Board of Education

REGULAR MEETING

Thursday, November 21, 2024 – 5:30 p.m.

Waterbury Arts Magnet School, 16 South Elm Street, Waterbury, CT

This meeting will be broadcasted live on the City of Waterbury's Government Access Channel (Comcast 96, Frontier 6096) and streamed live on YouTube at https://youtu.be/YAZLay7O0lY.

A G E N D A

1. Silent Prayer

2. Pledge of Allegiance to the Flag

3. Roll Call

4. Communications

a) Uniform Inspection and Evaluation of Indoor Air Quality (TFS form).
b) Copy of communications from Civil Service dated October 7, 2024 certifying Kristie Reid to the position of School Secretary and Taryn Lopez to the position of Administrative Associate I.
c) Copy of communications from Civil Service dated October 9, 2024 certifying Suleymar Dominquez Figueroa to the position of Administrative Associate I and Faith Lopez to the position of Paraprofessional I.
d) Copy of communications from Civil Service dated October 10, 2024 certifying Clariza Rodriguez-Cheda, Desirre Gonsalves and Miriam Garciato to the position of Paraprofessional I.
e) Copy of communications from Civil Service dated October 15, 2024 certifying Damian Saunders and Denise Garafola to the position of Paraprofessional I and Jonela Hoxha to the position of Administrative Associate I.
f) Copy of communication from Civil Service dated October 16, 2024 certifying Eric Krompinger to the position of Maintainer I.
g) Copy of communication from Civil Service dated October 18, 2024 certifying Carlos Perez to the position of Maintainer I.
h) Copy of communication from Civil Service dated October 21, 2024 to Athena Williams regarding transfer to the position of Paraprofessional I.
i) Copy of communication from Civil Service dated October 21, 2024 certifying Ninoska Lorenzo to the position of Paraprofessional I.
j) Copy of communication from Civil Service dated October 22, 2024 certifying Davon James to the position of Maintainer I.
k) Copy of communication from Civil Service dated October 24, 2024 certifying Richard Campbell to the position of Maintainer I.
l) Copy of communication from Civil Service dated October 29, 2024 certifying Nathasia Holst to the position of Paraprofessional I.
m) Copy of communication dated October 29, 2024 from Joseph Garvis, Director of Audit, regarding Follow-up Review of City of Waterbury Cash Audit.
n) Receipt of Charter School Application from iLearn Schools, Inc. on November 4, 2024.
o) Receipt of Charter School Application from Taino CoLAB Academy on November 5, 2024.
p) Copy of communications from Civil Service dated November 6, 2024 to Augustus Bailey, Jr. regarding involuntary demotion.
q) Copy of communications from Civil Service dated November 6, 2024 to Javier Rivera regarding voluntary demotion.
r) Copy of communication from Civil Service dated November 7, 2024 certifying America Mattei for the position of Administrative Associate I.
s) Copy of communication from Civil Service dated November7, 2024 certifying Tighe Moran for the position of Maintainer I.
t) Communication dated November 8, 2024 from Commissioner Steffi Frias regarding her resignation.
u) Copy of communication from Civil Service dated November 14, 2024 certifying Frina Velazquez and Ivelisse Concepcion to the position of Food Service Helper.
v) Copy of communications from Civil Service dated November 15, 2024 certifying Cynthia Villanueva and Alexus Templeton to the position of Paraprofessional I.

5. Public Addresses the Board - All speakers are encouraged to submit prepared written statements to the Commissioners. Comments shall be limited to a maximum of five minutes. There will be no responses this evening to any questions or concerns raised; they will be referred to the Administration for review and response.

6. Interim Superintendent's Announcements

7. President's Comments

8. Student Representative Comments

9. Committee on School Personnel – Commissioner Orso

9.1 Wilby High School Vice Principal Appointment.

9.2 Multilingual Supervisor Appointment.

10. Consent Calendar

10.1 *Committee of the Whole:* Request approval to file a non-priority grant application with the Commissioner of Administrative Services for the proposed Driggs Elementary School Elevator Project.

10.2 *Committee of the Whole:* Request approval to file a non-priority grant application with the Commissioner of Administrative Services for the proposed Generali Elementary School Elevator Project.

10.3 *Committee of the Whole:* Request approval to file a non-priority grant application with the Commissioner of Administrative Services for the proposed Tinker Elementary School Elevator Project.

10.4 *Committee of the Whole:* Request approval to file a non-priority grant application with the Commissioner of Administrative Services for the proposed Wilson Elementary School Elevator Project.

10.5 *Committee of the Whole:* Request approval of the preparation of schematic drawings and outline specifications for the proposed Driggs Elementary School Elevator Project.

10.6 *Committee of the Whole:* Request approval of the preparation of schematic drawings and outline specifications for the proposed Generali Elementary School Elevator Project.

10.7 *Committee of the Whole:* Request approval of the preparation of schematic drawings and outline specifications for the proposed Tinker Elementary School Elevator Project.

10.8 *Committee of the Whole:* Request approval of the preparation of schematic drawings and outline specifications for the proposed Wilson Elementary School Elevator Project.

10.9 *Committee of the Whole:* Request approval of the establishment of a Building Committee for the proposed Driggs Elementary School Elevator Project.

10.10 *Committee of the Whole:* Request approval of the establishment of a Building Committee for the proposed Generali Elementary School Elevator Project.

10.11 *Committee of the Whole:* Request approval of the establishment of a Building Committee for the proposed Tinker Elementary School Elevator Project.

10.12 *Committee of the Whole:* Request approval of the establishment of a Building Committee for the proposed Wilson Elementary School Elevator Project.

10.13 *Committee on Finance:* Request approval to apply for the Connecticut State Department of Education 2024-2025 Carl D. Perkins Grant.

10.14 *Committee on Finance:* Request approval of Amendment One (1) to the Professional Services Agreement (#7948) with Benchmark Education Company, LLC for Core Elementary Reading and Language Arts Program K-5.

10.15 *Committee on Building & School Facilities:* Use of school facilities by school organizations and/or City departments.

10.16 *Committee on Building & School Facilities:* Use of school facilities by outside organizations and/or waiver requests.

11. Items removed from Consent Calendar

12. Committee on Finance – Commissioner Orso

12.1 Request approval of an Agreement with The Cly-Del Manufacturing Company for WCA Manufacturing Externship/Pre-Apprentice Program.

12.2 Request approval of Amendment Two (2) to the Professional Services Agreement with Imagine Learning LLC for online learning systems.

12.3 Request approval of a Professional Services Agreement with Connecticut RISE Network, Inc. for Data Hub setup, configuration, and implementation at WHS and KHS.

13. Interim Superintendent's Notification to the Board

13.1 Athletic appointments:

Name	*Position*	*Location*	*Effective*
Caldarone, Paula	Volleyball Coach	Wallace	09/26/24
Chabot, Albert	Strength & Conditioning – Winter	Crosby	12/02/24
Chabot, Albert	Strength & Conditioning – Spring	Crosby	03/09/25
Desjardins, Jake	Assistant Football Coach	Kennedy	09/16/24
Johnson, Eric	Assistant Boys Basketball	WCA	12/05/24
Tyson, Quintin	Assistant Football Coach	Crosby	08/28/24

13.2 Grant funded appointments:

Name	*Position/ Location*	*FT/ PT*	*Rate*	*Union*	*Funding Source*	*Effective*
Cohen, Esther	Tutor (Non-Cert) Bais Yaakov	PT	$25/hr	NONBOE	Title I-A 23-25	10/24/24
Collins, Christopher	Hall Monitor Crosby	PT	$15.71/hr	NONBOE	SIG 8 -CHS 24-25	11/07/24
Denihan, Emma	Classroom Assist. Wilson	FT	$21.96/hr	UPSEU 68	Title I DW 24-26	11/07/24
Huang, Shaoshi	Tutor (Certified) Gilmartin	PT	$35/hr	NONBOE	Title I DW 24-26	10/17/24
Muniz, David	Prevention Spec. NEMS	FT	$19/hr	UPSEU 69	Title I DW 24-26	10/24/24
Rivera, Sheyla	Hall Monitor WAMS	PT	$15.71/hr	NONBOE	I-D Magnet WAMS 24-25	11/07/24
Romero, Sandra	Fam/Comm/ Engag. Mngr.	FT	$80,000/ annually	FMAA	Title I DW 24-26	11/12/24
Sotelo, Stephanie	Hall Monitor Wallace	PT	$15.71/hr	NONBOE	Title I-A 23-25	10/10/24
Williams-Coleman, Brittany	Hall Monitor WAMS	PT	$15.71/hr	NONBOE	I-D Magnet WAMS 24-25	11/14/24

13.3 21st Century and SDE After School Program Appointments effective immediately:

ACADEMIC ACADEMY			
21st Century	Teacher	Gilday	Michael
21st Century	Teacher	Mirando	Cynthia
21st Century	Teacher	Terenzi	Timothy
BUCKS HILL			
21st Century	Teacher	Qosja	Blerina
21st Century	Rec Specialist	Hernandez	Diana
CHASE			
21st Century	Teacher	Campbell	Lloyd
HOPEVILLE			
SDE	Administrator	Williams	Chelcey
SDE	Teacher	Vinca	Valmira
NORTH END MIDDLE			
SDE	Teacher	Doms	Gregory
SDE	Teacher	Quinones	Adriana
WALSH			
21st Century	Administrator	Acevedo	Paul
21st Century	Administrator	Johnson	Tennyson

21st Century	Administrator	Wilson	Maureen
21st Century	Teacher	Acevedo	Paul
21st Century	Teacher	Bisaillon	Bret
21st Century	Teacher	Holmes	Erin
21st Century	Teacher	Maldonado	Joanne
21st Century	Teacher	O'Neill	Patrick
21st Century	Teacher	Segarra	Israel
21st Century	Teacher	Terenzi	Timothy
21st Century	Teacher	Vargas	Shirelle
	WEST SIDE MIDDLE		
21st Century	Rec Specialist	Torres	China

13.4 Extended School Hour (ESH) Appointments effective immediately:

School	*Last Name*	*First Name*	*Assignment*
Bucks Hill	Morales	Dana	Secretary
Carrington	Steffaro	Melissa	Teacher/Sub Admin
Duggan	Tzepos	Loulia (Julie)	Substitute Teacher
Kingsbury	Guedelha	Norma	Secretary
Walsh	Sargis	Kristen	Teacher
Washington	Ramirez	Inez	Admin
	Fitzgerald	Kris	Secretary
	Gray	Stacy	Teacher
	Dematteis	Jennifer	Teacher
	Santos	Melanie	Teacher
	Albanese	Thomas	Substitute Teacher
	Corbo	Cherie	Substitute Teacher
	Doyle	Kiley	Substitute Teacher
	Kouakou	Sherene	Substitute Teacher
	Maloney	Erin	Substitute Teacher
	Benzinger-Rose	Nicole	Substitute Teacher
	Perez	Eileen	Parent Liaison
	Boccichio	Judith	Para
	Zafar	Ghazala	Para Sub
	Williams	Athena	Para Sub
	Brown	Tim	Substitute Teacher
Wendell Cross	Cullen	Donna	Admin
	Rizzo	Lisa	Teacher
	Gasparri	Michelle	Teacher/Sub Admin
	Murphy	Kelly	Teacher
	Jusino	Jillian	Teacher
	Irizarry	Angelina	Teacher
	Norton	Dianna	Teacher
	Rocco	Margaret	Parent Liaison
	Hicks	Uniquewa	Para

13.5 Miscellaneous appointments:

Employee	*Position/Location*
Santiago, Carlamary	Sub Classroom Assistant – Maloney Before/After Care
Sargis, Kristen	Sub-Teacher – Walsh Priority School 24/25 Before/After
Conroy, Dawn Marie	Fall Show Conductor – WAMS
Vagnini, Marianna	Fall Show Musical Director – WAMS
Byron, Danielle	Teacher – KHS 530 Club
Carroll, Jonathan	Teacher – WHS 530 Club
Kollchku, Nikoleta	Teacher – WCA 530 Club
Purnawasi, Muniram	Teacher – CHS 530 Club
Wainwright-Staton, Karen	Teacher – WAMS 530 Club
DeFrancesco, Nora	Panelist – WCA Mastery Based Credit Panel
Ferrari, Lindsay	Panelist – WCA Mastery Based Credit Panel
Freitas, Ashley	Panelist – WCA Mastery Based Credit Panel
Sejdaras, Benjola	Administrator – WCA Mastery Based Credit Panel
Zappone, Evette	Administrator – WHS Mastery Based Credit Panel
Bonner, Patience	We Are Wallace Advisor
Bunko, Katherine	We Are Wallace Advisor
Caldarone, Paula	We Are Wallace Advisor
Desjardins, Melissa	We Are Wallace Advisor
Demirali, Linda	We Are Wallace Advisor
Forsberg, Megan	We Are Wallace Advisor
Gartman, Alexandera	We Are Wallace Advisor
Geffken, Melissa	We Are Wallace Advisor
Gilday, Michael	We Are Wallace Advisor
Guichardo, Better	We Are Wallace Advisor
Jannetty, Dana	We Are Wallace Advisor
Klein, Jeremy	We Are Wallace Advisor
Krampitz, Paula	We Are Wallace Advisor
Mucciacciaro, Kathryn	We Are Wallace Advisor
Quinlan, Stacey	We Are Wallace Advisor
Sullo, Lisa	We Are Wallace Advisor

13.6 Resignations:

Name	*Assignment*	*Effective*
Hart, Rebecca	Generali/Grade 1-2 ABA Special Ed	11/27/24
Shurtleff, Christian	Crosby/Social Studies	11/15/24
Thornton, RoseAnne	Reed/Library Media Specialist	12/03/24

14. Committee Chair Reports

15. Executive Session

16. Adjournment

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON SCHOOL PERSONNEL

Item #9.1

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approves the appointment of _____

_____as Vice Principal, Wilby High School, effective November 25, 2024.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON SCHOOL PERSONNEL

Item #9.2

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approves the appointment of _____

_____as Multilingual Supervisor, effective upon execution of employment

contract.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.1

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve to file a non-priority grant application with the Commissioner of Administrative Services for the proposed Driggs Elementary School Elevator Project.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.2

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve to file a non-priority grant application with the Commissioner of Administrative Services for the proposed Generali Elementary School Elevator Project.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.3

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve to file a non-priority grant application with the Commissioner of Administrative Services for the proposed Tinker Elementary School Elevator Project.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.4

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve to file a non-priority grant application with the Commissioner of Administrative Services for the proposed Wilson Elementary School Elevator Project.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.5

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve of the preparation of schematic drawings and outline specifications for the proposed Driggs Elementary School Elevator Project.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.6

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve of the preparation of schematic drawings and outline specifications for the proposed Generali Elementary School Elevator Project.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.7

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve of the preparation of schematic drawings and outline specifications for the proposed Tinker Elementary School Elevator Project.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.8

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve of the preparation of schematic drawings and outline specifications for the proposed Wilson Elementary School Elevator Project.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.9

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve of the establishment of a Building Committee for the proposed Driggs Elementary School Elevator Project. Such Committee shall consist of LaToya Ireland, Elizabeth Brown, Jacqueline Jackson, Rocco Orso, and Melissa Serrano-Adorno.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.10

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve of the establishment of a Building Committee for the proposed Generali Elementary School Elevator Project. Such Committee shall consist of LaToya Ireland, Elizabeth Brown, Jacqueline Jackson, Rocco Orso, and Melissa Serrano-Adorno.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.11

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve of the establishment of a Building Committee for the proposed Tinker Elementary School Elevator Project. Such Committee shall consist of LaToya Ireland, Elizabeth Brown, Jacqueline Jackson, Rocco Orso, and Melissa Serrano-Adorno.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.12

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve of the establishment of a Building Committee for the proposed Wilson Elementary School Elevator Project. Such Committee shall consist of LaToya Ireland, Elizabeth Brown, Jacqueline Jackson, Rocco Orso, and Melissa Serrano-Adorno.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.13

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve to apply for the Connecticut State Department of Education 2024-2025 Carl D. Perkins Grant

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.14

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve Amendment One (1) to the Professional Services Agreement (#7948) with Benchmark Education Company, LLC for Core Elementary Reading and Language Arts Program K-5.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

15

Item #10.15

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve the use of school facilities, at no charge, by the following school organizations and/or City departments:

GROUP	**FACILITIES AND DATES/TIMES**
T. Bombero	West Side Theater Arts room: Tuesday, November 19, 4:30pm – 8:00pm (Community Town Hall Forum for Superintendent search)
M. Waters	Kennedy room 109: Tuesday & Wednesday, 4:00pm – 7:10pm January 22 to April 30, 2025 (COCCUS cohort for WPS paraprofessionals)
L. Richard	Career Academy gym: Friday, December 13, 7:00am – 2:00pm (American Red Cross Blood Drive)
Dr. V. Boatright	Maloney community room: Wednesday, December 4, 8:00am – 3:00pm (professional learning for K-8 school counselors)
J. Franceskino	Career Academy café & gym: Wednesday, November 6, 5:00pm – 8:00pm (8th grade open house)
J. Tulley	Crosby auditorium: Friday, December 13, 9:30am – 2:30pm (rehearsal) and Monday, December 16, 7:30am – 7:30pm (concert)
T. Ofeba	Gilmartin café & gymnasium: Tuesday, November 12, 5:00pm – 7:30pm (PTO Meeting) Gilmartin café & gymnasium: Friday, November, 15, 3:30pm – 7:00 pm (Fall Festival)
A Magliaro	WAMS apron stage & large dance room: December 18 and 20, 2:00pm – 5:00pm (Auditions for spring theatre shows)
M. Bergin	Reed School-front driveway area: November 18, 3:00pm – 5:30pm Bucks Hill School Playground area: November 20, 2:30pm – 5:30pm Early Childhood Office/State Street: November 21, 3:00pm – 5:30pm (Pre-School Flu Clinic for preschool families)
C. Hagen	West Side TAR: Thursday, December 5, 5:00pm – 8:00pm (Winter Music Concert)
D. Hayes	Reed café: Wed., Nov. 27th 3:00 – 5:00 pm (Thanksgiving Dinner for play groups from Reed & Wilson)
*N. Albini	West Side media ctr.: Monday, Nov. 25th 3:00 – 5:00 pm (Wtby. Health & Wellness Advisory Council meeting)
*N. Albini	West Side theater arts rm.: Tues., Nov. 19th 5:30-7:00 pm (Town Hall Mtg./Supt. Of Schools Job Search by JG Consulting)
*J. Schumacher	WAMS recital hall, apron stage, band rm.: Tues., Dec. 10th (5:00-9:00pm (Winterfest Band Orchestra concert)

*M. Labbe	WAMS café: Mon., Nov. 25th 5:00 – 7:30pm (PTSO Family Event/Gingerbread Houses)
*H. Sam	Kingsbury gym: Nov. 7th 5-7pm STEM Night and Nov. 21st 5-7pm Parent Workshop/Safe Haven)
*N. Cuevas	Walsh gym: Thurs., Nov. 21st 2:00-6:00 pm (Clothing giveaway for Walsh families)
*D. Bakewell	Maloney café: Mon., Dec. 9th 5-8pm (Wreath Making) and Sat., Dec. 14th 8am-1pm (Breakfast with Santa)
*S. Griffin	Crosby aud.: Tues., April 29th 2:00-3:30 pm (rehearsal) and Thurs., May 1st 2:00 – 9:00pm (Spring Concert)
*B. Shagensky	W. Cross, Carrington, Maloney, Rotella, Reed, Gilmartin cafes: (District Wide Math/ELA professional Learning)
*L. Martin	Rotella aid., gym., café: Sat., March 22nd 9am – 3pm (rehearsal) and March 29th 3-9pm and March 30th 11am-4:30pm (performances
*E. Lanza	Gilmartin gym: Mon., & Tues., Dec. 16th and 17th 3:00 – 7:00pm (12/16 Chorus Concert and 12/17 Instrumental Concert)
*J. Mulhern	Tinker gym: Tuesday, Dec. 10th 5:00 – 7:00 pm (Family Bingo Night)
*J. Sarja	*Wilby conference rm.: Wed., Dec. 4th 7:00am-3:30pm (Secondary ELA Prof. Dev. For teachers)
*Park & Rec. Dept. J. McColl	Kennedy pool: Sundays 1/5/25 – 5/4/25 7:30am – 1:30pm (free swim lessons for Waterbury students)

Book

SCHOOL PERSONNEL USE ONLY

DATE: October 7, 2024

TO: SCHOOL BUSINESS OFFICE

FROM: Carli Carpentieri & Marissa Waters (Talent & Professional Development Supervisors) Human Capital Department

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

NAME OF SCHOOL REQUESTED: Kennedy High School (Room 109)

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Tuesdays & Wednesdays (4:00-7:10) 1/22/25, 1/28, 1/29, 2/5, 2/11, 2/12, 2/19, 2/25, 2/26, 3/5, 3/11, 3/12, 3/19, 3/25, 3/26, 4/2, 4/8, 4/22, 4/23, 4/30

FROM: 4:00pm **TO**: 7:10 pm

FOR THE FOLLOWING PURPOSES:

CCSU adjunct professors will be delivering instruction to a cohort of WPS Paraprofessionals who are pursuing their Special Education Certification and taking courses through the Central Inspire Teacher Residency Program. We have an agreement that was recently approved by the board of education.

