000	12.000	12.000	32.10	2.67
<b>Cumulative:</b>	54.000	51.000	51.000	51.000	132.30	2.59

Unofficial Transcript

Term: Spring 2012

**College:** School of Arts & Sciences**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates
ENG	210	UG	Srvy-Amer Lit:Pre-Civil War	B+	3.000	9.90	
ENG	476	UG	The Modern British Novel	A-	3.000	11.10	
PSY	362	UG	Child Psychology	B	3.000	9.00	

**Term Totals (Undergraduate)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	9.000	9.000	9.000	9.000	30.00	3.33
<b>Cumulative:</b>	63.000	60.000	60.000	60.000	162.30	2.70

Unofficial Transcript

Term: Summer 2012

**College:** School of Arts & Sciences**Academic Standing:**

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates
GEOG	110	UG	Introduction to Geography	C	3.000	6.00	
STAT	104	UG	Elementary Statistics	B+	3.000	9.90	

**Term Totals (Undergraduate)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	6.000	6.000	6.000	6.000	15.90	2.65
<b>Cumulative:</b>	69.000	66.000	66.000	66.000	178.20	2.70

Unofficial Transcript

Term: Fall 2012

**College:** School of Arts & Sciences**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates
ENG	488	UG	SWL: The Georgic Tradition	C	3.000	6.00	

**Term Totals (Undergraduate)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Current Term:</b>	3.000	3.000	3.000	3.000	6.00	2.00
<b>Cumulative:</b>	72.000	69.000	69.000	69.000	184.20	2.66

Unofficial Transcript

Term: Spring 2013

**College:** School of Arts & Sciences**Academic Standing:** Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates
ENG	348	UG	EAL:He Said, She Said	C	3.000	6.00	
ENG	398	UG	Tpc:War & Love in Middle Ages	C-	3.000	5.10	

**Term Totals (Undergraduate)**

Attempt	Passed	Earned	GPA	Quality	GPA
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	t Hours	d Hours	d Hours	Hours	y Points	
<b>Current Term:</b>	6.000	6.000	6.000	6.000	11.10	1.85
<b>Cumulative:</b>	78.000	75.000	75.000	75.000	195.30	2.60

Unofficial Transcript

**TRANSCRIPT TOTALS (UNDERGRADUATE)** -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Total Institution:</b>	78.000	75.000	75.000	75.000	195.30	2.60
<b>Total Transfer:</b>	54.000	60.000	60.000	0.000	0.00	0.00
<b>Overall:</b>	132.000	135.000	135.00	75.000	195.30	2.60

0

Unofficial Transcript

**RELEASE: 8.4.1**

# Certificate of Renewal

Parents as Teachers gratefully acknowledges your commitment to enhancing and supporting the development of young children and families.

This is to certify that:

**Jacqueline Torres**

Has met the necessary renewal requirements for the current year to be

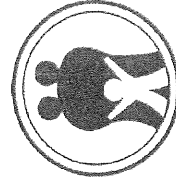
**Model Certified**

**Valid From**

09/12/2014

**Until**

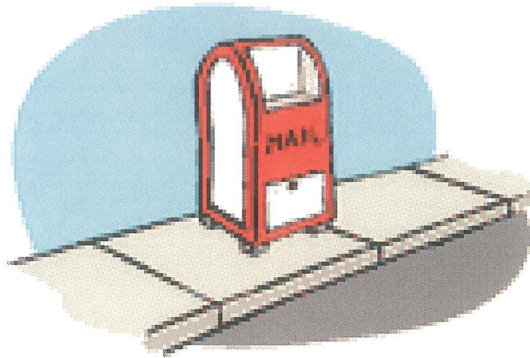
09/11/2015



Parents as Teachers<sup>TM</sup>

Scott Hippert, CEO, Parents as Teachers

# Communications



Packet week ending 4/14/15



*Margaret M. Generali*  
FOUNDATION

March 25, 2015

Dear Foundation Supporter,

I am writing to invite you to the Sixteenth Annual Margaret M. Generali Foundation Awards ceremony. This year the Foundation will hold a breakfast on Sunday, May 3rd at 10:30 am at The Colonial Tavern in Oxford.