APPLICANT 10/7/24

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

Book

SCHOOL PERSONNEL USE ONLY

DATE: 10-16-24

TO: SCHOOL BUSINESS OFFICE

FROM: WCA Linda Richard

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

NAME OF SCHOOL REQUESTED: WCA

☐ Auditorium ☒ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Dec 13th

FROM: 7 (am)/pm TO: 2 am/(pm)

FOR THE FOLLOWING PURPOSES:

American Red Cross Blood Drive

Make up day for heating issue

Linda Richard
APPLICANT

Linda Richard

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: October 11, 2024

TO: SCHOOL BUSINESS OFFICE

FROM: Dr. Vira Boatright

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 Community Room

DATES REQUESTED: December 4, 2024

FROM: 8:00 (am)/pm TO: 3:00 am/(pm)

FOR THE FOLLOWING PURPOSES:

Professional Learning for K-8 school counselors

APPLICANT

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

Book

SCHOOL PERSONNEL USE ONLY

DATE: 10/17/24

TO: SCHOOL BUSINESS OFFICE

FROM: J. Franceskino

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

NAME OF SCHOOL REQUESTED: WCA

☐ Auditorium ☒ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Wednesday, Nov. 6, 2024

FROM: 5:00 am/pm TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

8th Grade open House

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: 10/10/2024

TO: SCHOOL BUSINESS OFFICE

FROM: Mr. Jordan Tulley
Band Director
Wallace Middle School

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

NAME OF SCHOOL REQUESTED: Crosby High School

X Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED:
Friday, December 13th 9:30a.m. – 2:30 p.m.
Monday, December 16th 7:30a.m. – 7:30p.m.

FOR THE FOLLOWING PURPOSES:

Wallace Middle School winter concert (on the evening of Monday the 16th) and in-school rehearsals on Friday the 13th and Monday the 16th

Jordan Tulley
APPLICANT

Please note the following provisions:

Book

SCHOOL PERSONNEL USE ONLY

DATE: Wednesday Oct 16th 2024

TO: SCHOOL BUSINESS OFFICE

FROM: Gilmartin

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

NAME OF SCHOOL REQUESTED: Gilmartin Elementary School

☑ Auditorium ☑ Gymnasium ☐ Swimming Pool ☑ Café/Rooms

DATES REQUESTED: Tuesday, November 12th, 2024

FROM: 5:00 am/(pm) TO: 7:30 am/(pm)

FOR THE FOLLOWING PURPOSES:

Gilmartin PTO meeting

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.

Took

SCHOOL PERSONNEL USE ONLY

DATE Tuesday, Oct 15th 2024

TO: SCHOOL BUSINESS OFFICE

FROM: Gilmartin

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

NAME OF SCHOOL REQUESTED: Gilmartin Elementary School

☑ Auditorium ☑ Gymnasium ☐ Swimming Pool ☑ Café/Rooms

DATES REQUESTED: Friday, November 15, 2024

FROM: 3:30 am/pm TO: 7:00 am/pm

FOR THE FOLLOWING PURPOSES:

Gilmartin PTO - Fall Festival for family engagement

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.

Yook

SCHOOL PERSONNEL USE ONLY

DATE: 10/21/24

TO: SCHOOL BUSINESS OFFICE

FROM: Theatre Dept.

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

NAME OF SCHOOL REQUESTED: WAMS

☑ Large Dance + Apron Stage

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: 12/18, 12/19, 12/20/24

FROM: 2 am/(pm) TO: 5 am/(pm)

FOR THE FOLLOWING PURPOSES:

Auditions for the Spring Theatre Shows - Harry Potter + Pippin

Alicia Gaytrone
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.

A. Maglaras

Yook

SCHOOL PERSONNEL USE ONLY

DATE: 10/25/24

TO: SCHOOL BUSINESS OFFICE

FROM: Maureen Bergin

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

NAME OF SCHOOL REQUESTED: Reed/ Front Driveway Area

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: November 18, 2024

FROM: 3:00 am/pm TO: 5:30 am/pm

FOR THE FOLLOWING PURPOSES:

Preschool Flu Clinic for preschool families

Maureen Bergin
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: 10/25/24

TO: SCHOOL BUSINESS OFFICE

FROM: Maureen Bergin

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

NAME OF SCHOOL REQUESTED: Bucks Hill Annex/ Playground area

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: November 20, 2024

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

FOR THE FOLLOWING PURPOSES:

Preschool Flu Clinic for preschool families

Maureen Bergin
APPLICANT

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

Book

SCHOOL PERSONNEL USE ONLY

DATE: 10/25/24

TO: SCHOOL BUSINESS OFFICE

FROM: Maureen Bergin

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

NAME OF SCHOOL REQUESTED: ____Office of Early Childhood/State Street Parking lot

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: ____November 21, 2024

FROM: 3:00 am/pm TO: 5:30 am/pm

FOR THE FOLLOWING PURPOSES:

Preschool Flu Clinic for preschool families

Maureen Bergin
APPLICANT

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

Book

SCHOOL PERSONNEL USE ONLY

Date: Oct 23, 2024

TO: Sandy McCasland

FROM: Christine Hagan

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

NAME OF SCHOOL REQUESTED: WSMS

☒ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café

DATES REQUESTED: Dec. 5th 2024

Time: 5pm - 8:pm

FOR THE FOLLOWING PURPOSES:

Winter music concert

Christine Hagen
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.

1002

SCHOOL PERSONNEL USE ONLY

DATE: October 29, 2024

TO: SCHOOL BUSINESS OFFICE

FROM: Debra Hayes / FRC

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

NAME OF SCHOOL REQUESTED: Reed Elementary School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: November 27, 2024

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

FOR THE FOLLOWING PURPOSES:

Thanksgiving Dinner for Play Groups: Reed Elementary and Wilson Elementary

Debra Hayes
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: November 4, 2024

TO: SCHOOL BUSINESS OFFICE

FROM: Nicholas J. Albini, Chief Operating Officer

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

NAME OF SCHOOL REQUESTED: West Side Middle School Media Center

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Monday, November 25, 2024

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

FOR THE FOLLOWING PURPOSES:

Waterbury Public Schools Health & Wellness Advisory Council; No equipment or technology needed; no food. 15 to 20 people. Set up 8 tables in a square with 24 chairs (6 at each table).

Nicholas J. Albini
APPLICANT

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

Book

SCHOOL PERSONNEL USE ONLY

DATE: November 4, 2024

TO: SCHOOL BUSINESS OFFICE

FROM: Nicholas J. Albini, Chief Operating Officer

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: November 19, 2024

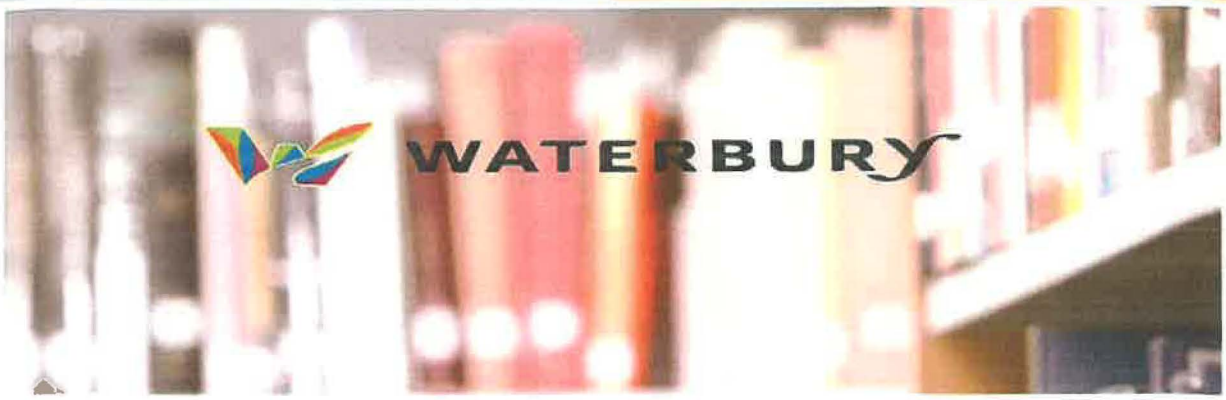
FROM: 5:30 am/pm TO: 7:00 am/pm

FOR THE FOLLOWING PURPOSES:

Superintendent of Schools Job Search Town Hall Meeting by JG Consulting; no food or water; up to 200 people.

Nicholas John Albini
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.



SUPERINTENDENT OF SCHOOLS

JOB SEARCH

Join JG Consulting at a **Town Hall Meeting** in order to provide input into the search for a new Superintendent of Schools here in Waterbury.

****

TOWN HALL MEETINGS TO BE HELD ON:

November 6, 2024 @ 5:30 p.m.—7:00 p.m.
Waterbury City Hall (235 Grand Street)

November 19, 2024 @ 5:30 p.m.—7:00 p.m.
West Side Middle School (483 Chase Parkway)

In addition, all community members are encouraged to complete an anonymous **survey** that will help to develop a candidate profile reflective of the Waterbury Community.

Survey is available in Spanish, Portuguese, Albanian and English.

Use the QR code below to access the **survey**.

Book

SCHOOL PERSONNEL USE ONLY

DATE: 10/28/24

TO: SCHOOL BUSINESS OFFICE

FROM: Waterbury Arts Magnet School

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

NAME OF SCHOOL REQUESTED: Waterbury Arts Magnet School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

The P.A. building Recital Hall, Apron Stage, & Band Room

DATES REQUESTED: 12/10/24

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

FOR THE FOLLOWING PURPOSES:

Winterfest 2024 Band/Orchestra Concert

Jason Schumacher
APPLICANT

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

Book

SCHOOL PERSONNEL USE ONLY

DATE: 11/7/2024

TO: SCHOOL BUSINESS OFFICE

FROM: Melissa Labbe - WAMS PTSO

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

NAME OF SCHOOL REQUESTED: WAMS

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

DATES REQUESTED: ~~Tues~~ Monday, November 25, 2024

FROM: 5:00 am (pm) TO: 7:30 am (pm)

FOR THE FOLLOWING PURPOSES:

WAMS PTSO Family Event - Gingerbread Houses

Melissa E. Labbe
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.

Yoshi

SCHOOL PERSONNEL USE ONLY

DATE: 11/7/24

TO: SCHOOL BUSINESS OFFICE

FROM: Mrs. Hannah Sam

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

NAME OF SCHOOL REQUESTED: Kingsbury

☐ Auditorium ☒ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: 11/7/24 , 11/21/24

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

FOR THE FOLLOWING PURPOSES:

11/7/24 - Literacy / STEM Night

11/21/24 - Parent Workshop w/ Safe Haven / Thanksgiving Dinner

APPLICANT

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

Book

SCHOOL PERSONNEL USE ONLY

DATE: 11 - 5 - 24

TO: SCHOOL BUSINESS OFFICE

FROM: Ms. Cuevas

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

NAME OF SCHOOL REQUESTED: Walsh School

☐ Auditorium ☑ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: 11 - 21 - 24

FROM: 2:00 am/pm TO: 6:00 am/pm

FOR THE FOLLOWING PURPOSES:

Clothes giveaway for Walsh families.

Nicole C

APPLICANT

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

Book

SCHOOL PERSONNEL USE ONLY

DATE: Nov. 6, 2024

TO: SCHOOL BUSINESS OFFICE

FROM: Diane Bakewell

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

NAME OF SCHOOL REQUESTED: Maloney Magnet

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: December 9, 2024

FROM: 5:00 am/pm TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

PTO Wreath Making

Diane Bakewell
APPLICANT

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

Yodk

SCHOOL PERSONNEL USE ONLY

DATE: Nov. 6, 2024

TO: SCHOOL BUSINESS OFFICE

FROM: Diane Bakewell

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

NAME OF SCHOOL REQUESTED: Maloney Magnet

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Saturday, December 14, 2024

FROM: 8:00 am/pm TO: 1:00 am/pm

FOR THE FOLLOWING PURPOSES:

Breakfast w/ Santa

Diane Bakewell
APPLICANT

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

SCHOOL PERSONNEL USE ONLY

DATE: 11/7/14

TO: SCHOOL BUSINESS OFFICE

FROM: Sean Griffin

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

NAME OF SCHOOL REQUESTED: Crosby High School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: **4/29** 2pm – 3:30pm & **5/1** 2:00pm – 9:00pm

FOR THE FOLLOWING PURPOSES:

Crosby Spring Concert Rehearsal & Crosby Spring Concert

Sean Griffin
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: 11/6/24

TO: SCHOOL BUSINESS OFFICE

FROM: Bob Shagensky, Elementary Math Supervisor

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

NAME OF SCHOOL REQUESTED: Wendell Cross School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Wednesday, December 4, 2024

FROM: 7:30 (am)/pm TO: 3:30 am/(pm)

FOR THE FOLLOWING PURPOSES:

District-Wide Math and ELA Professional Learning for Elementary Teachers (Grades K-5).

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: 11/6/24

TO: SCHOOL BUSINESS OFFICE

FROM: Bob Shagensky, Elementary Math Supervisor

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

NAME OF SCHOOL REQUESTED: Carrington School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Wednesday, December 4, 2024

FROM: 7:30 (am/pm) TO: 3:30 am/(pm)

FOR THE FOLLOWING PURPOSES:

District-Wide Math and ELA Professional Learning for Elementary Teachers (Grades K-5).

APPLICANT

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

Book

SCHOOL PERSONNEL USE ONLY

DATE: 11/6/24

TO: SCHOOL BUSINESS OFFICE

FROM: Bob Shagensky, Elementary Math Supervisor

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

NAME OF SCHOOL REQUESTED: Maloney School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Wednesday, December 4, 2024

FROM: 7:30 (am)/pm TO: 3:30 am/(pm)

FOR THE FOLLOWING PURPOSES:

District-Wide Math and ELA Professional Learning for Elementary Teachers (Grades K-5).

APPLICANT

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

Book

SCHOOL PERSONNEL USE ONLY

DATE: 11/6/24

TO: SCHOOL BUSINESS OFFICE

FROM: Bob Shagensky, Elementary Math Supervisor

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

NAME OF SCHOOL REQUESTED: Rotella School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Wednesday, December 4, 2024

FROM: 7:30 (am/pm) TO: 3:30 am/(pm)

FOR THE FOLLOWING PURPOSES:

District-Wide Math and ELA Professional Learning for Elementary Teachers (Grades K-5).

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.

K-5

SCHOOL PERSONNEL USE ONLY

DATE: 11/6/24

TO: SCHOOL BUSINESS OFFICE

FROM: Bob Shagensky, Elementary Math Supervisor

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

NAME OF SCHOOL REQUESTED: Reed School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Wednesday, December 4, 2024

FROM: 7:30 (am)/pm TO: 3:30 am/(pm)

FOR THE FOLLOWING PURPOSES:

District-Wide Math and ELA Professional Learning for Elementary Teachers (Grades K-5).

APPLICANT

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

Book

SCHOOL PERSONNEL USE ONLY

DATE: 11/6/24

TO: SCHOOL BUSINESS OFFICE

FROM: Bob Shagensky, Elementary Math Supervisor

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

NAME OF SCHOOL REQUESTED: Gilmartin School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Wednesday, December 4, 2024

FROM: 7:30 (am)/pm TO: 3:30 am/(pm)

FOR THE FOLLOWING PURPOSES:

District-Wide Math and ELA Professional Learning for Elementary Teachers (Grades K-5).

APPLICANT

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

Book

SCHOOL PERSONNEL USE ONLY

DATE: 11/8/2024

TO: SCHOOL BUSINESS OFFICE

FROM: Lauren Martin

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

NAME OF SCHOOL REQUESTED: Rotella

☑ Auditorium ☑ Gymnasium ☐ Swimming Pool ☑ Café/Rooms

DATES REQUESTED: March 22, 2025

FROM: 10:9 (am)/pm TO: 3 am/(pm)

FOR THE FOLLOWING PURPOSES:

Dress Rehearsal

Lauren Martin
APPLICANT

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

Book

SCHOOL PERSONNEL USE ONLY

DATE: 11/8/2024

TO: SCHOOL BUSINESS OFFICE

FROM: Lauren Martin

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

NAME OF SCHOOL REQUESTED: Rotella

☑ Auditorium ☑ Gymnasium ☐ Swimming Pool ☑ Café/Rooms

DATES REQUESTED: March 29, 2025

FROM: 3:00 am/pm TO: 9:00 am/pm

FOR THE FOLLOWING PURPOSES:

School Play

Lauren Martin
APPLICANT

Please note the following provisions:

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

Book

SCHOOL PERSONNEL USE ONLY

DATE: 11/8/2024

TO: SCHOOL BUSINESS OFFICE

FROM: Lauren Martin

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

NAME OF SCHOOL REQUESTED: Rotella

☑ Auditorium ☑ Gymnasium ☐ Swimming Pool ☑ Café/Rooms

DATES REQUESTED: March 30, 2025

FROM: 11:00 (am/pm) TO: 4:30 (am/pm)

FOR THE FOLLOWING PURPOSES:

School Play

Lam. Mart
APPLICANT

Please note the following provisions:

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

Hook

SCHOOL PERSONNEL USE ONLY

DATE: 11/8/24

TO: SCHOOL BUSINESS OFFICE

FROM: Erika Lanza

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

NAME OF SCHOOL REQUESTED: Gilmartin

☐ Auditorium ☑ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: December 16th and 17th 2024

FROM: 3:00 am/pm TO: 7:00 am/pm

FOR THE FOLLOWING PURPOSES:

Chorus Concert 12/16/24

Instrumental Concert 12/17/24

Erika Lanza
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.

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Cancel Cath. Acad.

Book

SCHOOL PERSONNEL USE ONLY

DATE: 11/13/2024

TO: SCHOOL BUSINESS OFFICE

FROM: ~~Darleen~~ Jacqueline Mulhern

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

NAME OF SCHOOL REQUESTED: Tinker

☐ Auditorium ☑ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Tuesday December 10

FROM: 5 am/(pm) TO: 7 am/(pm)

FOR THE FOLLOWING PURPOSES:

Family Bingo Night

Jacqueline Mulhern
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.

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Cancel OLMC

Book

SCHOOL PERSONNEL USE ONLY

DATE: 11/12/24

TO: SCHOOL BUSINESS OFFICE

FROM: Jennifer Sarja, 6-12 ELA

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

NAME OF SCHOOL REQUESTED: Wilby High School

conference room

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Wed. Dec. 4th @ 7:00am-3:30pm

FROM: 7:00 am am/pm TO: 3:30 pm am/pm

FOR THE FOLLOWING PURPOSES:

Secondary ELA Professional Development for Teachers

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

Book

SCHOOL PERSONNEL USE ONLY

DATE: 11/14/2024

TO: SCHOOL BUSINESS OFFICE

FROM: John McColl - Recreation

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

NAME OF SCHOOL REQUESTED: Kennedy High School

☐ Auditorium ☐ Gymnasium ☑ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Every Sunday from 1/5/2025 - 5/4/2025

FROM: 7:30 am/pm TO: 1:30 am/pm

FOR THE FOLLOWING PURPOSES:

Bureau of Recreation free swim lessons for Waterbury Students.

John McColl - Supervisor of Rec
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.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #10.16

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve the use of school facilities and/or waiver requests by groups and organizations subject to fees and insurance as required:

GROUP	**FACILITIES AND DATES/TIMES**
Countrywood Hills Condo Assoc./T. Simpson	Crosby media center: Thursday, December 12, 5:00pm – 9:00 pm (annual members meeting)
Yeshiva K'Tana of Wtby. R. Sapirman	Crosby auditorium: Wednesday, January 8, 5:00pm – 9:00pm (rehearsal) and Sunday, January 12, 9:00am – 6:00pm (performance)
Mesivta Yesodie Hatorah B. Rabinwitc	Crosby pool/gymnasium: Saturdays, November 9 – March 8, 2025 8:00pm – 9:30pm
*Holy Cross H.S. M. Giampetruzzi, A.D.	Kennedy pool: 12/5/24 – 3/23/25 Mon. thru Fri. 2:30 – 4:30pm (swim program)
REQUESTING WAIVERS:	
Grandville Academy Atty. M. Mosley	WAMS atrium, café, 3 rooms.: Saturday, January 11, 9:00am – 1:00pm (education meeting) ($420.)
Teams Locked In A Johnson	Wilson gym: Saturdays, November 2 – April 25, 10:00am – 1:00pm (basketball program) ($3,360.)
Waterbury Ballers T. Lott	Generali gym: December to February, weekend days, 12:00pm – 4:30pm (basketball program) ($2,541.)
East Mt. Sports R. Godsil	Gilmartin gym: Saturday & Sunday, Nov. 9 to March 30, 9am – 6:00pm (basketball program) ($16,380.) W. Cross gym: Sat. & Sunday, Nov. 9 to March 30, 9:00am – 6:00pm (basketball program) ($16,380.) Rotella gym: Sat. & Sun., November 9 to March 30, 9:00am – 6:00pm (basketball program) ($15,960.)
Bunker Hill Sports N. Meglio	Bunker Hill gym: Saturdays, January 4 to March 22, 9:30am – 1:00pm (basketball program) ($2,268.) Carrington gym, Saturdays, December 7 to March 27, 9:00am – 3:00pm (basketball program) ($4,410.)
*P.A.L. Ofc. N. Andrzenski	West Side gym: Dec. 1st thru 29th Sat. & Sun. 4:00-8:00 pm (basketball practice) ($1,890.)
GROUPS NOT SUBJECT TO FEES OR WAIVER DUE TO TIME OF USE OR PREVIOUS WAIVER:	
Teams Locked In A. Johnson	Wilson gym: Mon. thru Thur. October 26 – April 4, 6:00 – 9:00 pm (basketball program)

East Mt. Sports R. Godsil	W. Cross gym: Mon. thru Fri., November 12 – March 30, 6:00pm – 9:00pm Rotella gym: Mon. thru Fri., November 12 – March 30, 6:00pm – 9:00pm (basketball program)
Bunker Hill Sports N. Meglio	Maloney gym: Mon. & Wed., November 18 – March 19, 5:00pm – 8:30pm West Side gym: Mondays, November 18 – March 18, 5:00pm – 9:00pm Bunker Hill gym: Mon. thru Fri., November 18 – March 21, 5:30 – 8:30pm Carrington gym: Mon. thru Fri., November 12 – March 21, 5:15 – 9:00pm
East Mt. Neighborhood Association R. McGovern	W. Cross café: Wednesday, November 20, 6:15pm – 8:45 pm (monthly meeting)
Catholic Academy of Wtby O. Macklin	Gilmartin gym: November 1 thru April 1, Mon, Tues, Thurs, Fri. 6:00 – 9:00 pm
Wtby Ballers T. Lo	Chase gym: November 11 – March 1, Mon. thru Thurs., 6:00pm-9:00pm (basketball program)
Wtby Ballers T. Lott	Generali gym: November 4 – March 1, Mon. thru Fri., 6:00pm – 9:00pm (basketball program)
P.A.L. Office N. Andrzewski	Maloney gym: November 7-March 13, Tuesday & Thursday, 6:00-8:30pm West Side gym: November 7 – March 13, Tues. & Thurs, 6:00 – 9:00pm (basketball program)
*Lithuanian Sports Club	Gilmartin gym: Wednesdays 7 – 9 PM Nov.13th to April 30th (basketball program)

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 Terry Simpson NAME OF ORGANIZATION Countrywood Hills Condo Association

ADDRESS 380 Hitchcock Rd Waterbury CT 06705 TELEPHONE # 860-274-5182
(street) (city) (state) (zip code)

SCHOOL REQUESTED Crosby HS DATES 12/12/24 ROOM(S) Media Room

OPENING TIME 5:00 CLOSING TIME 9:00 PURPOSE Annual Meeting

ADMISSION (if any) Ø CHARGE TO BE DEVOTED TO n/a

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

SIGNATURE OFAPPLICANT Sherrie Simpson DATE 10/16/24

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: Pat Rodgers Unit 217, address above
Russell Autorace 1278 Main St Watertown CT 860-274-5182

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. TRS (PLEASE INITIAL)

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

RENTAL FEES: $10/HR

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ 500.- INSURANCE COVERAGE ✓ YES NO

PLEASE READ THE FOLLOWING CAREFULLY OK

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

Book

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

APPLICANT Rena Sapirman NAME OF ORGANIZATION Yeshiva Ktana of Waterbury

ADDRESS 32 Hillside Ave (street) Wtby (city) CT (state) 06710 (zip code) TELEPHONE # 203-343-3085

SCHOOL REQUESTED CROSBY DATES Jan. 8 and 12 ROOM(S) Auditorium

OPENING TIME 1/8 5:00 PM CLOSING TIME 9:00 PM PURPOSE Concert
1/12 9:00 AM - 6:00 PM

ADMISSION (if any) Undecided CHARGE TO BE DEVOTED TO Rena Sapirman

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 180 CHILDREN 200

SIGNATURE OFAPPLICANT Rena Sapirmen DATE 10/10/24

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Rena Sapirman 137 Tower Rd. 203-343-3085

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. RS (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR SERVICE PER CUST (3) $1470.-

RENTAL FEES:

MISCELLANEOUS FEES: $55/HR-Tech. ($715.-)

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

Book

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

APPLICANT Binyomin Rabinowitz NAME OF ORGANIZATION Mesivta Yesodie Hatorah

ADDRESS 31 Ran Drive Naugatuck ct. TELEPHONE # 860 784 7185
(street) (city) (state) (zip code)

SCHOOL REQUESTED Crosby DATES 11/9-3/8 ROOM(S) pool and gym

OPENING TIME 8:00 pm CLOSING TIME 9:30 PURPOSE recreation

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2 CHILDREN 45

SIGNATURE OFAPPLICANT Binyomin Rabinowitz DATE 10/30/24

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

Efraim Nathan 323, 842-7058, 168 Blue Ridge drive waterbury Ct. 06704

Elchonon Taschman
732 515 1668
31 Ran drive
Naugatuck
Ct.
06770

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. BR (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE yes YES NO

PLEASE READ THE FOLLOWING CAREFULLY

Nov 9 To Mar. 8
Saturdays
8-9:30 PM

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

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

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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 11/01/2024

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

The dates are
Nov 2 , 9, 16, 23
Dec 7,14 , 21, 28
Jan 4 , 11, 18 ,25
Feb 8, 15
March 1, 8
The chaperone will be Eran Netkan 323.842.7058 168Blue ridge drive Waterbury CT 06704
Binyomin Rabinowitz 732.864.4200 9A Rosh dr. Naugatuck CT 06770
Elchonon Tashman 732. 515. 1668 31 ran drive Naugatuck CT 06770
Between the 3 of us well have it coverd.

Mike Giampetruzzi A.D.

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 Holy Cross High School NAME OF ORGANIZATION Holy Cross

ADDRESS 587 Oronoke Rd, Wtby CT 06708 TELEPHONE # 203-757-9248
(street) (city) (state) (zip code)

SCHOOL REQUESTED KHS DATES 12/5/24-3/23/25 ROOM(S) Pools

OPENING TIME 2:30 CLOSING TIME 4:30 PURPOSE Swim Meets + Practices

ADMISSION (if any)_____ CHARGE TO BE DEVOTED TO_____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2 CHILDREN 20

SIGNATURE OFAPPLICANT [signature] DATE 10-30-24

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

Thomas Currier 860 885 9891 29 Sunrise Nook Waterbury CT 06708

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. TCP (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $73/HR plus 1 HR service

RENTAL FEES:_____

MISCELLANEOUS FEES:_____

SECURITY DEPOSIT $ V INSURANCE COVERAGE V YES_____ NO

PLEASE READ THE FOLLOWING CAREFULLY V OK

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.

* Kennedy

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 CONTRACT#
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT Maurice Mosley NAME OF ORGANIZATION Granville Academy

ADDRESS 66 Redcoat Rd. Waterbury TELEPHONE # 2035984101
(street) (city) (state) (zip code)

SCHOOL REQUESTED WAMS DATES - Jan 11, 2025 ROOM(S) 3 rooms atrium, cafe

OPENING TIME 9 am CLOSING TIME 1 pm PURPOSE education

ADMISSION (if any) Free CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 30

SIGNATURE OFAPPLICANT DATE Oct. 16, 2024

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. MBM (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR service per cust (2)(420.)

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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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 Application for Building Permit)

APPLICANT/ORGANIZATION: Granville Academy

Please check below specific item(s):

Building Usage Fees ☑ Custodial Fees ☑ Atrium Case

SCHOOL/ROOMS REQUESTED: WAMS 3 Rooms

DATE(S): Sat. Jan. 11th TIMES: 9Am - 1pm

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

10-16-24
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$ _____ Building Usage Fees

$ 420.00 Custodial Fees

$ _____ Security Deposit

BOARD USE ONLY

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

ATTEST: _____
Clerk, Board of Education

Book

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

APPLICANT André Johnson NAME OF ORGANIZATION TEAM LOCKED IN

ADDRESS 110 Buckingham St. Waterbury, CT 06710 TELEPHONE # 203.870.5269
(street) (city) (state) (zip code)

SCHOOL REQUESTED Wilson DATES 11/2/24 - 4.5.25 ROOM(S) Gym, 1 classroom

OPENING TIME 10 AM CLOSING TIME 1 pm PURPOSE Mentoring, basketball, games, practices

ADMISSION (if any)_____ CHARGE TO BE DEVOTED TO_____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4-8 CHILDREN 10-50

SIGNATURE OFAPPLICANT [signature] DATE 10-23-24

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

André Johnson 110 Buckingham St. Waterbury, CT 06710 (203) 870-5269

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. AJ (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR service ($3,360.)

RENTAL FEES:_____

MISCELLANEOUS FEES:_____

SECURITY DEPOSIT $_____ INSURANCE COVERAGE ✓ YES_____ NO

PLEASE READ THE FOLLOWING CAREFULLY

Saturdays

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.

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

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

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

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 Building Permit)

APPLICANT/ORGANIZATION: TEAM LOCKED IN

Please check below specific item(s):

Building Usage Fees ☑ Custodial Fees ☑

SCHOOL/ROOMS REQUESTED: - Gyms, 1 classroom - Wilson

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

10-23-24
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$ _____ Building Usage Fees

$ 3,360.- 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

Book

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 Terence Loft NAME OF ORGANIZATION Waterbury Ballers

ADDRESS 25 Gradine Waterbury CT 06704 TELEPHONE # 203-509-4757
(street) (city) (state) (zip code) 203-805-1884

SCHOOL REQUESTED Generali DATES *See ATTACHED ROOM(S) Gym

OPENING TIME 12:00 pm CLOSING TIME 4:30 pm PURPOSE Basketball Program

ADMISSION (if any) CHARGE TO BE DEVOTED TO

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

SIGNATURE OF APPLICANT DATE 10-12-24

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

Terence Loft Sr (203-509-4757), Terence Loft Jr (203-805-1884)

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. TL (PLEASE INITIAL)

($2,541.)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR SERVICE PER CUSTODIAN

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE ✓ YES NO

PLEASE READ THE FOLLOWING CAREFULLY

Weekends

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 Application for Building Permit)

APPLICANT/ORGANIZATION: Wtby. Ballers

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☑

SCHOOL/ROOMS REQUESTED: General; Gym

DATE(S): Dec. 7, 8, 21, 22	TIMES: 12:00pm - 4:30pm
DATE(S): Jan. 4, 11, 12, 25	TIMES:
DATE(S): Feb. 1, 15, 22	TIMES:
DATE(S):	TIMES:
DATE(S):	TIMES:
DATE(S):	TIMES:

10-17-24
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

Building Usage Fees	Custodial Fees	Security Deposit
$	$ 2541.00	$

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

Saturday + Sunday

Ok

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

APPLICANT Rich Godsil NAME OF ORGANIZATION EMAA

ADDRESS 36 Brubaker Rd Cheshire G 06410 TELEPHONE #
(street) (city) (state) (zip code)

SCHOOL REQUESTED Gilmartin DATES 11/9/24 - 3/30/25 ROOM(S) Gym

OPENING TIME 9:00 am CLOSING TIME 12:00 pm PURPOSE Basketball

ADMISSION (if any) No CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 10

SIGNATURE OFAPPLICANT Rich Godsil DATE 10/9/24

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

Rich Godsil 36 Brubaker Rd Cheshire, G 06410

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. RG (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR SERVICE ($16,800.)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

11-9-24 to 3-30-25

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.

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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).

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 Base or Building Permit)

APPLICANT/ORGANIZATION: EMAA

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Gilmartin / Gym

DATE(S): 11/9/24	TIMES:
DATE(S): 3/30/25	TIMES: 9:00 am
DATE(S):	TIMES: 6:00 pm
DATE(S):	TIMES:
DATE(S):	TIMES:
DATE(S):	TIMES:

10/9/24
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

Building Usage Fees	Custodial Fees	Security Deposit
$	$ 16,800.-	$

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

Saturday - Sunday

Book

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

APPLICANT Rich Godsil NAME OF ORGANIZATION EMAA

ADDRESS 36 Brubaker Rd Cheshire CT 06410 TELEPHONE #
(street) (city) (state) (zip code)

SCHOOL REQUESTED Kendall Cross DATES 11/9/24 - 3/30/25 ROOM(S) Gym

OPENING TIME 9:00 AM CLOSING TIME 6:00 PM PURPOSE Basketball

ADMISSION (if any) No CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 10

SIGNATURE OFAPPLICANT [signature] DATE 10/9/24

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

Rich Godsil 36 Brubaker Rd Cheshire CT 06410

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. RG (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR SERVICE ($16,380)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

11-9-24
To
3-30-25

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

Gym Not Available
12/14

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

APPLICANT/ORGANIZATION: EMAA

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Wendell Cross / Gym

DATE(S): 11/9/24	TIMES:
DATE(S): 3/30/25	TIMES: 9:00 am
DATE(S):	TIMES: 6:00 pm
DATE(S):	TIMES:
DATE(S):	TIMES:
DATE(S):	TIMES:

10/9/24
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$	$ 16,380.-	$
Building Usage Fees	Custodial Fees	Security Deposit

BOARD USE ONLY

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

ATTEST: _____
Clerk, Board of Education

Saturday - Sunday

Book

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

APPLICANT Rich Godsil NAME OF ORGANIZATION EMAA

ADDRESS 36 Brubaker Rd Cheshire CT 06410 TELEPHONE #
(street) (city) (state) (zip code)

SCHOOL REQUESTED Rotella DATES 11/9/24 - 3/30/25 ROOM(S) Gym

OPENING TIME 9:00 AM CLOSING TIME 6:00 PM PURPOSE Basketball

ADMISSION (if any) No CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 10

SIGNATURE OFAPPLICANT [signature] DATE 10/9/24

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

Rich Godsil 36 Brubaker Rd Cheshire, CT 06410

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. RG (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR SERVICE ($15,960)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

11-9-24 TO 3-30-25

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

Gym NoT Available
1/11

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

APPLICANT/ORGANIZATION: EMAA

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Botella / Gym

DATE(S): 11/9/24	TIMES:
DATE(S): 3/30/25	TIMES: 9:00 am
DATE(S):	TIMES: 6:00 pm
DATE(S):	TIMES:
DATE(S):	TIMES:
DATE(S):	TIMES:

10/9/24
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$	$ 15,960.-	$
Building Usage Fees	Custodial Fees	Security Deposit

BOARD USE ONLY

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

ATTEST _____
Clerk, Board of Education

Book

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

APPLICANT Nicholas Meglio NAME OF ORGANIZATION Bunker Hill Sports Assoc

ADDRESS 145 Devonwood Drive, Waterbury , CT TELEPHONE # 203-206-7152
(street) (city) (state) (zip code)

SCHOOL REQUESTED Bunker Hill DATES Jan 04-Mar 22 Sat ROOM(S) Gym

OPENING TIME 9:30am CLOSING TIME 1pm PURPOSE Basketball

ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 25

SIGNATURE OFAPPLICANT [signature] DATE 9-30-2024

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Nick Meglio / 145 Devonwood Drive / 203-206-7152 BHSA COACHES

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

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR SERVICE ($2,268.)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ [illegible] INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

Saturdays
9:30-1pm

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: Bunker Hill Sports Assoc

Please check below specific item(s):

Building Usage Fees [x] Custodial Fees [x]

SCHOOL/ROOMS REQUESTED: Bunker Hill / Gymnasium

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): SAT. 1/4 - 3/22 TIMES: 9:30AM - 1 PM

9-30-2024
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$ _____ Building Usage Fees

$ 2,268.00 Custodial Fees

$ _____ Security Deposit

BOARD USE ONLY

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

ATTEST: _____
Clerk, Board of Education

took

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

APPLICANT Nicholas Meglio NAME OF ORGANIZATION Bunker Hill Sports Assoc.