Tickets for the event are \$30 and this includes a buffet breakfast. The recipients for 2014-15 are:

Carrington Elementary, staff Eileen McDonnel, Lori Riggi and Jennifer Taylor: "Little Learners Love Literacy."

Carrington Elementary, staff Nancy McCullouch, Pamela Weed and Diane Mauceri: "Early Literacy through Classroom Books."

West Side Middle School, staff Jenna Milo: "Convenient Technology to Create Powerful Presentations."

Wallace Middle School, staff Evelyn LeVasseur: "Conflict and Resolution: What Can We Do About Bullying."

North End Middle School, staff Michael Pannoni: "Chicken Soup for the North End Middle Schooler Soul."

Children's Community School, staff Lyn Curless: "A Thirst for Home - A Story of Water Across the World."

Walsh Elementary, staff Miriam Giskin, Angela Calo, Sheila Carey, Dia Gwizd, Kara Keenaghan and Colleen Rykowski: "So Many Opportunities to Read."

The efforts of many have made this Foundation a continuing reality. The Foundation has awarded over \$175,000 in funds in its sixteen years of existence. These grants continue Maggie's support of fellow educators. Thank you once again for your support of the Foundation.

Sincerely,

Ed Generali

Please return this form to: Margaret M. Generali Foundation, P.O. Box 3111, Waterbury, CT 06708

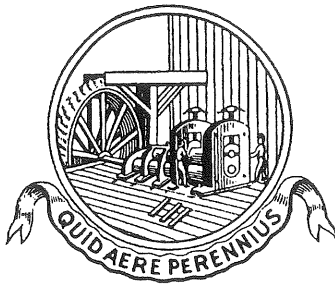
\_\_\_\_\_ I am unable to attend the dinner. Please accept my contribution of \_\_\_\_\_.

I would like \_\_\_\_\_ tickets @ \$30 per ticket.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, Zip \_\_\_\_\_



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

March 27, 2015

Gina Morton  
3 Evergreen Dr.  
Wolcott, CT 06716

Dear Ms. Morton:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department – Food Service for the position of Administrative Support Specialist III, Req. #14-35 at \$18.47 per hour. Please contact Linda Franzese, Food Service Director at (203) 574-8035 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, April 2, 2015 at 10:00 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 your new department/supervisor will be April 3, 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.

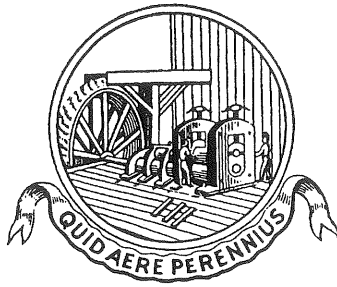
***Your new probationary period in accordance with your applicable contract will be 6 months in duration. The department head will be responsible for executing your probationary evaluation no later than 6) months from your first day in your new position.***

Again, welcome to the City of Waterbury.

Sincerely,

Lisa Dunn  
Human Resources Generalist  
LD/sd

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



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

March 31, 2015

Adam Shaban  
376 Maybrook Rd.  
Waterbury, CT 06708

Dear Mr. Shaban:

Your name is being certified to the Department of Education – Food Service for the position of Accountant III, Req. #14-33 at \$54,827.15 per year.

Your official start date is April 8, 2015. Please call Linda Franzese, Food Service Director to discuss the details of the position. The telephone number is (203) 574-8035.

Failure to call the above named individual by April 7, 2015 will result in your name being removed from the eligibility list.

Under the Civil Service Rules, your name will be removed from the eligibility list if you refuse this offer of appointment unless, within seven days from today, you furnish satisfactory evidence acceptable to me justifying such refusal. Please call the Civil Service Office at (203) 574-6761 if you are not interested in the position so that another candidate can be certified. If you have any questions, please do not hesitate to contact us.