ADDRESS 145 Devonwood Drive , Waterbury CT 06708 TELEPHONE # 203-206-7152
(street) (city) (state) (zip code)

SCHOOL REQUESTED Carrington DATES Dec 7th - March 22nd SAT ROOM(S) GYM

OPENING TIME 9am CLOSING TIME 3:00pm PURPOSE Basketball

ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 10 CHILDREN 40-50

SIGNATURE OFAPPLICANT [signature] DATE 09-30-2024

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Nick Meglio / 145 Devonwood Drive / 203-206-7152 BHSA Coaches

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

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR. plus 1 HR SERVICE ($441.0)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ [check] INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

Saturdays

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 Building Permit)

APPLICANT/ORGANIZATION: Bunker Hill Sports Association

Please check below specific item(s):

Building Usage Fees [X] Custodial Fees [x]

SCHOOL/ROOMS REQUESTED: Carrington / Gymnasium

DATE(S):	TIMES:
DATE(S):	TIMES:
DATE(S):	TIMES:
DATE(S):	TIMES:
DATE(S):	TIMES:
DATE(S): Sat 12/7 - 3/22	TIMES: 9am - 3pm

9-30-2024
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$	$ 4,410.	$
Building Usage Fees	Custodial Fees	Security Deposit

BOARD USE ONLY

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

ATTEST: _____
Clerk, Board of Education

Took

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

Officer Chris Andrade

APPLICANT Waterbury PAL NAME OF ORGANIZATION Waterbury PAL

ADDRESS 64 Division St. Waterbury, CT 06704 TELEPHONE # 203-288-7361
(street) (city) (state) (zip code)

SCHOOL REQUESTED WSMS DATES 12/1 - 12/29 ROOM(S) Gym

OPENING TIME 4 pm CLOSING TIME 8 pm PURPOSE Basketball

ADMISSION (if any)_____ CHARGE TO BE DEVOTED TO_____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS_____ CHILDREN_____

SIGNATURE OFAPPLICANT [signature] DATE 11-4-24

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. [signature] (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR SERVICE ($1,890.)

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.

Saturdays & Sundays

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 Building Permit)

APPLICANT/ORGANIZATION: Waterbury PAL

Please check below specific item(s):

Building Usage Fees ☑ Custodial Fees ☑

SCHOOL/ROOMS REQUESTED: West Side Gym

DATE(S): 12-1-24 To TIMES: 4 - 8 pm

DATE(S): 12-29-24 TIMES:

DATE(S): Sat. & Sun. TIMES:

DATE(S): TIMES:

DATE(S): TIMES:

DATE(S): TIMES:

11-6-24
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$ Building Usage Fees

$ 1,890.00 Custodial Fees

$ Security Deposit

BOARD USE ONLY

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

ATTEST: _____
Clerk, Board of Education

Book

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

APPLICANT André Johnson NAME OF ORGANIZATION TEAM LOCKED IN

ADDRESS 110 Buckingham St. Waterbury, CT 06710 TELEPHONE # 203.870.5269
(street) (city) (state) (zip code)

SCHOOL REQUESTED Wilson DATES 10-28-24 - 4-4-25 ROOM(S) Gym, 1 classroom

OPENING TIME 6 PM CLOSING TIME 9 PM PURPOSE mentoring, basketball, games, practices

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4-8 CHILDREN 10-50

SIGNATURE OFAPPLICANT DATE 10-23-24

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

André Johnson 110 Buckingham St. Waterbury, CT 06710 (203)870-5269

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. AJ (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.

Monday - Thursday

White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

Monday - Friday

Yook

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

APPLICANT Rich Eads, I NAME OF ORGANIZATION EMAA

ADDRESS 36 Brubaker Rd Cheshire CT 06410 TELEPHONE #
(street) (city) (state) (zip code)

SCHOOL REQUESTED Wendell Cross DATES 11/12/24 - 3/30/25 ROOM(S) Gym

OPENING TIME 6:00 PM CLOSING TIME 9:00 PM PURPOSE Basketball

ADMISSION (if any) No CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 10

SIGNATURE OFAPPLICANT [signature] DATE 10/9/24

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

Rich Eads, I 36 Brubaker Cheshire, CT 06410

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. RG (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

Nov 12th To March 30th

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

Gym Not Available
12/13 2/7 3/14

Monday - Friday

Week

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

APPLICANT Rich Godsil NAME OF ORGANIZATION EMAA

ADDRESS 36 Brubaker Rd Cheshire CT 06410 TELEPHONE #
(street) (city) (state) (zip code)

SCHOOL REQUESTED Rotella DATES 11/12/24 - 3/30/25 ROOM(S) Gym

OPENING TIME 6:00 PM CLOSING TIME 9:00 PM PURPOSE Basketball

ADMISSION (if any) No CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 10

SIGNATURE OFAPPLICANT [signature] DATE 10/9/24

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

Rich Godsil 36 Brubaker Rd Cheshire CT 06410

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

PLEASE READ THE FOLLOWING CAREFULLY

11-12-24 To 3-30-25

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

Gym NOT Available
1/29

Book

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

APPLICANT Nicholas Meglio NAME OF ORGANIZATION Bunker Hill Sports Assoc

ADDRESS 145 Devonwood Drive, Waterbury , CT TELEPHONE # 203-206-7152
(street) (city) (state) (zip code)

SCHOOL REQUESTED Maloney DATES 11/18 - 3/19 ROOM(S) Gym

OPENING TIME 5:00 CLOSING TIME 8:30 PURPOSE Basketball

ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3-4 CHILDREN 20-25

SIGNATURE OFAPPLICANT [signature] DATE 9-30-2024

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Nick Meglio / 145 Devonwood Drive / 203-206-7152 BHSA COACHES

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

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ [check] INSURANCE COVERAGE [check] 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.

Monday & Wednesday

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.

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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

Book

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

APPLICANT Nicholas Meglio NAME OF ORGANIZATION Bunker Hill Sports Assoc

ADDRESS 145 Devonwood Drive, Waterbury , CT TELEPHONE # 203-206-7152
(street) (city) (state) 18 (zip code)

SCHOOL REQUESTED WSMS DATES MON Nov 11th-Mar 24th ROOM(S) Gym

OPENING TIME 5pm CLOSING TIME 9pm PURPOSE Basketball

ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3-4 pr hr CHILDREN 20-25 pr hr

SIGNATURE OFAPPLICANT [signature] DATE 9-30-2024

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Nick Meglio / 145 Devonwood Dr / 203-206-7152 BHSA COACHES

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

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ ✓ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

Mondays
Nov 18th -
Mar. 24

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

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

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

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

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

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APPROVAL DATE _____ _____
SCHOOL BUSINESS OFFICE

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White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

Book

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

APPLICANT Nicholas Meglio NAME OF ORGANIZATION Bunker Hill Sports Assoc

ADDRESS 145 Devonwood Drive, Waterbury , CT TELEPHONE # 203-206-7152
(street) (city) (state) (zip code)

SCHOOL REQUESTED Bunker Hill DATES Nov18 - Mar21 Mon-Fri ROOM(S) Gym

OPENING TIME 5:30pm CLOSING TIME 8:30pm PURPOSE Basketball

ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2-3 per hr CHILDREN 15-20 per hour

SIGNATURE OFAPPLICANT [signature] DATE 9-30-2024

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Nick Meglio / 145 Devonwood Drive / 203-206-7152 BHSA COACHES

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

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ ✓ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

Monday Thru Friday

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

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

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

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

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

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PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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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 CONTRACT#
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT Nicholas Meglio NAME OF ORGANIZATION Bunker Hill Sports Assoc.

ADDRESS 145 Devonwood Drive , Waterbury CT 06708 TELEPHONE # 203-206-7152
(street) (city) (state) (zip code)

SCHOOL REQUESTED Carrington DATES Nov 12 - March 21 Mon-Fri ROOM(S) GYM

OPENING TIME 5:00pm CLOSING TIME 9:00pm PURPOSE Basketball

ADMISSION (if any) n/a CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2-5per hr CHILDREN 20-25 per hr

SIGNATURE OFAPPLICANT [signature] DATE 09-30-2024

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Nick Meglio 145 Devonwood Drive 203-206-7152 BHSA Coaches

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

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ ✓ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

5:15 - 9pm

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

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Monday - Friday

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

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APPROVAL DATE _____ _____
SCHOOL BUSINESS OFFICE

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White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

Can't come in T,T after 5:00 Due to After Sch. Program

Book

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

APPLICANT Robert McGovern NAME OF ORGANIZATION East Mountain Neighborhood Assn

ADDRESS 38 Gayfield Rd. Waterbury, CT 06706-2316 TELEPHONE # 203-558-7041
(street) (city) (state) (zip code)

SCHOOL REQUESTED Wendell Cross DATES November 20, 2024 ROOM(S) Cafetorium

OPENING TIME 6:15PM CLOSING TIME 8:45PM PURPOSE East Mountain Neighborhood Meeting

ADMISSION (if any)_____ CHARGE TO BE DEVOTED TO_____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 45 CHILDREN 0

SIGNATURE OFAPPLICANT Robert McGovern DATE October 18, 2024

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

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

SCHEDULE OF RATES: CUSTODIAL FEES:_____

RENTAL FEES:_____

MISCELLANEOUS FEES:_____

SECURITY DEPOSIT $_____ INSURANCE COVERAGE_____YES_____NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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APPROVAL DATE_____ _____
SCHOOL BUSINESS OFFICE

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White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

Book

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

APPLICANT Oliver Macklin AD/ Christa Chodkowski NAME OF ORGANIZATION Catholic Academy Waterbury

ADDRESS 386 Robinwood Road (street) Waterbury (city) CT (state) 06708 (zip code) TELEPHONE # 203-756-5313

SCHOOL REQUESTED Gilmartin DATES November 1, 2024 - April 1, 2025 ROOM(S) Gym - Basketball

OPENING TIME 6pm CLOSING TIME 9pm PURPOSE Basketball games & practice

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 20-30 CHILDREN 8-12

SIGNATURE OFAPPLICANT [signature] DATE 10/21/24

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Individual Coaches - Oliver Macklin, Carl Parks, Eric Parks, Tiffany Velazquez, Katie Sevelowitz Father Name

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

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT $ _____ INSURANCE COVERAGE ✓ YES _____ NO

PLEASE READ THE FOLLOWING CAREFULLY

OK

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

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

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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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PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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APPROVAL DATE _____ _____
SCHOOL BUSINESS OFFICE

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White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

Took

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 Terence Loft NAME OF ORGANIZATION Waterbury Ballers

ADDRESS 25 Grand Ave (street) Waterbury (city) CT (state) 06704 (zip code) TELEPHONE # 203-509-4757 203-805-1884

SCHOOL REQUESTED Chase DATES 11/10 - 3/1/25 ROOM(S) Gym

OPENING TIME 4 pm CLOSING TIME 9 pm PURPOSE Basketball Program

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 25

SIGNATURE OF APPLICANT DATE 10-29-24

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

Terence Loft Sr (203-509-4757), Terence Loft Jr (203-805-1884)

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. TL (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE ✓ YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

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

EASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

S AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS L BE RIGIDLY ENFORCED.

PROVAL DATE

SCHOOL BUSINESS OFFICE

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

Monday Thru Thursday

White-Permittee Goldenrod-School Business Office Pink-Principal Blue-Custodian

Yoda

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

APPLICANT Terence Loft NAME OF ORGANIZATION Waterbury Ballers

ADDRESS 25 Grand Ave Waterbury CT 06704 TELEPHONE # 203-509-4757
(street) (city) (state) (zip code) 203-805-1884

SCHOOL REQUESTED Generali DATES 11/4-3/1/25 ROOM(S) Gym

OPENING TIME 6pm CLOSING TIME 9pm PURPOSE Basketball Program

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 25

SIGNATURE OF APPLICANT DATE 10-29-24

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

Terence Loft Sr (203-509-4757), Terence Loft Jr (203-805-1884)

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. TL (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE ✓ YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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APPROVAL DATE

SCHOOL BUSINESS OFFICE

Monday Thru Friday

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

Took

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

Other Chris Andrzej

APPLICANT Waterbury PAL NAME OF ORGANIZATION Waterbury PAL

ADDRESS 64 Division St. Waterbury, CT 06704 TELEPHONE # 203-288-7761
(street) (city) (state) (zip code)

SCHOOL REQUESTED Maloney DATES 11/7 - 3/13 ROOM(S) Gym

OPENING TIME 6 pm CLOSING TIME 8:30 pm PURPOSE Basket Ball

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS CHILDREN

SIGNATURE OFAPPLICANT DATE 10-31-24

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

✓ Nick Andrzewski 203-819-9077

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

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY VOK

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

Tues & Thurs

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

took

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

Officer Chris Amstrong

APPLICANT Waterbury PAL NAME OF ORGANIZATION Waterbury PAL

ADDRESS 64 Division St. Waterbury, CT 06704 TELEPHONE # 203-288-7761
(street) (city) (state) (zip code)

SCHOOL REQUESTED WSMS DATES 11/7 - 3/13 ROOM(S) Gym

OPENING TIME 6p CLOSING TIME 8p PURPOSE Basketball

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS CHILDREN

SIGNATURE OFAPPLICANT DATE 10-31-24

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

✓ Nick Andrzewski 203-819-9077

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

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE ✓ YES NO

PLEASE READ THE FOLLOWING CAREFULLY OK

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

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

Tues. & Thurs.

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 CONTRACT#
USE OF BUILDING PERMIT
TYPE OR USE PEN AND PRESS FIRMLY

APPLICANT Algirdas Gelazauskas NAME OF ORGANIZATION Conn. Lith. Sports Club

ADDRESS 63 Yale Ave, #4 Meriden CT 06450 TELEPHONE # 203-809-3736
(street) (city) (state) (zip code)

SCHOOL REQUESTED Gilmartin Elem School DATES Wednesdays ROOM(S) Gymnasium

OPENING TIME 7:00 PM CLOSING TIME 9:00 PM PURPOSE Basketball practices / Sports

ADMISSION (if any) Club membership CHARGE TO BE DEVOTED TO Club insurance / Expences

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 15 Max CHILDREN 6÷8 Approx

SIGNATURE OFAPPLICANT Algirdas Gelazauskas DATE 11/10/2024

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: ph.# 203-671-6641
Pres. Vaiva Baltonis, 59 Glendale Ave, Middletown, CT 06457

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. A. G. (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT $_____ INSURANCE COVERAGE_____YES_____NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

Nov. 13th To April 30th

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

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #12.1

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve an Agreement with The Cly-Del Manufacturing Company for a Waterbury Career Academy High School Manufacturing Externship/Pre-Apprentice Program.

MEMORANDUM

TO: Board of Education

FROM: Nyree Toucet, Director of College and Career Readiness

DATE: November 14, 2024

RE: Amendment #2 to Contract Imagine Learning LLC fka Edgenuity

EXECUTIVE SUMMARY

Waterbury Public Schools respectfully requests Amendment #2 to the current contract to in order to remove PreK-8 schools (specifically Duggan Elementary School, Jonathan Reed School, Gilmartin Elementary School and Carrington Elementary School) and to also include eDynamic site licenses specifically for students at State Street and Enlightenment. This adjustment is needed to enable students at these schools to use American Sign Language (ASL) to meet the Connecticut State Department of Education's world language requirement for graduation. While ASL instruction was initially introduced during the 2023-24 school year only, we are requesting an extension of ASL site licenses to support this need through the remainder of the contract term. Removing the PreK-8 schools from the contract will cover the cost of extending ASL site licenses for State Street and Enlightenment students through June 30, 2026, and result in a credit of $9,864.

The licenses will become effective upon the signature of all parties and will continue until June 30, 2026.

Amendment Number 2
to
Professional Services Agreement
RFP No. 6497
for
Online Learning System Provider
between
The City of Waterbury, Connecticut
and
Imagine Learning LLC

THIS AMENDMENT #2, effective on the date signed by the Mayor, is by and between the CITY OF WATERBURY, (the "City"), City Hall, 235 Grand Street, Waterbury, Connecticut and IMAGINE LEARNING LLC ("Contractor"), 100 S. Mill Ave., Suite 1700, Tempe, AZ 85281 (jointly referred to as the "Parties").

WHEREAS, the City entered into an Agreement with Edgenuity Inc. effective on July 30, 2020 for an Online Learning System (the "Agreement" or "Contract"); and

WHEREAS, Edgenuity Inc. and Contractor and the City entered into an Assignment and Assumption Agreement between Edgenuity Inc. and Contractor in which Edgenuity Inc. assisgned and transferred to Contractor all of its rights, title, interest, responsibilities, obligations, benefits and burdens in the Agreement to Contractor effective on December 31, 2021; and

WHEREAS, The Parties executed Amendment No. 1 on June 29, 2023 to extend the term and provide additional compensation; and

WHEREAS, in accordance with Section 23 of the Agreement, the Parties hereby wish to further amend the Agreement to remove four (4) school locations from receiving services and add additional services, specifically American Sign Language, to two (2) school locations; and

WHEREAS, the Parties intend to remove the following four (4) school locations from receiving services: Duggan Elementary School, Jonathan Reed School, Gilmartin Elementary School and Carrington Elementary School. Further, the Parties intend to add American Sign Language services at the following two (2) locations: State Street School and Enlightenment School.

NOW THEREFORE, the parties hereby agree and covenant to amend the Contract as follows:

1. Paragraph 1.1 shall be deleted and replaced with the following language:

1.1 "The Project consists of and Edgenuity shall provide Site Licenses for unlimited access to its online learning system for grades 6-12, courses/content to include core credit recovery, electives, world languages, advanced placement and test prep content including access to Edgenuity's Enhanced CTE course bundle for grades 9-12 to the

following schools: Waterbury Arts Magnet School, Waterbury Career Academy, Crosby High School, John F. Kennedy High School, Wilby High School, North End Middle School, Wallace Middle School, West Side Middle School, State Street School (ASL), Enlightenment School (ASL) (Wendell Cross Elementary School to be added when said school opens) as well as Professional Development and/or Instructional Services and other curriculum support, assessments, tools, as detailed and described in **Attachment A** "

3. All other terms, conditions and provisions of the Contract remain in full force and effect and binding upon the parties.

IN WITNESS WHEREOF, the parties hereto executed this Amendment Number 2 on the dates indicated below.