***Your new probationary period in accordance with your applicable contract will be 3 months in duration. The department head will be responsible for executing your probationary evaluation no later than 3 months from your first day in your new position.***

Sincerely,

Lisa Dunn  
Human Resources Generalist

LD/sd

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



March 29th, 2015

Mrs. Ouellette,

Mrs. Ouellette, my name is Rita, I am the parent of Jackie Rivera. Jackie attends Wallace Middle School and she currently is in the sixth grade. I am contacting you because I feel that you would be able to provide our family with the help and support we desperately need.

Let me start by informing you that on March 19<sup>th</sup> of this year, my daughter Jackie was attacked by five eight graders, both male and females. This took place on school grounds and we found out via video after someone recorded it and sent it to my daughter. One can only imagine the horror and the helplessness feeling we experienced when we saw the recording of our child being dragged by her hair. We meet with the Mrs. Macarthy, the school principal, the following day since on the day in question my husband tried meeting with her but she was not available to meet with him. On March 20th, we took an interpreter with us to school to help us discuss the issue, she is witness of the way in which we were threaded. We were told that attempts to solved the issue before it happened were made. This lead us to believe that the school officials were aware of the thread and didn't take the appropriate precautions to avoid it. Jackie spoke with a Parent Educator who volunteers her services at a Community Center in Waterbury. Jackie told Ms. Martinez that she reached out to a teacher when she found out about people trying to hit her but that after the teacher met with the other child her response was to yell at her and to say, "What are we going to do with you... You are always getting into everyone's business." Of course this caused Jackie to shut down and find herself alone in the situation. During the conversation on March 20th, no one had anything to say about Jackie's attempts to seek help. In the process of the conversation with the principal and others present, we felt as though they considered our child to be the cause of the problem and the best way to solve the problem was to transfer her and her siblings to another school, which is the only solution we received from them. Of course we refused. As a result of the fight, two out of five children were suspended, along with our daughter and her brother. Our son, felt the need to try to help his sister when he saw her being dragged and beaten. Our daughter is no saint, we know that she could have been as much to blame for what happened as the children who attacked her but there are a few things that are really concerning to us and that we hope you can help resolve to prevent our child and other children from going through this traumatic event.

Number one in the way in which we were threatred, we showed the video to the principal, she told us that she sees nothing in the video. When we went to the police who has a report, they were surprised because it is clearly observed how our child is being pulled, dragged and beaten. We are concern about the principal's way of addressing parents. We do not speak English but we are human beings, and working parents trying our best to get our children on the right path. We attend family counseling to help deal with the external and internal problems affecting our family. Mrs. Macarthy, was rude and dismissing of our concerns. We even told her that there is a picture of her pulling a child by the shirt, she denies it but we have the proof. During the meeting we didn't feel supported or listened to. The attitude Mrs. Macarthy had towards us made us feel like dirt it is a horrible feeling. My goal is for the principal to develop more appropriate ways of communicating with parents, and finding appropriate solutions to the issues that take place on the school grounds.

Second we are concern that the principal and some of the staff have a preconceive notion about minorities and thus dislike us. The statement made by the teacher about not knowing what to do with our daughter and her yelling shows this. We can help to think of the term, "Scapegoat." For instance, our child, Jackie, got suspended one other time in November of 2014 due to an argument with another girl. My husband received the call and was told that both my daughter and the other child would be suspended. However, while my child was suspended, the other child wasn't. As a result of the other child being on school grounds, my older daughter, Jackie's sister got into a verbal confrontation with that child and got suspended as well. My children need to learn more appropriate ways to deal with teasing and

conflict but if school says they would do something, we expect them to follow through. We believe the first incident wouldn't have happened if the other child would have been suspended as we were told she was.