WITNESSES:

_____

_____

CITY OF WATERBURY

By:_____
Paul K Pernerewski, Jr., Mayor

Date: _____

WITNESSES:

_____

_____

IMAGINE LEARNING LLC

By:_____

Its Kelly Staniec
Vice President, Controller

Date: November 5, 2024

Price Quote

100 S. Mill Ave
Suite 1700
Tempe, AZ 85281
877-725-4257

Date	10/1/2024
Quote No.	Q-76133
Acct. No.	12218156
Total	- 9,864.00
Pricing Expires	09/30/2025

School Business Office
Billing
Waterbury CT 06702
United States

Payment Term	Contract Start	Contract End
Net 30	7/1/2024	6/30/2026

Site	Description	End Date	Effective Quantity	Per Unit	Amount
Waterbury Public Schools					
	eDynamic Electives Per Enrollment Per Semester - 14 day drop/add grace period	06/30/2026	141	89.00	12,549.00
	eDynamic Electives Per Enrollment Per Semester - 14 day drop/add grace period	06/30/2026	141	89.00	12,549.00
	eDynamic Electives Per Enrollment Per Semester - 14 day drop/add grace period	06/30/2026	141	89.00	12,549.00
	eDynamic Electives Per Enrollment Per Semester - 14 day drop/add grace period	06/30/2026	141	89.00	12,549.00
Jonathan Reed Elementary School					
	Edgenuity 6-8 Comprehensive Site License	06/30/2026	- 1	13,860.00	- 13,860.00
Duggan School					
	Edgenuity 6-8 Comprehensive Site License	06/30/2026	- 1	13,860.00	- 13,860.00
Gilmartin Elementary School					
	Edgenuity 6-8 Comprehensive Site License	06/30/2026	- 1	13,860.00	- 13,860.00
Carrington School					
	Edgenuity 6-8 Comprehensive Site License	06/30/2026	- 1	18,480.00	- 18,480.00

Subtotal	- 9,864.00
Tax Total	0.00
Total	- 9,864.00

DRAFT

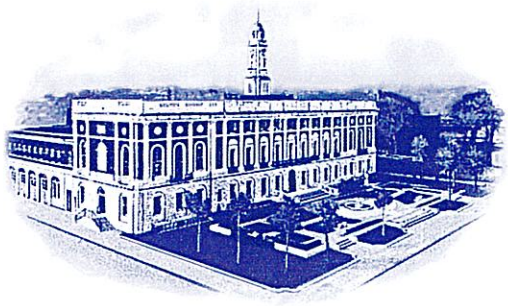
Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Standard Terms and Conditions . These Terms and Conditions are available at www.imaginelearning.com/standard-terms-and-conditions, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.



KEVIN McCAFFERY
DIRECTOR OF PURCHASING



OFFICE OF THE DIRECTOR OF PURCHASING

THE CITY OF WATERBURY

CONNECTICUT

To: Nyree Toucet, Director of College and Career Readiness

From: Kevin McCaffery, Director of Purchasing

Subject: Waiver Request – Amendment #1 to Contract with Imagine Learning, Inc. (formally Edgenuity) for Online Learning System Provider (RFP #6497)

Date: September 25, 2024

I have reviewed the attached information provided by Nyree Toucet, Director of College and Career Readiness, concerning the above amendment.

The following does apply per § 38.073 **AMENDMENTS TO CONTRACTS**

(B) (1) The amendment is consistent with the scope of the original procurement.
(2) Soliciting qualifications, proposals or competitive bids for purchase would:
(a) Cause a hardship for the City of Waterbury

Therefore, it is my opinion to proceed with the amendment with Imagine Learning Inc.

235 GRAND STREET • WATERBURY, CONNECTICUT 06702 • PHONE (203) 574-6749 • FAX (203) 597-3437

WATERBURY
PUBLIC SCHOOLS

Nyree C. Toucet
Director of College
and Career Readiness
(203) 574-8327
ntoucet@waterbury.k12.ct.us

To: Kevin McCaffery, Purchasing Director

From: Nyree Toucet, Director of College and Career Readiness

Date: September 19, 2024

Re: RFP # 6497 Contract Amendment for Imagine Learning, Inc. (formerly known as Edgenuity)

Waterbury Public Schools has established a contract with Imagine Learning Inc., which is a contract for the purpose of providing site licenses for unlimited access to its online learning system for grades 6-12. The courses/content included core credit recovery, electives, world languages, Advanced Placement, test prep, including enhanced CTE courses for grades 9-12. The contract will also include professional development for staff, consulting, and support with the Imagine Learning, Inc. program for the duration of the contract, July 1, 2023 through June 30, 2026.

I respectfully request an amendment to the contract to remove the following schools: Carrington, Duggan, Gilmartin, and Jonathan Reed. In addition, I would like to request the inclusion of eDynamic site licenses for State Street and Enlightenment students, allowing American Sign Language (ASL) to fulfill the state's world language requirement for graduation. While ASL was initially approved in the contract for only one yea r(23-24 SY), I would like to extend this for the remainder of the contract. This would require an amendment to add the necessary additional licenses and years.

Removing these schools would enable the district to cover the cost of the additional ASL site licenses for State Street and Enlightenment, while also providing a credit for the remaining years of the contract.

Respectfully,

Nyree C Toucet

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #12.2

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve Amendment Two (2) to the Professional Services Agreement with Imagine Learning LLC for online learning systems.

MEMORANDUM

TO: Board of Education

FROM: Nyree Toucet, Director of College and Career Readiness

DATE: November 14, 2024

RE: Amendment to Contract Imagine Learning

EXECUTIVE SUMMARY

Waterbury Public Schools respectfully requests an amendment to the current contract to remove PreK-8 schools and to include eDynamic site licenses specifically for students at State Street and Enlightenment. This adjustment is needed to enable students at these schools to use American Sign Language (ASL) to meet the Connecticut State Department of Education's world language requirement for graduation. While ASL instruction was initially introduced during the 2023-24 school year only, we are requesting an extension of ASL site licenses to support this need through the remainder of the contract term. Removing PreK-8 schools from the contract would cover the cost of extending ASL site licenses for State Street and Enlightenment students through June 30, 2026, and result in a credit of $9,864.

The licenses will become effective upon the signature of all parties and will continue until June 30, 2026.

Amendment Number 2
to
Professional Services Agreement
RFP No. 6497
for
Online Learning System Provider
between
The City of Waterbury, Connecticut
and
Imagine Learning LLC

THIS AMENDMENT #2, effective on the date signed by the Mayor, is by and between the CITY OF WATERBURY, (the "City"), City Hall, 235 Grand Street, Waterbury, Connecticut and IMAGINE LEARNING LLC ("Contractor"), 100 S. Mill Ave., Suite 1700, Tempe, AZ 85281 (jointly referred to as the "Parties").

WHEREAS, the City entered into an Agreement with Edgenuity Inc. effective on July 30, 2020 for an Online Learning System (the "Agreement" or "Contract"); and

WHEREAS, Edgenuity Inc. and Contractor and the City entered into an Assignment and Assumption Agreement between Edgenuity Inc. and Contractor in which Edgenuity Inc. assisgned and transferred to Contractor all of its rights, title, interest, responsibilities, obligations, benefits and burdens in the Agreement to Contractor effective on December 31, 2021; and

WHEREAS, The Parties executed Amendment No. 1 on June 29, 2023 to extend the term and provide additional compensation; and

WHEREAS, in accordance with Section 23 of the Agreement, the Parties hereby wish to further amend the Agreement to remove four (4) school locations from receiving services and add additional services, specifically American Sign Language, to two (2) school locations; and

WHEREAS, the Parties intend to remove the following four (4) school locations from receiving services: Duggan Elementary School, Jonathan Reed School, Gilmartin Elementary School and Carrington Elementary School. Further, the Parties intend to add American Sign Language services at the following two (2) locations: State Street School and Enlightenment School.

NOW THEREFORE, the parties hereby agree and covenant to amend the Contract as follows:

1. Paragraph 1.1 shall be deleted and replaced with the following language:

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3. All other terms, conditions and provisions of the Contract remain in full force and effect and binding upon the parties.

IN WITNESS WHEREOF, the parties hereto executed this Amendment Number 2 on the dates indicated below.

WITNESSES:

_____

_____

CITY OF WATERBURY

By:_____
Paul K Pernerewski, Jr., Mayor

Date: _____

WITNESSES:

_____

_____

IMAGINE LEARNING LLC

By:_____

Its Kelly Staniec
Vice President, Controller

Date: November 5, 2024

Price Quote

100 S. Mill Ave
Suite 1700
Tempe, AZ 85281
877-725-4257

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Quote No.	Q-76133
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School Business Office
Billing
Waterbury CT 06702
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Payment Term	Contract Start	Contract End
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Site	Description	End Date	Effective Quantity	Per Unit	Amount
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Subtotal	- 9,864.00
Tax Total	0.00
Total	- 9,864.00

DRAFT

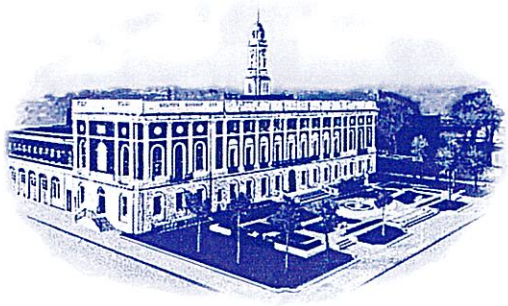
Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Standard Terms and Conditions . These Terms and Conditions are available at www.imaginelearning.com/standard-terms-and-conditions, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.



KEVIN McCAFFERY
DIRECTOR OF PURCHASING



OFFICE OF THE DIRECTOR OF PURCHASING

THE CITY OF WATERBURY

CONNECTICUT

To: Nyree Toucet, Director of College and Career Readiness

From: Kevin McCaffery, Director of Purchasing

Subject: Waiver Request – Amendment #1 to Contract with Imagine Learning, Inc. (formally Edgenuity) for Online Learning System Provider (RFP #6497)

Date: September 25, 2024

I have reviewed the attached information provided by Nyree Toucet, Director of College and Career Readiness, concerning the above amendment.

The following does apply per § 38.073 **AMENDMENTS TO CONTRACTS**

(B) (1) The amendment is consistent with the scope of the original procurement.
(2) Soliciting qualifications, proposals or competitive bids for purchase would:
(a) Cause a hardship for the City of Waterbury

Therefore, it is my opinion to proceed with the amendment with Imagine Learning Inc.

235 GRAND STREET • WATERBURY, CONNECTICUT 06702 • PHONE (203) 574-6749 • FAX (203) 597-3437

WATERBURY
PUBLIC SCHOOLS

Nyree C. Toucet
Director of College
and Career Readiness
(203) 574-8327
ntoucet@waterbury.k12.ct.us

To: Kevin McCaffery, Purchasing Director

From: Nyree Toucet, Director of College and Career Readiness

Date: September 19, 2024

Re: RFP # 6497 Contract Amendment for Imagine Learning, Inc. (formerly known as Edgenuity)

Waterbury Public Schools has established a contract with Imagine Learning Inc., which is a contract for the purpose of providing site licenses for unlimited access to its online learning system for grades 6-12. The courses/content included core credit recovery, electives, world languages, Advanced Placement, test prep, including enhanced CTE courses for grades 9-12. The contract will also include professional development for staff, consulting, and support with the Imagine Learning, Inc. program for the duration of the contract, July 1, 2023 through June 30, 2026.

I respectfully request an amendment to the contract to remove the following schools: Carrington, Duggan, Gilmartin, and Jonathan Reed. In addition, I would like to request the inclusion of eDynamic site licenses for State Street and Enlightenment students, allowing American Sign Language (ASL) to fulfill the state's world language requirement for graduation. While ASL was initially approved in the contract for only one yea r(23-24 SY), I would like to extend this for the remainder of the contract. This would require an amendment to add the necessary additional licenses and years.

Removing these schools would enable the district to cover the cost of the additional ASL site licenses for State Street and Enlightenment, while also providing a credit for the remaining years of the contract.

Respectfully,

Nyree C Toucet

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #12.3

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve a Professional Services Agreement with Connecticut RISE Network, Inc. for Data Hub setup, configuration, and implementation at Wily and Kennedy High Schools.

WATERBURY
PUBLIC SCHOOLS

Mrs. Jade L. Gopie
Assistant Superintendent of Schools
(203) 574-8023
jgopie@waterbury.k12.ct.us

Date: November 15, 2024
To: Waterbury Board of Education
From: Jade L. Gopie, Assistant Superintendent
Subject: RISE Network Data Hub for Kennedy and Wilby High Schools

The RISE Network requests to enter into a partnership with Kennedy and Wilby High Schools for the 2024-2025 school year to provide access to the RISE Network's Data Hub platform The Data Hub scope of services includes collaboration with the education department's Information Technology Department for the initial setup, configuration, data migration and customization of the platform.

The Rise Network's Data Hub will give the schools access to a secure, user-friendly, and timely platform, including interactive and downloadable student lists, student profile tools, customizable charts, strategic data calendars and linked protocols. The contract includes unlimited access to the Data Hub for central office leaders and professional development for Kennedy and Wilby High Schools.

The term of the contract is for a period of three (3) years, at the cost of $126,400 for the three years commencing upon approval and terminating on June 30, 2028. The funding sources are School Improvement Grant (SIG) and Commissioner's Network (CN).

Respectfully,
Jade L. Gopie
Jade L. Gopie
Assistant Superintendent

PROFESSIONAL SERVICES AGREEMENT
For
Data Hub Setup, Configuration and Implementation
between
The City of Waterbury, Connecticut
and
Connecticut RISE Network, Inc.

THIS AGREEMENT, effective on the date signed by the Mayor, is by and between the CITY OF WATERBURY, City Hall, 235 Grand Street, Waterbury, Connecticut (the "City") and Connecticut RISE Network, Inc., a Connecticut foreign corporation located at 700 State Street, 3rd Floor Suite 301, New Haven, Connecticut ("RISE Network" or the "Contractor").

WHEREAS, the Contractor submitted a proposal to the City to provide set up, configuration and implementation of the RISE Network's Data Hub platform at Wilby and Kennedy High Schools; and

WHEREAS, the City selected the Contractor to provide such services; and

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

NOW THEREFORE, THE PARTIES AGREE AND COVENANT AS FOLLOWS:

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

1.1. The Project consists of and the Contractor shall provide set up, configuration and implementation of the RISE Network's Data Hub ("Hub") platform at Wilby and Kennedy High Schools, including but not limited to:

- Initial setup, configuration, and implementation of the Hub for Waterbury Public Schools, including necessary infrastructure, data

migration, and customization (e.g., on-track criteria, credit types, etc.) to meet district requirements.
- Educator access to a secure, user-friendly, and timely data platform, including interactive and downloadable student lists, student profile tools, customizable charts and dashboards, strategic data calendars, linked protocols, and more.
- Unlimited Hub accounts for central office leaders and educators at Kennedy and Wilby High Schools.
- Up to two introductory Hub training sessions for school and district staff with turnkey materials.
- Opportunity to administer postsecondary student surveys at up to two key moments, with data integrated in the Hub.
- Ongoing Hub maintenance and new features.

as further detailed and described in **Attachment A** and are hereby made material provisions of this Contract. **Attachment A** shall consist of the following, which are attached hereto, are acknowledged by the Contractor as having been received, or are otherwise hereby incorporated by reference as noted below, and all are made a part hereof:

1.1.1 Sole Source documents (attached hereto)
1.1.2 Contractor's Partnership Proposal (attached hereto)
1.1.3 Certificates of Insurance, incorporated by reference (attached hereto)
1.1.4 All applicable Federal, State and local statutes, regulations charter and ordinances, incorporated by reference
1.1.5 All Required Licenses

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

1.2.1 This Contract document.
1.2.2 Sole Source documents
1.2.3 Contractor's Partnership Proposal (attached hereto)
1.2.4 All applicable Federal, State and local statutes, regulations charter and ordinances, and applicable provisions and requirements of Funding Grants as set forth herein

2. **Contractor Representations Regarding Qualification and Accreditation.** The Contractor represents that, to the extent required by law, its employees are licensed to perform the scope of work set forth in this Contract. The Contractor further represents that its employees have the requisite skill, expertise and knowledge necessary to perform the scope of

work required under the terms of this Contract, including any supplementary work and the City relies upon these.

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

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

3. Responsibilities of the Contractor. All data, information, etc. given by the City to the Contractor and/or created by the Contractor on behalf of the City pursuant to this Agreement, including without limitation Hub Output (as defined in Section 14) shall be treated by the Contractor as proprietary to the City and confidential unless the City agrees in writing to the contrary and shall be used solely for the purposes of providing services under this Contract. The Contractor agrees to forever hold in confidence all files, records, documents and other information which may come into the Contractor's possession during the term of this Contract, except where a disclosure is expressly stated as a requirement of this Contract. Notwithstanding the foregoing, where a Contractor disclosure is required to comply with statute, regulation, or court order, the Contractor shall provide prior advance written notice to the City of the need for such disclosure. The Contractor agrees to properly implement the services required in the manner herein provided.

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

required to, correct same at Contractor's expense. City shall confirm in writing any oral notice given within five (5) business days thereafter.

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

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

3.4. Publicity. Contractor agrees not to deliberately disclose the fact that the City has entered into or terminated this Contract or disclose any of the terms of the Contract or use the City's name, trademark, trade name or logo in connection with any publicity, unless the City gives prior written consent to such use of the City's name and has approved the content of its use, both oral and written, in each instance. Notwithstanding the foregoing or anything to the contrary contained herein, the City is and shall remain the sole and exclusive owner of all trademarks, trade names and logo. Under no circumstances shall the Contractor acquire any ownership interests whatsoever in the City's trademarks, trade names or logo.

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

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

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

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

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

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

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

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

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

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

3.8. Reporting Requirement. The Contractor shall deliver periodic, written reports as requested by the City's Using Agency setting forth (i) the issue date of the report, (ii) the time period covered by the report, (iii) a brief description of the work and services completed by the Contractor and/or delivered by the Contractor during the time period covered by the report, (iii) the Contractor's declaration as to whether the entirety of the Contractor's work and services required in this Contract will be, or will not be, completed within the Contract's Section 6 total compensation amount, and (iv) any and all additional useful and/or relevant information. Each report shall be signed by a Corporate Officer.

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

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

5. Contract Time. The term of this Contract shall be for a period of three (3) years commencing upon execution of this Agreement by the Mayor of the City of Waterbury, pending all necessary approvals, and terminating June 30, 2028 upon completion of the contracted services and work, unless sooner terminated as provided by this agreement ("Contract Time").

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

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

Compensation for the Contractor’s services shall not exceed One Hundred Twenty-Six Thousand Four Hundred dollars ($126,400.00).

The compensation shall be paid in conformity with the Contractor's Partnership Proposal, which is set forth in Attachment A of this Contract. Said Proposal is hereby made part of Section 6 of this Agreement as if fully set forth herein.

6.1. Limitation of Payment. Compensation payable to the Contractor is limited to those fees set forth in Section 6 above. Such compensation shall be paid by the City upon review and approval of the Contractor's invoices for payment. Contractor's invoices shall describe the work, services, reports, plans, specifications, deliverables, etc. rendered and the compensation sought therefore in a form and with detail and clarity acceptable to the City.

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

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

6.4. Proposal Costs. All costs of the Contractor in preparing its proposal shall be solely borne by the Contractor and are not included in the compensation to be paid by the City to the Contractor under this Contract or any other Contract.

6.5. Payment for Services, Materials, Employees. The Contractor shall be fully and solely responsible for the suitability, and compliance with the Contract, of all labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc. furnished to the City under this Contract. The Contractor shall promptly pay all employees as their pay falls due, shall pay promptly as they fall due all bills for labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc., going into the work, and all bills for insurance, bonds, Worker's Compensation coverage, Federal and State Unemployment Compensation, and Social Security charges applicable to this Project. Before final payment is made, the Contractor shall furnish a legal statement to the City that all payments required under this subparagraph have been made.

7. Passing of Title and Risk of Loss. Title to each item of equipment, material, reports, plans, specifications, supplies, services, etc. required to be delivered to the City hereunder shall pass to City upon City payment to the Contractor for that item. Contractor and its insurer

shall assume the risk of loss or damage up to and including the date title passes, except that City shall be responsible for loss or damage caused by City's negligence.

8. Indemnification.

8.1. Each party (an "Indemnifying Party") shall indemnify, defend, and hold the other party and its directors, trustees, officers, employees, and agents harmless from and against any and all claims, suits, damages, awards, losses, fines, liabilities, costs, and expenses (including reasonable attorneys' fees) incurred in connection with any third-party claim arising from the Indemnifying Party's negligent acts or omissions or intentional misconduct. The Indemnifying Party's obligations will not apply to the extent that the underlying claim or cause of action is attributable to the Indemnified Party's own negligence or intentional misconduct, inappropriate use of the RISE Systems, or material breach of its obligations under this Agreement.

8.2. In any and all claims against the City or any of its boards, agents, employees or officers by the Contractor or any employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under Paragraph 8.1, above, shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any subcontractor under Worker's Compensation Acts, disability benefit acts or other employee benefit acts.

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

8.4. The Contractor expressly understands and agrees that any performance bond or insurance protection required by this Contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City and the City's boards, agents, employees or officers as provided herein.

8.5. Royalties and Patents. The Contractor shall, for all time, secure to the City the free and undisputed right to the use of any and all patented articles and methods used in the work and shall defend at Contractor's own expense any and all suits for infringement or alleged infringement of such patents, and in the event of adverse award under patent suits, the Contractor shall pay such awards and hold the City harmless in connection with any patent suits that may arise as a result of installations made by the Contractor and as to any award made thereunder.

8.6. In the event this Contract and/or the Contractor's, or its subcontractor, work and services provisioned hereunder is/are subject to the provisions of any Federal or State statute or regulations, or the City Charter or City Ordinance, the Contractor shall indemnify, defend and hold harmless the City from any fine, penalty or other

amounts imposed on the City under said statutes, regulations, Charter or Ordinances, if caused by Contractor, or its subcontractor, omission or commission..

9. Contractor's Insurance.

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

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

9.3. Each insurance policy shall state that the insurance company shall agree to investigate and defend the insured against all claims for damages, even if groundless. If any insurance required herein is to be issued or renewed on a claims made form as opposed to an occurrence form, the retroactive date for coverage shall be no later than the commencement date of this Contract and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims ("Tail Coverage") shall be available for at least 60 months.

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

9.4.1 General Liability Insurance: $1,000,000.00 per occurrence, **$2,000,000.00** aggregate and **$2,000,000.00** Products and completed operations aggregate

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

9.4.2 Automobile Liability Insurance: $1,000,000.00 Combined
Single Limit Each Accident
Any Auto, All Owned and Hired Autos

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

EL Each Accident **$1,000,000.00**
EL Disease Each Employee **$1,000,000.00**
EL Disease Policy Limit **$1,000,000.00**

Consultant shall comply with all State or Connecticut statutes as it relates to Workers' Compensation.

9.4.4 Excess / Umbrella Insurance: $1,000,000.00 each occurrence. **$1,000,000.00** aggregate limit.

9.4.5 Professional Liability / Errors & Omissions Insurance: $1,000,000.00 each wrongful act. **$1,000,000.00** aggregate limit Professional liability (also known as, errors and omissions) insurance providing coverage to the Contractor.

If any policy is written on a "Claims Made" basis, the Policy must be continually renewed for a minimum of two (2) years from the date of this contract. If the policy is replaced and/or the retroactive date changes, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

9.4.6 Cyber / Privacy / Network: $1,000,000.00 each Occurrence. **$1,000.000.00** Aggregate

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

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

9.7. Certificates of Insurance: The Contractor's General Liability shall be endorsed to add the City and its Board of Educations an additional insured and provide a waiver of subrogation on all lines of coverage except Professional Liability. The insurance afforded the additional insured shall be primary and non-contributory insurance and the coverage and limits provided under the Contractor's policies shall not be reduced or prorated by the existence of any other insurance applicable to any loss the additional insured may have suffered. At the time the Contractor executes this Contract, it shall furnish to the City, subject to City approval, certificate(s) of insurance and Additional Insured Endorsement and Waiver of Subrogation Endorsement verifying the above coverages, including the naming of the City of Waterbury, as follows: **"The City of Waterbury and the Waterbury Board of Education are listed as additional insured on a primary and non-**

contributory basis on all lines policies except Workers Compensation and Professional Liability and include a waiver of subrogation on all lines of coverage except Professional Liability as their interests may appear". The City's request for proposal number must be shown on the certificate of insurance. The Contractor must supply replacement/renewal certificates at least thirty (30) calendar days prior to the expiration of the policy(ies). Said certificates shall contain a provision that coverage afforded under the policies shall not be cancelled or reduced for any reasons unless notice of not less than thirty (30) calendar days has been mailed to the Office of Corporation Counsel, 235 Grand Street, Waterbury, CT 06702.

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

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

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

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

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

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

10.3.2 The Contractor is aware of and shall comply with the provisions of both the Federal Davis-Bacon Act, the Federal American Recovery and Reinvestment Act of 2009, the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 and the American Rescue Plan Act as those may apply. The specified Acts and the provisions of all Acts from which funding for this Agreement is derived are hereby incorporated by reference and made part of this Contract. The Federal Davis-Bacon Act provides that Federal wage rate laws apply to certain federally funded contracts. The American Recovery and Reinvestment Act (ARRA) provides that Federal wage rates apply to all ARRA funded contracts regardless of the contract's dollar value. The Coronavirus Response and Relief Act of 2021 governing ESSER II funding and the American Rescue Plan Act governing ARPA ESSER funding also provide that Federal wage rate laws apply to contracts funded under those legislative enactments.

This Agreement is subject to 2 C.F.R. Part 180, OMB Guidelines to Agencies on Government Debarment and Suspension and the U.S. Treasury Department is implementing regulations set forth at 31 C.F.R. Part 19 Government Debarment and Suspension.

11. Discriminatory Practices. In performing this Contract, the Contractor shall not discriminate against any employee or applicant for employment, with respect to his or her hire, tenure, terms, conditions or privileges of or any matter directly or indirectly related to employment, because of race, color, sex, age, religious creed, disability, national origin or ancestry, marital status, family status, prior psychiatric treatment, health care, military status or source of income or because of a handicap that is unrelated to the employee's or the applicant's ability to perform the duties of a particular job or position. Subcontracts with each subcontractor shall contain a provision requiring non-discrimination in employment as herein specified. This

covenant is required pursuant to §93.04 of the Code of Ordinances or the City and any breach thereof may be regarded as a material breach of this Contract. Said provisions with subcontractors shall require conformity and compliance with all Local, State and Federal laws, rules and regulations and Executive orders pertaining to discrimination and equal opportunity requirements.

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

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

12. Intentional left blank.

13. Termination.

13.1. Termination of Contract for Cause. If, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall thereupon have the right to terminate this Contract by giving written notice to the Contractor 14 calendar days prior to the termination date and specifying the effective date thereof, of such termination.

13.1.1 In the event of such termination, all finished or unfinished documents, data, studies, reports, specifications, deliverables, etc., which shall not include third party license, prepared by the Contractor under this Contract shall, at the option of the City, become the City's property, and the Contractor shall receive just and equitable compensation for any satisfactory work completed for such.

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

13.2. Termination for Convenience of the City. The City may terminate this Contract at any time upon not less than thirty (30) calendar days prior written notice for the convenience of the City, by a notice in writing from the City to the Contractor. If this Contract is terminated by the City as provided herein, the Contractor

will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Contractor covered by this Contract, less payments of compensation previously made.

13.3. Termination for Non-Appropriation or Lack of Funding. The Contractor acknowledges that the City is a municipal corporation and that this Contract is subject to the appropriation of funds by the City sufficient for this Contract for each budget year in which this Contract is in effect. The Contractor therefore agrees that the City shall have the right to terminate this Contract in whole or in part without penalty in the event sufficient funds to provide for City payment(s) under this Contract is not appropriated, not authorized or not made available pursuant to law, or such funding has been reduced pursuant to law. Notwithstanding the foregoing, - the City shall not be relieved from its obligation to reimburse Contractor for the cost of equipment and materials purchased, properly invoiced and accepted by the City,, in advance of the services rendered hereunder in reliance on the City's covenants, duties and obligations set forth herein.

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

13.3.2 Effects of Reduced Levels of Funding. If funding is reduced by law, or funds to pay the Contractor for the agreed to level of the products, services and functions to be provided by the Contractor under this Contract are not appropriated, authorized or otherwise made available by law, the City may, upon fourteen (14) calendar days written notice to the Contractor, reduce the level of the products, services or functions in such manner and for such periods of time as the City may elect. The charges payable under this Contract shall be equitably adjusted to reflect such reduced level of products, services or functions and the parties shall be afforded the rights set forth in this Contract.

13.3.3 No Payment for Lost Profits. In no event shall the City be obligated to pay or otherwise compensate the Contractor for any lost or expected future profits. Notwithstanding the foregoing, - the City not be relieved from its obligation to reimburse Contractor for the cost of equipment and materials purchased, properly invoiced and accepted by the City in advance of the services rendered hereunder in reliance on the City's covenants, duties and obligations set forth herein.

13.4. Rights Upon Cancellation or Termination.

13.4.1 Termination for Cause. In the event the City terminates this Contract for cause, the Contractor shall relinquish to the City any applicable interest,

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

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

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

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

13.4.5 Delivery of Documents. In the event of termination of this Contract, (i) the Contractor shall promptly deliver to the City, in a manner reasonably specified by the City, all labor, services, equipment, materials, reports, plans, specifications, deliverables, incidentals, etc. and other tangible items furnished by, or owned, leased, or licensed by, the City, and **(ii)** the City shall pay the Contractor for all services performed and deliverables

completed and accepted (pro-rated for deliverables partially completed) prior to the effective date of the termination (except to the extent any invoice amount is disputed).

14. Ownership of Instruments of Professional Services. The City acknowledges the Hub and Contractor's documents, data, studies, reports, specifications etc. relating to, stored in, or processed by the Hub, are the exclusive property of Contractor. Notwithstanding the foregoing, any reports downloaded from the Hub, including without limitation student lists, student profiles, or such other reports summarizing, presenting, or containing City-specific information (collectively, "Hub Output") shall become the property of the City provided City is not in default of its payment obligations under this Agreement, and the City reserves the right to use the Hub Output in its sole discretion. Notwithstanding the foregoing or anything to the contrary contained herein, Contractor is and shall remain the sole and exclusive owner of all trademarks, trade secrets, trade names, service marks, copyrights or other intellectual property rights related to Hub and the services rendered pursuant to this Agreement ("Contractor IP"). Under no circumstances shall the City acquire any ownership interests whatsoever in any Contractor IP apart from such Hub output. The City acknowledges that the Contractor IP is proprietary material and information of Contractor.

15. Force Majeure. Neither the Contractor nor the City shall be held responsible for delays or be considered to be in breach of this Contract or be subject to liquidated damages when their respective obligations under this Contract are caused by conditions beyond their control, including without limitation:

15.1. Acts of God, fire, explosion, epidemic, pandemic (or similar viral outbreak) cyclone, flood, war, strikes, revolution, civil commotion, or acts of public enemies.

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

Upon cessation of work for reason of force majeure delays, the Party(ies) whose obligations are affected shall use their best efforts to meet the their obligations under this Agreement / to meet their schedule set forth in.

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

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

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

18. Audit. The City reserves the right to audit the Contractor's books of account in relation to this Contract any time during the period of this Contract or at any time during the twelve month period immediately following the closing or termination of this Contract as may be required by the Funding Sources, including the State of Connecticut U.S. Treasury Department Federal Single Audit Act, Connecticut General Statutes, City of Waterbury Ordinances or in the event of a dispute. In the event the City elects to make such an audit, the Contractor shall promptly make available to the City all records pertaining to this Contract, including, but not limited to, payroll records, bank statements and canceled checks.

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

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

21. Entire Agreement. This Contract shall constitute the complete and exclusive statement of the contract between the parties as it relates to this transaction and supersedes all previous agreements and understandings, whether written or oral, relating to such subject

matter. Any amendment to this Contract must be in writing and agreed to and executed by the City and the Contractor.

22. Independent Contractor Relationship. The relationship between the City and the Contractor is that of client and independent contractor. No agent, employee, or servant of the Contractor shall be deemed to be an employee, agent or servant of the City. The Contractor shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Contract. It is the express intention of the parties hereto, and the Contractor hereby agrees and covenants, that it and any and all third party(ies) and subcontractor(s) retained by the Contractor hereunder is/are not and shall not be deemed an employee of the City of Waterbury, but is/are and shall remain an independent: contractor relative to the City and that nothing herein shall be interpreted or construed as creating or establishing the relationship of employer-employee between the City of Waterbury and the Contractor or between the City of Waterbury and any third party(ies) or subcontractor(s). Thus, the Contractor hereby covenants that it, its subcontractor(s) and third party(ies) shall not be entitled to the usual characteristics of employment, such as income tax withholding, deductions, pension or retirement privileges, Workers Compensation coverage, health benefits, etc. and that the Contractor shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants, representatives, subcontractors and third party(ies).

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

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

25. Contract Change Orders.

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

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

25.1.2 the Change Order monetary cost is charged solely against those funds encumbered for and at the time the Contract was originally executed by the

City, that is those funds set forth in the original Contract as a not to exceed payment amount OR within the original Contract's contingency / allowance / reserve amount (if any is stated therein), AND

25.1.3 the Final Completion Date has not been changed.

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

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

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

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

26. Conflicts or Disputes. This Contract represents the full and complete concurrence between the City and the Consultant and governs all disputes between them. In the instance of a conflict or dispute over issues not specifically referenced within the Contract, the following documents shall be used as historical documents. Without regard to the order of precedence, to resolve such conflicts or disputes, the historical documents are (i) the City's aforementioned Procurement Waiver documents and **(ii)** the Consultant's proposal responding to the aforementioned Procurement Waiver documents**.**

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

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

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

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

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

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

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

Contractor: Connecticut RISE Network, Inc.
700 State Street, 3rd Floor Suite 301
New Haven, CT 06511

City: City of Waterbury
Department of Education
c/o Chief Operating Officer
235 Grand Street, 1st Floor
Waterbury, CT 06702

33. City Code of Ordinances, Ethics and Conflict of Interest Code, Provisions. The Person (the term "Person" shall herein be as defined in Section 3g of the City's Code of Ordinances) supplying the documents, data, studies, reports, specifications, deliverables, etc. under this Contract shall comply with all applicable Federal, State and Municipal statutes, regulations, charters, ordinances, rules, etc. whether or not they are expressly stated in this Contract, including but not limited to the following:

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

32.2. It shall be a material breach of this Contract, and it shall be a violation of the City's Code of Ordinances for any Person to offer, give, or agree to give any current or former

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

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

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

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

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

32.7. The Person hereby expressly represents that he/she/it has complied with those sections of the City's Code of Ordinances requiring that said Person has (i) delivered to the City an affidavit, on a City authored form, stating that the Person and its affiliates have no delinquent taxes or other financial obligations owned to the City; (ii) filed the City authored financial disclosure statement form as set forth in the City's Code of

Ordinances regarding disclosure of financial interests; (iii) delivered to the City a written acknowledgement, on a City authored form, evidencing receipt of a copy of the "Ethics and Conflict of Interest" ordinance for the City of Waterbury and hereby expressly represents that said Person is in full compliance with the entirety of said Code of Ordinances; and (iv) filed a current list of all taxable personal and real property as required by the State of Connecticut General Statutes. Any violation of this subsection 32.7 shall be deemed a material breach of this Contract and shall be a violation of the City's Code of Ordinances.

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

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

32.10. The Contractor hereby acknowledges receipt of a copy of the Chapters 38 and 39 of City's Ordinance regarding Procurement, Ethics, and Conflicts of Interest and has familiarized itself with said Code and hereby agrees to adhere to said Code. The text of Chapters 38 and 39 of said Code may be obtained from the Office of the City Clerk of the City and on the internet at the City Clerk's web site: https://www.waterburyct.org/services/city-clerk/code-of-ordinances [click link titled "The City of Waterbury Code of Ordinances *Revised 12/31/19".* For Chapter 38, click on "TITLE III: ADMINISTRATION", then click on "CHAPTER 38: CENTRALIZED PROCUREMENT SYSTEM". For Chapter 39, click on "TITLE III: ADMINISTRATION", then click on "CHAPTER 39: ETHICS AND CONFLICTS OF INTEREST".

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

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

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

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

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

(signature page follows)

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

WITNESSES:

Sign:_____

Print name:

Sign:_____

Print name:

CITY OF WATERBURY

By:_____

Paul K. Pernerewski Jr., Mayor

Date:_____

WITNESSES:

Sign:_____

Print name:

Sign:_____

Print name:

CONNECTICUT RISE NETWORK, INC.

By:_____

Emily Pallin

Its: Executive Director

Date:_____

ATTACHMENT A

1. Sole Source documents (attached hereto)
2. Contractor's Partnership Proposal (attached hereto)
3. Certificates of Insurance, incorporated by reference (attached hereto)
4. All applicable Federal, State and local statutes, regulations charter and ordinances, incorporated by reference
5. All Required Licenses (see attached Document)

Systems Access & Data Use Agreement

This Systems Access and Data Use Agreement ("Agreement"), effective as of [INSERT DATE] (the "Effective Date"), expresses the terms and conditions under which the Waterbury Board of Education, Waterbury, Connecticut ("Waterbury Public Schools" or "District") will share certain student information with the Connecticut RISE Network, Inc., a Connecticut nonprofit 501(c)(3) tax-exempt organization ("RISE", and together with District, the "Parties").

WHEREAS, District and RISE share a commitment to ensuring all students graduate from high school with the skills and confidence to achieve college, career, and life success;

WHEREAS, RISE provides public school teachers, counselors, and administrators with data tools, coaching, and collaborative opportunities to advance common student outcome goals (collectively, the "RISE Systems");

WHEREAS, the Parties have entered that certain Professional Services Agreement, dated as of [INSERT AGREEMENT DATE], whereby RISE will provide certain services to District, including, among others, the provision of the RISE Systems (the "Professional Services Agreement");

WHEREAS, District and RISE aim to promote equitable student outcomes, and thus, need access to integrated, real-time, accurate, and user-friendly data tools and systems in order to empower District's teachers, counselors, and administrators to support students' unique needs;

NOW THEREFORE, the Parties agree as follows:

1. **Guiding Principles & Basis for Data Use**

1.1 In connection with its provision of the RISE Systems to District, RISE will have access, as determined by District, to certain PII and student information, student records and student-generated content, including without limitation student responses to surveys administered through the RISE Systems and any information input to the RISE Systems pertaining to a student of the District, whether by automated or manual process (collectively, "Student Data"), as more fully specified in Section 4.1 of this Agreement, in order to support District in implementing and continuously improving strategies to promote student success.

1.2 District has determined that RISE has a legitimate educational interest to access PII and Student Data and has approved RISE to conduct the following activities on its behalf: (1) use Student Data, including PII, to conduct research and/or conduct analyses intended to advance and measure student outcomes and to develop and improve data tools in connection with such research and analysis; (2) publish the results of such research on an aggregate basis where Student Data has been de-identified; (3) share aggregate data and research findings with third parties to support student learning and improve student outcomes; and (4) use aggregate or de-identified Student Data for its own internal research purposes as more fully described in Section 3.6.