Third and no less important, as a result of the altercation on March 19<sup>th</sup> our child had to be brought to the hospital with severe neck pain, we went to the police and there is a report. Our child was injured and school officials didn't make us aware of the events after they took place. My child was not taken to the hospital and the children who attacked her were not arrested. My question to all of these is why? I don't understand, specially because there was previous knowledge of the threat against my daughter. My daughter was aware that some girls were waiting for her in the second floor of the building, she didn't go looking for trouble, she went to the basement to get her brother and when the children found out she was not coming to fight, they went to her. Why no one decided to escorted either our child or the other children involved? Why we were not called or my child taken to the hospital? No one asked her if she was okay. She is no angel as I said, but she is not a undesirable, "less than," child; yet, that is how she feels based on the way in which she was threaded. Moreover, she is receiving threats that as soon as she returns she would get another beaten. I am mortify, I don't know what to do but I don't want our children to pay for the wrong doing of others. Why should our children be sent away, and why does these children feel at liberty to continue threatening our child? Can you help us? We are desperate for a solution as we feel that school officials at Wallace simply do not care for our child's well being and consider her a nuisance. As of today our child is afraid to go back to school, my husband plans to go to school with our child.

We would like to meet with you and discuss the issue in order to find a solution that would benefit our children and all the children attending Wallace. The way school officials response and behave towards certain events leave our children thinking that they are not liked and that they are worthless. This is not acceptable, specially for people that are set to be in a career of such distinction. They have a huge job on their hands and I understand that, but they need to find more appropriate and healthier ways to connect with the youth.

Please contact Alexandra Isaac Martinez, Parent Educator, as I don't speak English and she can be my middle person to discuss a time and date for meeting. Please feel free to contact me via mail at 54 Ramona Avenue, Waterbury CT 06705

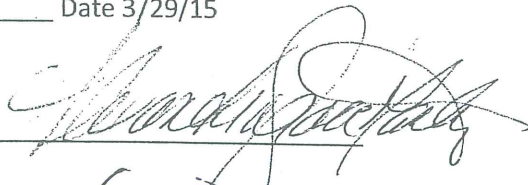
It is our hope that we can find a solution that would promote healthier communication between school staff and parents and that would minimize the risk of physical violence in the schools.

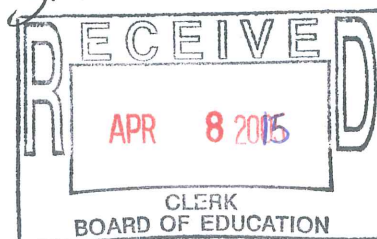
Sincerely,

Rita Paz and Juan Rivera

Date 3/29/15

I Alexandra Isaac Martinez, wrote this letter on behave of Rita Paz,

  
(203) 206-5837  
aisaacmartinez76@  
gmail.com



4-6-15

to: Ms. Carrie Swain - Board of Education

Dear Ms Swain,

I read the article in today's paper, and I am in total agreement with a dress code for schools. I was appalled, but not surprised to read "the general consensus is a lot of students don't want this code" Well isn't that too bad. These students are in school to learn, not wear suggestive outfits, which attract attention. I'm sure this is their motive.

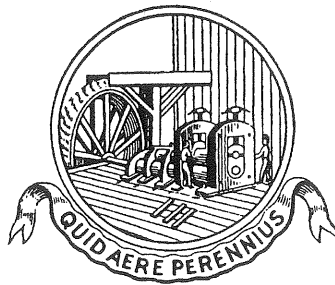
I remember when my daughter was in high school, my husband & I attended a parent-teacher night. One of her male teachers commented how professional she dressed for school. I replied "I wouldn't have it any other way." Where are the parents in all of this!

I couldn't resist writing. There has to be a leader for our youth!

Sincerely, Jane Pace

"Schools should set boundaries"

J Pace  
Watbury Ct 06708



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

April 9, 2015

Laura Perniciaro  
764 Highland Ave., Apt. 1  
Waterbury, CT 06708

Dear Ms. Perniciaro:

Welcome to employment with the City of Waterbury. Your name is being certified to the Education Department for the position of Paraprofessional, Req. #15-43B at \$15.56 per hour. Please contact Wendy Owen, Director of Special Education at (203) 574-8017 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, April 16, 2015 at 10:00 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 your new department/supervisor will be April 17, 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  
Wendy Owen, Director of Special Educ.