1.3 Nothing in this Agreement shall be construed to limit the ability of District to share Student Data and/or data analysis developed by RISE with third parties authorized to receive them in compliance with applicable law.

1.4 Each Party agrees to ensure that its organization acts in compliance with FERPA and any applicable State law with respect to District's Student Data disclosed to RISE pursuant to this Agreement, and further agrees to protect Student Data in accordance with the Student Data

Privacy Addendum attached to this Agreement as Attachment B and incorporated by reference within this Agreement.

1.5 The Parties acknowledge and agree that any disclosure of PII by District is being done pursuant to FERPA Regulation § 99.31(a)(1)(i), and that RISE is: (i) a contractor to which District has outsourced institutional services, namely the development of data related-tools and systems to support student performance; (ii) under direct control of District with respect to the provision of such services; and (iii) subject to the requirements of FERPA Regulation § 99.33(a) with respect to the use of PII and the limitations on any further re-disclosure of PII.

2. Intellectual Property Ownership & License

2.1 Ownership Rights. District acknowledges and agrees that all intellectual property rights in and to the RISE Systems software functionality and design, including without limitation, all source and object code, the analytic tools, and the user interface, and the look and feel of the dashboards, whether developed independently by RISE or in connection with District (collectively, "RISE Intellectual Property"), are owned exclusively by RISE. District further acknowledges and agrees that RISE is the sole owner of the RISE logo and RISE Network name and service mark (collectively, the "Marks").

2.2 IP License. During this term of this Agreement, RISE grants District a non-exclusive, non-sublicenseable, royalty-free license to use RISE Intellectual Property for its own internal purposes in furtherance of improving student outcomes in District, subject to the terms and conditions of this Agreement. While this Agreement remains in effect and subject to its terms and conditions, RISE grants District a non-exclusive, non-sublicenseable, royalty-free license to use the Marks for the purposes of promoting and indicating District's participation in the RISE Network. Upon RISE's request, District shall provide RISE with samples of its use of the Marks and shall discontinue any use of the Marks to which RISE objects.

2.3 Use of RISE Systems. Subject to the terms and conditions of this Agreement, RISE hereby grants District non-transferable and non-exclusive access to the RISE Systems to permit individuals authorized by the District's to electronically access and use the RISE Systems for the purpose of accessing and utilizing the services provided by RISE (the "Authorized Users"). The RISE Systems are provided on an "as is" basis, and, except as expressly set forth in this Agreement, nothing in this Agreement is to be construed to oblige RISE to provide further technical or any other support related to with respect to the RISE Systems.

3. RISE Responsibilities and Obligations

3.1 Limitations on Data Use. RISE shall not knowingly: (i) use Student Data for any purposes other than those authorized pursuant to this Agreement, namely the purposes described in the recitals to this Agreement and Section 1; (ii) use Student Data to engage in targeted advertising; or (iii) sell, rent or trade Student Data.

3.2 Review and Amendment of Data. RISE shall support District's efforts to coordinate, respond to, and comply with any request by a student, parent, or guardian to review, correct and/or delete any PII that has been shared with RISE under this Agreement.

3.3 Deletion of Data. District may request that RISE delete Student Data in RISE's possession that is not: (i) otherwise prohibited from deletion or required to be retained under state or federal law, or (ii) stored as a copy as part of a disaster recovery storage system and that is (a) inaccessible to the public, and (b) unable to be used in the normal course of business by RISE, provided the District may request the deletion of any such Student Data if such copy has been used by RISE to repopulate accessible data following a disaster recovery. District shall make such request to RISE by electronic mail at the following address: data@ctrise.org. RISE shall promptly comply with any valid written request made by District to delete any Student Data in its possession.

3.4 Ownership of Data. RISE hereby acknowledges that Student Data is not the property of, or under the control of, RISE and nothing in this Agreement is to be construed as conferring any ownership rights upon RISE with respect to Student Data.

3.5 Data Use, Access & Disclosure Limitations.

(a) RISE Personnel. RISE shall only provide access to Student Data to RISE Personnel providing direct services to District or other RISE Personnel who have a legitimate interest in accessing the data for purposes of helping to administer and support the RISE Systems. For the purposes of this Agreement, "RISE Personnel" means RISE's employees, Directors, Officers, consultants, and/or advisors who have signed a RISE confidentiality agreement obliging the individual to protect and maintain the confidentiality of District's Student Data consistent with this Agreement.

(b) Persons Affiliated with or Identified by District. RISE shall provide access to the RISE Systems and District's Student Data in RISE's possession to those individuals identified by District in writing or through an administrative portal provided by RISE from time to time while this Agreement is in effect. District shall appoint at least one administrator from its school to be responsible for user account access, and RISE shall not provide access to the RISE Systems or the District's Student Data to any individual unless District's designated administrator(s): (i) requests that such individual have access; and (ii) has indicated to RISE that such individual has a legitimate educational interest to access the data consistent with FERPA Regulations. Notwithstanding the foregoing, RISE shall be under no obligation to independently investigate or determine whether such individuals do indeed have such an interest.

(c) Other School Districts. Each public school district with access to the RISE Systems is only permitted to have access to its own Student Data. RISE shall not share District's Student Data, except in de-identified format with all PII removed, with other school districts or any of RISE Network partner school districts and their respective personnel.

(d) Third Parties. RISE shall not knowingly disclose Student Data to any third parties except as expressly permitted under FERPA and other applicable law, or without the express written permission of a parent/guardian or eligible student.

(e) Data Analyses. RISE shall not report PII in any analyses shared outside of District. RISE shall only include aggregate, de-identified data within any data analysis or report published or distributed in any materials that are not for the exclusive access or use by District.

(f) Promotion & Testimonial. With the District's consent, RISE may use certain testimonials from students and/or their respective parents or guardians to promote the benefits of the RISE Systems, provided RISE first obtains the written consent from the student and their parent or guardian, in a form and manner consistent with applicable law, to disclose information about the student in connection with such testimonial.

3.6 Destruction of Data upon Termination; De-Identified Data. RISE shall not retain, and District shall not otherwise make available to RISE, PII upon expiration or any termination of this Agreement unless a student, or the parent or legal guardian of a student independently chooses to establish or maintain an electronic account with RISE for the purpose of storing student-generated content (if an available option in RISE's discretion). Notwithstanding the foregoing, or any other provision of this Agreement, consistent with FERPA Regulation 34 C.F.R. § 99.31(b), to the extent permissible by applicable law, the parties agree that, RISE is not required to destroy or return de-identified student records and information (hereinafter "de-identified data"), and that RISE may retain and use such de-identified data for research purposes in support of public education, student achievement, and evidence-based programming.

4. **District Responsibilities and Obligations**

4.1 Data Access.

(a) District shall provide RISE with the Student Data elements necessary and required by RISE for the purposes set forth in this Agreement and desired by District, including, without limitation: the categories of Student Data set forth within Exhibit A to this Agreement, which is attached to and hereby incorporated by reference within this Agreement, and such other data elements reasonably required by RISE while this Agreement remains in effect. The Parties shall evaluate and make adjustments to the type and nature of the Student Data provided from time to time, based on the evolving needs and interests of District and the RISE Systems, provided however, that the final decision regarding the specific Student Data to be provided to RISE shall rest with District.

(b) In order to effectively achieve District's goals, including through the RISE Systems, District shall provide databases to RISE within a reasonable lead time to allow RISE to prepare its work in collaboration with District. Schedules for database deliveries will be created cooperatively by District and RISE staff. The Parties agree that RISE shall access and transfer Student Data from those specific systems identified within Exhibit A as hosting each category of District's Student Data (the "Source Systems"). The Parties acknowledge and agree that RISE's use of data from the Source Systems is subject to the sole discretion and direct control of District. District shall notify RISE in the event District desires to alter or restrict RISE's access to any Source System. Subject to the terms and conditions of this Agreement, certain Source Systems function as data clearinghouses or aggregators and permit participation in data sharing by a group/consortium of schools through an agreement with a single entity (each a "Consortium Agreement"). When applicable, District hereby consents to RISE entering into a Consortium Agreement with the Source System providers identified in Exhibit A and listing District as a participant or member in the group/consortium, provided however that RISE shall not enter into any Consortium Agreement with a Source System provider that is not listed in Exhibit A without District's prior written consent. RISE shall ensure the terms and conditions of each Consortium Agreement are consistent in all material respects with this Agreement.

(c) The Parties recognize that the reliability, accuracy, and integrity of the data is foundational to the achievement of their shared goals. To ensure the reliability, accuracy, and integrity of the data shared pursuant to this Agreement, RISE shall conduct quality assurance activities during the term of this Agreement. To facilitate said quality assurance activities, District shall provide RISE read-only access to source data for the following data elements: student enrollment and demographic, attendance, behavior, academic achievement, scheduling, intervention, and postsecondary data. Said access shall include the assignment of a user account with read-only privileges/permissions to the identified Source System.

(d) District and RISE may develop and share new and/or unique data elements intended to assist with the Parties' efforts to monitor the implementation of, and assess the impact of, strategies and programs employed by the Parties pursuant to this Agreement. In the event, District and RISE materially alter the data elements to be collected during the term of this Agreement, the District and RISE shall execute an addendum to this Agreement, which shall identify any such new data elements to be collected. District shall be responsible for complying with the notification requirements of any applicable law governing student data privacy in the event that an Addendum is executed in accordance with this Paragraph 4.1(d).

(e) District shall transfer Student Data to RISE by secure means, with data encrypted in transit.

(f) District shall be responsible for determining which District personnel, in addition to those persons participating in the RISE Network, have a legitimate educational interest to access the RISE Systems consistent with FERPA, and shall further ensure that only those individuals are Authorized Users. Notwithstanding the foregoing, RISE shall have the right to suspend or terminate an Authorized User's access to the RISE Systems in the event such Authorized User violates the applicable terms and conditions of this Agreement, or any other terms of use applicable to end-users in connection with use of the RISE Systems.

(g) District shall be responsible for determining which level of data access each Authorized User shall receive (e.g., aggregate district data only, district-wide student-level data, or school-specific student-level data), ensuring that the access level corresponds with each Authorized User's legitimate educational interest to view such data consistent with FERPA.

(h) District shall ensure persons granted access to Student Data pursuant to this Agreement shall receive guidance about data privacy and security requirements under relevant laws (i.e., FERPA and any applicable state law involving student data privacy and/or data breach notification) and best practices before receiving access to RISE Systems.

4.2 Equipment Responsibility. District acknowledges and agrees that any hardware, software, network access or other components necessary for District to connect with and access the RISE Systems must be obtained separately by District. RISE is not responsible for the procurement, installation or maintenance of any necessary components, and RISE makes no warranties regarding the components whatsoever, including, without limitation, the compatibility of the RISE Systems with such components. Any fees for the components shall be borne by District and paid directly to the suppliers of such components, and RISE will not be responsible or liable for any delays attributable to District's Source Systems, including without limitation configuration changes or replacement of Source Systems by District or the Source System provider.

4.3 Restrictions on Use. District acknowledges and shall inform its Authorized Users that unauthorized use, resale, or commercial exploitation of the RISE Systems is expressly prohibited. Accordingly, District shall not, and shall not permit any legal entity or person to: (a) make the RISE Systems available to any legal entity or individual other than District or its Authorized Users; (b) sell, resell, license, sublicense, assign, transfer, lease, or distribute the RISE Systems, including any credentials used to gain access to the RISE Systems; (c) act in a fraudulent, tortious, malicious, or negligent manner when using the RISE Systems; (d) use the RISE Systems to store or transmit infringing, libelous, or otherwise unlawful material and/or material in violation of third-party privacy rights; (e use the RISE Systems to store and/or transmit malicious code, including without limitation files, scripts, agents, programs, viruses, worms, and Trojan horses; (f) interfere with or disrupt the integrity or performance of the RISE Systems; (g) gain, or attempt to gain, unauthorized access to the RISE Systems or related systems or networks; (h) copy, alter, enhance, modify, or make derivative works of the RISE Systems or any part, feature, function, or user interface thereof; (i) create internet "links" to the RISE Systems, or "frame" or "mirror" the RISE Systems on any server or wireless or Internet-based device, other than District's own intranet or otherwise for District's or its Authorized Users' own internal business purposes; or (j) reverse engineer, reverse assemble or decompile, or otherwise attempt to derive source code from, the RISE Systems or any software component thereof.

4.4 Termination of Access or Disclosure. Upon the expiration or termination of this Agreement for any reason or District's ceasing its participation in the RISE Network, District shall discontinue RISE's access to District's Student Data and any underlying Source Systems.

5. Limitations

5.1 Disclaimer. The RISE Systems, including without limitation any data or data analysis contained therein, are provided "AS IS" and RISE disclaims all other warranties and representations, whether express, implied or otherwise, including, without limitation: (i) the implied warranties of title, non-infringement, merchantability, or fitness for any particular purpose; and (ii) any warranty or representation that the RISE systems or any services available through them are free from error. District specifically waives any and all such warranties and representations along with those arising otherwise in law or from the course of dealing between the parties.

5.2 Limitation of liability. In no event will either party be liable for the other party's interruption or loss of business, lost profits, savings, revenue, goodwill, software, hardware, or data, or any incidental, indirect, consequential, punitive, special, exemplary or similar such damages, even if advised of the possibility of such damages. Further, RISE's total aggregate liability to District for any claims or damages arising from or related to this Agreement shall be limited to an amount equal to the RISE Systems Access Fees actually paid by District to RISE in the 12-month period immediately preceding the event giving rise to such claim or damages.

6. **Term & Termination**

6.1 Term. This Agreement commences on the Effective Date and will continue in full force and effect until the termination or expiration of the MOU (the "Initial Term"), unless terminated sooner, as set forth herein.

6.2 Effect of Termination. Upon expiration or termination of this Agreement: (i) the licenses set forth in Section 2 shall automatically terminate and District shall immediately cease use of the RISE Systems, RISE Intellectual Property, and the Marks; (ii) District shall terminate RISE's access to the Source Systems and/or RISE shall modify any Consortium Agreements with Source System providers to remove District from each such Consortium Agreement, as applicable; (iii) District and RISE shall amend the MOU to remove District's access to and payment for the RISE Systems; and (iv) the provisions of this Agreement regarding confidentiality and return or destruction of PII will survive the termination or expiration of this Agreement.

7. **Miscellaneous**

7.1 All other terms, conditions, and provisions not addressed herein shall be subject to such terms, conditions, and provisions as set forth in the Professional Services Agreement and shall have full force and effect and binding on this Agreement and the Parties hereto.

IN WITNESS WHEREOF, the Parties, by their duly authorized agents, have executed this Agreement to take effect on the Effective Date.

Connecticut Rise Network, Inc.		**CITY OF WATERBURY**	
Emily Pallin Executive Director Connecticut RISE Network, Inc.	Date	Paul K. Pernerewski, Jr. Mayor City of Waterbury	Date

Exhibit A

Student Data Categories & Source Systems

The categories of Student Data required to be shared with RISE by District pursuant to this Agreement are set forth below along with the District's Source System where such data are maintained. The Parties acknowledge and agree that the District's Source Systems and the Student Data requirements may change from time to time while this Agreement is in effect. District shall provide RISE at least sixty (60) days' prior written notice of any change in its Source Systems and RISE shall provide District at least sixty (60) days' prior written notice of any change in the Student Data requirements. Upon delivery of such notice, the Parties may modify this Exhibit A, in writing, to reflect the updated Source System(s) and/or Student Data requirements.

Student Data Category Description	District's Source System*
Student information system data, including but not limited to student enrollment, demographics, attendance, behavior, academic achievement, scheduling, interventions, teachers, counselors, and teaming	PowerSchool
Standardized Test Scores (e.g., PSAT, SAT, AP Exam)	CollegeBoard
College and career planning and progress	Naviance, SchoolLinks
Student educational outcomes	National Student Clearinghouse* StudentTracker
Student FAFSA progress and status	EdSight Secure

*Indicates access via Consortium Agreement when applicable.

Student Data Privacy Addendum (Connecticut)

This Data Privacy Addendum ("DPA") sets forth the additional terms and conditions agreed upon by RISE and District with respect to the processing of Personally Identifiable Information (as defined herein) in compliance with Section 10-234bb of the Connecticut General Statutes (the "CT Student Data Law").

1. Definitions. As used within this DPA, the terms "directory information," "de-identified student information," "school purposes," "student information," "student records," "student-generated content," and "targeted advertising," shall be as defined by Conn. Gen. Stat. § 10-234aa. "Education records" and "personally-identifiable information," shall be defined by the Family Educational Rights and Privacy Act of 1974 ("FERPA"), codified at 20 U.S.C § 1232g (as amended); and its implementing regulations, 34 CFR 99.1 - 99.67 (as amended).
2. Compliance with Law. In order for RISE to provide access to the RISE Systems, RISE will receive data regulated by several Connecticut and federal laws and regulations, among them, the Family Educational Rights and Privacy Act ("FERPA") at 12 U.S.C. 1232g (34 CFR Part 99); Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. 6501-6502 (16 CFR Part 312); Protection of Pupil Rights Amendment ("PPRA") at 20 U.S.C. 1232h (34 CFR Part 98); the Individuals with Disabilities Education Act ("IDEA") at 20 U.S.C. 1400 et seq. (34 CFR Part 300); New York Education Law Section 2-d; and the Commissioner of Education's Regulations at 8 NYCRR Part 121. The Parties enter this DPA to address the requirements of Connecticut law. RISE agrees to maintain the confidentiality and security of PII in accordance with applicable Connecticut, federal and local laws, rules and regulations.
3. General Provisions.
   - 3.1 The Parties agree that this DPA controls over any inconsistent terms or conditions contained within the Agreement concerning Student Data.
   - 3.2 RISE shall not modify its privacy policy other policy, procedure or practice of RISE concerning Student Data that is applicable to the District without the written agreement of the District.
   - 3.3 All Student Data provided or accessed pursuant to this DPA is and remains under the control of the District. Student Data are not the property of, or under the control of, RISE.
   - 3.4 The District may request that RISE delete any student data in its possession that is not (1) otherwise prohibited from deletion or required to be retained under state or federal law, or (2) stored as a copy as part of a disaster recovery storage system and that is (a) inaccessible to the public, and (b) unable to be used in the normal course of business by RISE, provided the District may request the deletion of any such Student Data if such copy has been used by RISE to repopulate accessible data following a disaster recovery. Such request by the District shall be made by electronic mail to the RISE as set forth in the Agreement.
   - 3.5 RISE shall not use Student Data for any purposes other than those authorized in the Agreement, and may not use Student Data for any targeted advertising.
4. RISE's Obligations.
   - 4.1 Individual Requests. If RISE receives a request to review Student Data in RISE's possession directly from a student, parent, or guardian, RISE shall refer the individual to the District and to notify the District within two (2) business days of receiving such a request. RISE agrees to work cooperatively with the District to permit a student, parent, or guardian to review personally

identifiable information in Student Data that has been shared with RISE, and correct any erroneous information therein, by following the amendment procedures outlined in the District's policies pertaining to confidentiality and access to education records.

4.2 Data Security. While the Agreement remains in effect, RISE shall maintain and use appropriate safeguards to prevent use or disclosure of any PII or Student Data other than as expressly contemplated by the Agreement, including appropriate administrative, physical, and technical safeguards. These safeguards include, without limitation:

(a) Using technologies and methodologies consistent with the guidance issued in the American Recovery and Reinvestment Act of 2009, Public Law 111-5, § 13402(h)(2), 42 U.S.C. § 17932;

(b) Maintaining technical safeguards relating to the possession of education records in a manner consistent with 45 C.F.R. 164.312;

(c) Otherwise meeting or exceeding industry standards relating to the safeguarding of confidential information.

(d) Network security protections (e.g., firewalls, anti-viral and anti-malware protection, and regular evaluation and installation of critical patches and upgrades to RISE's network-attached hardware and software);

(e) Encryption of any PII or Student Data transmitted over public or wireless networks;

(f) Requiring and ensuring all PII or Student Data stored on RISE servers to be password-protected;

(g) Requiring and ensuring any electronic data analyses of PII (or including PII) are processed and stored on secure, password-protected servers;

(h) Requiring and ensuring that any paper copies or external electronic storage devices containing PII or Student Data are kept in a locked cabinet within RISE's offices;

(i) Compliance with any other requirements of the CT Student Data Law, and any other data privacy or breach notification law, as applicable to the Parties or this Agreement.

4.3 Breach of Security. Upon the discovery of a breach of security that results in the unauthorized release, disclosure or acquisition of Student Data, RISE shall provide District with written notice of such breach without unreasonable delay, and in no event later than seventy-two (72) hours from discovery, by contacting Will Zhuta, 236 Grand St, Waterbury CT 06702 (the "Initial Notice"). The Initial Notice shall include the following information, to the extent known by RISE: (i) date and time of the breach; (ii) names of students whose data was affected by the breach; (iii) nature and type of Student Data affected by the breach; and (iv) nature and extent of the breach. In such an event, RISE shall also take necessary steps to restore the integrity of its data system.

(a) Upon discovery by RISE of a breach, RISE shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not later than thirty (30) days after discovery of the breach, shall provide the District with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

(b) RISE agrees to cooperate with the District with respect to investigation of the breach and to reimburse the District for costs associated with responding to the breach, including but not limited to the costs relating to notifications as required by Conn. Gen. Stat. § 10-234dd.

5. District Obligations

5.1 Student Data Security & Confidentiality. As required under CT Student Data Law, not later than five (5) business days after execution of this Agreement, District shall provide notice of this Agreement on the Internet web site it maintains for such purposes pursuant to Conn. Gen. Stat. § 10-234bb(g)(1). The notice shall include the contract and: (i) state that the contract has been executed and the date that such contract was executed; (ii) provide a brief description of the contract and the purpose of the contract; and (iii) state what student information, student records or student-generated content may be collected as a result of the contract. In addition, District shall comply with its obligation to inform students and their parents/legal guardians of such web site pursuant to Conn. Gen. Stat. § 10-234bb(g)(2).

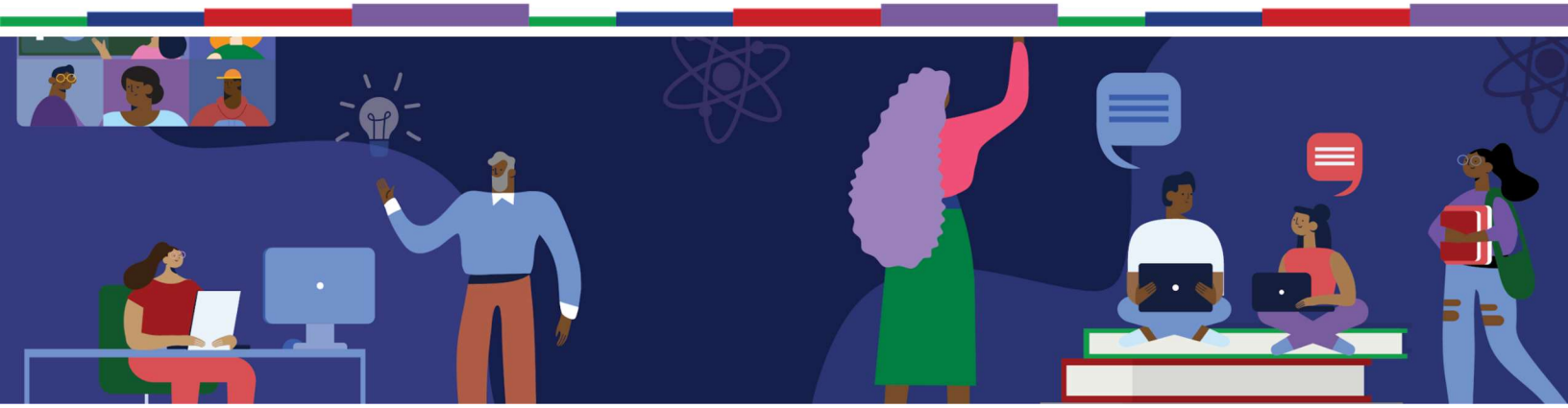
5.2 Data Breach.

(a) Consistent with CT Student Data Law, upon receipt of notice of a security breach from RISE, District shall electronically notify the student and the parents or guardians of the student whose Student Data is involved in such breach of security not later than two (2) business days after receipt of such notice. District shall post such notice on District's Internet web site.

(b) District shall promptly provide RISE notice upon learning of any breach of data security or confidentiality impacting or potentially impacting the RISE Systems or related data transfers between District's systems and the RISE Systems, and shall work expeditiously to fix any problems related to District's networks, systems, and practices.

Connecticut Rise Network, Inc.		**CITY OF WATERBURY**	
Emily Pallin Executive Director Connecticut RISE Network, Inc.	Date	Paul K. Pernerewski, Jr. Mayor City of Waterbury	Date

Appendix 1: Scope of Work



Partnership Proposal

The RISE Network team is pleased to submit this proposal for the expansion of our partnership with Waterbury Public Schools (WPS) to support the district's high schools in the adoption of data tools to support on-track achievement and postsecondary access for all students.

Bringing the RISE Data Hub to WPS high schools will help build on the progress made during the 2022-23 school year, when Kennedy High School and Wilby High School participated in RISE's Freshman Focus Network, and augment the ongoing work through Kennedy, Wilby, and Crosby high schools' participation in the 2023-24 Freshman Focus Network. To date, partnership between RISE and WPS has helped teams make improvements to the student experience around the high school transition and strengthen key foundational conditions to promote increased on-track outcomes. RISE has also worked with these three high schools on developing systems to increase FAFSA completion through the Connecticut FAFSA Challenge. In 2022-23, both Kennedy and Wilby met their FAFSA completion growth goals through this partnership.

The purpose of this proposal is to offer a draft scope of work to expand our partnership with WPS to include adoption of the Data Hub. Through this partnership, we would seek to support WPS in adopting the RISE Data Hub and using this custom-built data platform to promote results-driven and equity-centered student support around both on-track and postsecondary planning.

About the RISE Network

The RISE Network's mission is to ensure all RISE high school students graduate with a plan and the skills and confidence to achieve college and career success. Founded in 2015, RISE partners with Connecticut public high schools to lead statewide networks where school communities work together to use data to learn and improve. Through its core and most comprehensive network, RISE partners with nine high schools and eight public school districts, serving over 13,000 students; the majority of RISE students identify as Black, Latinx, and/or low-income. RISE high schools work together to ensure all students experience success as they transition to, through, and beyond high school by using data to pinpoint needs, form hypotheses, and pursue ideas to advance student achievement. Over the past seven years, RISE high schools have achieved double-digit gains improving Grade 9 on-track achievement, four-year-high school graduation rates, and student identification of postsecondary plans, while also decreasing subgroup gaps across all indicators. In 2021, the

RISE Network was honored to receive the Carnegie Foundation's annual Spotlight on Quality in Continuous Improvement recognition. Increasingly, RISE is pursuing opportunities to scale its impact through consulting partnerships with public school districts, state agencies, and non-profit organizations. RISE is eager to partner with mission-aligned organizations to improve student outcomes and close opportunity gaps.

Our Core Service Areas

The RISE Network offers services in four areas aligned with our core competencies. It is through this combination of services that we have supported schools in achieving double-digit gains across multiple student outcome indicators. The scope of work presented on the following pages aligns to these four areas.



Outline of Services for WPS and WHS

The section outlines a scope of work between Waterbury and RISE for Kennedy and Wilby high schools. The first table outlines each service package and their cost. The second table unpacks each service package in more detail, with key activities and brief descriptions. The final tables provide a detailed payment schedule by funding source.

The planned services include Data Hub Access for 2025-26 through the 2027-28 school year. Each of these components are unpacked below with key activities, brief descriptions, and annual budget amounts.

Packages and Total Associated Costs

Component	What's included	Timeline	Value	Cost to WPS
RISE Data Hub	Configuration fee	Configuration in 24-25	$60,000	$40,000 *Reflects partially waived fee*
RISE Data Hub (Wilby)	Annual Access to the RISE Data Hub, 2 trainings, 3 post-secondary surveys	3 full years of access: 25-26, 26-27, 27-28	$48,000	$43,200 *Reflects 10% multi-year discount*
RISE Data Hub (Kennedy)	Annual Access to the RISE Data Hub, 2 trainings, 3 post-secondary surveys	3 full years of access: 25-26, 26-27, 27-28	$48,000	$43,200 *Reflects 10% multi-year discount*
Total			**$156,000**	**$126,400**

	2024-25 Total	2025-26 Total	2026-27 Total	2027-28 Total	Contract Total
Wilby	$19,400.00	$19,400.00	$14,400.00	$0	$53,200.00
Kennedy	$24,400.00	$24,400.00	$24,400.00	$0	$73,200.00
WPS Total	*$43,800.00*	*$43,800.00*	*$38,800.00*	$0	*$126,400.00*

Detailed Outline of Partnership Components

Component	Description	Cost
RISE Data Hub	● Initial setup, configuration, and implementation of the Hub for WPS, including necessary infrastructure, data migration, and customization (e.g., on-track criteria, credit types, etc.) to meet district requirements. ● Educator access to a secure, user-friendly, and timely data platform, including interactive and downloadable student lists, student profile tools, customizable charts and dashboards, strategic data calendars, linked protocols, and more. ● Unlimited Hub accounts for central office leaders and educators at Kennedy and Wilby. ● Up to two introductory Hub training sessions for school and district staff with turnkey materials. ● Opportunity to administer postsecondary student surveys at up to two key moments, with data integrated in the Hub. ● Ongoing Hub maintenance and new features.	Initial district configuration: $40,000, with integration to start immediately upon signing (reflecting $20,000 waived integration fee) Hub access: $28,800 annually for 3-year contract that includes 25-26, 26-27, 27-28 (reflecting 10% multi-year discount)

Payment Schedule

The RISE Network will submit multiple invoices for payment aligned to this scope of work for Kennedy and Wilby. Payment will be due within 30 days of receipt of the invoice. The table below provides a payment schedule for the services outlined above.

Kennedy

Below is the payment schedule for Kennedy.

Invoices	Amount
Invoice #1: Payment due upon acceptance of this Agreement	$24,400.00
Invoice #2: On July 1, 2025	$24,400.00
Invoice #3: On July 1, 2026	$24,400.00
Total:	$73,200.00

Wilby

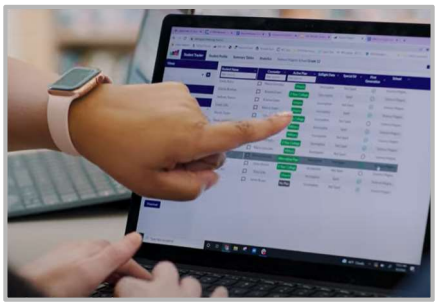
Below is the payment schedule for Wilby.

Invoices	Amount
Invoice #1: Payment due upon acceptance of this Agreement	$19,400.00
Invoice #2: On July 1, 2025	$19,400.00
Invoice #3: On July 1, 2026	$14,400.00
Total:	$53,200.00

Overview of the RISE Data Hub

The RISE Data Hub is a secure, action-oriented data platform built by educators, for educators to promote on-track achievement and postsecondary success for all students. The Hub streamlines many data sources into one user-friendly interface and supports teachers, counselors, and administrators to efficiently support all students.

Providing features that meet schools' needs





- **Integrated data sources** pull directly into the Hub each night, giving educators secure and timely access to important information from multiple systems, including PowerSchool, Naviance, and more. Educators can also input custom tags and other information directly into the Hub interface.
- **Student lists** allow administrators and teams of teachers to filter, sort, and view trends across many students, identifying needs and narrowing down to targeted groups that need similar interventions. Lists can be exported, downloaded, and shared among educators as needed.
- **Custom charts** allow administrators and teams to see trends and analyze metrics down by demographic subgroups. Charts may be shared with external stakeholders or used collaboratively with teams to dig into root causes of trends in the data.
- The **strategic data calendar** highlights the most relevant data to be discussing at each time of year. It equips administrators and team leads with agendas and protocols to guide team meetings and links directly to the relevant data within the Hub.
- **Student profiles** allow teams to see all the relevant information about a student in one place and facilitate deep conversations about the root causes behind successes and struggles that enable the planning of effective interventions. Profiles can be exported in bulk into student- and family-facing On Track Reports.

Empowering educators to drive results

The Hub's features work together to support educators in improving outcomes while saving time and money.

	Streamlined access ➤	**Focused plan** ➤	**Actionable data**
The Hub:	● Pulls data nightly from multiple systems ● Displays critical data in lists and charts	● Centers tools around research-based metrics and a strategic data calendar ● Suggests filters to focus on relevant data	● Pairs relevant data with actionable protocols ● Filters and summarizes data to highlight trends ● Records tasks and tracks completion and notes
So that educators:	● Save time manually compiling data ● See a holistic picture of each student, grade level, or school	● Run efficient, collaborative meetings ● See data that is directly related to their workflow at this time in the year	● Identify root causes for student successes and struggles ● Walk away from the data with clear next steps
And the	● Saves tens of thousands	● Engages teachers in	● Saves thousands of dollars

district:	of dollars worth of leader work hours every year	effective PD, decreasing attrition	on credit recovery costs when students courses

Working closely with district partners

RISE highly values its close working relationships with school and district partners. If a district decides to pursue the RISE Data Hub, we start by establishing the terms of our data sharing agreement. After that, we work directly with district and school personnel to understand the unique context of the school, ingest the relevant data safely and securely, and prepare the relevant educators to make the best use of the tool.

Partnership Principles

Through our consulting engagements, we prioritize partnerships that reinforce the following principles:

- **Impact:** We prioritize excellent and equitable student outcomes through all of our work. While most of our partnerships involve capacity- and systems-building work with educators, we remain deeply focused on how these investments translate to improved student experiences and results. We hold ourselves accountable for student outcomes, and we ask our partners to do the same.

- **Collaboration:** Our approach is deeply collaborative. We believe in empowering partners and school communities to create the changes they want to see for their students, caregivers, and educators. We roll up our sleeves alongside partners to understand the school context and iteratively develop approaches that reflect the voices and feedback of school community members.

- **Sustainability:** We strive to ensure that strategies and mindsets cultivated during the partnership live on far beyond the partnership. We are committed to building capacity, structures, and solutions that local educators champion and will sustain over time. We also believe in approaches that are scalable and cost effective, ensuring the school and district can maintain the work.

- **Equity:** We partner exclusively with organizations and districts committed to disrupting opportunity gaps with a focus on communities that serve high concentrations of historically marginalized populations. Our data-driven approach centers our work in evidence and personalization. We differentiate support for schools and educators, just as we support educators in differentiating their support for students. We value diversity and strive to create inclusive spaces where unique perspectives are welcomed and embraced.

- **Improvement:** As an organization that facilitates networks for school improvement, we are committed to inquiry cycles and seek to grow, learn, and improve over time. We promote disciplined reflection -- among RISE staff and with partners -- to learn from successes and challenges. We value progress and improvement over time, and we support school teams in building a culture of continuous improvement.

Partnership Assurances

RISE asks schools, districts, and partners to take accountability for progress and results, and we do the same for ourselves. Our proposal identifies a number of areas requiring deep collaboration and shared accountability. We are committed to delivering in an excellent way, and we require the following from our partners in order to do so:

- **Capacity:** We pursue deeply collaborative partnerships designed to be sustainable and impactful. Our work is dependent on significant access to and support from our partners. To ensure our work is completed in a timely and highly effective manner, partners must commit sufficient capacity to this effort.

- **Conditions:** Our work is complex, and dependent on policies, politics, and environments that can be challenging. While we pride ourselves on the ability to navigate difficult conditions, unexpectedly poor conditions may cause unintended barriers to completing the deliverables exactly as described.

- **Flexibility:** Together, we will embark on innovative and ambitious projects. This work is necessarily dynamic. We ask our partners to be understanding of the occasional need to revisit and modify components of the work plan in order to pursue our intended outcomes.

- **Diversity, Equity, and Inclusion:** Achieving educational equity requires our collective efforts to close long-standing opportunity gaps for historically marginalized populations. We ask partners to confront policies, structures, and practices that may perpetuate inequities, and we ask partners to facilitate transparent and inclusive processes to empower educators, caregivers, and students in shaping improvement efforts.

- **Communication:** Changes to the scope of work will require mutual agreement. We make every effort to communicate early and often about the changing nature of our work and ask our partners to do the same. We ask the partner to identify a communications lead for the central office, as well as each of the partner schools. That way, we can remain coordinated and ensure effective communication.

- **Transparency and Access:** Given the collaborative nature of our work, we will work to establish reciprocal access and transparency. This will ensure that RISE supports are timely, aligned, and representative of organizational context and needs.

Attachment A

Systems Access & Data Use Agreement

See attached.

Attachment B

Student Data Privacy Addendum (CT)

See attached.

Connecticut RISE Network, Inc.
700 State Street | Suite 301
New Haven, CT 06511

Memorandum of Understanding
by and between Waterbury Public Schools and
Connecticut RISE Network, Inc.

This Memorandum of Understanding (hereinafter the "Agreement") is made by and between Waterbury Public Schools (the "Client") and Connecticut RISE Network, Inc. (the "Consultant"), together, the "Parties," and each a "Party."

WHEREAS, the Client and the Consultant enter into this Agreement so that the Consultant may provide the services described in Appendix 1 hereto, which is incorporated herein by reference;

WHEREAS, in connection with the Consultant's obligations under this Agreement, persons employed by the Consultant may perform services for the Client involving access to student records and/or direct student contact (together, the "Consultant Employees," and each a "Consultant Employee");

NOW THEREFORE, for fair and good consideration, the sufficiency of which is acknowledged by each Party, the Parties agree as follows:

1. **Term.** The term of this Agreement shall be for a period beginning on the date of execution of this Agreement and terminating on June 30, 2027 (the "Term").

2. **Independent Contractor.** Subject to the terms and conditions of this Agreement, the Client hereby engages the Consultant as an independent contractor to perform the services set forth in Appendix 1, and the Consultant hereby accepts such engagement. It is the express intention of the parties that the Consultant is an independent contractor and not an employee, agent, joint venture, or partner of the Client. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the Client and the Consultant or any employee or agent of the Consultant. Both Parties acknowledge that the Consultant is not an employee for federal or state tax purposes. The Consultant will not be eligible for any Client employee benefits. Further, the Consultant waives any claims against the Client for benefits provided to its employees during any period in which the Consultant may be determined to be a common law employee or some other designation and not an independent contractor. The Consultant acknowledges that it makes this waiver knowingly and voluntarily. The Client shall not be responsible for withholding taxes with respect to the Consultant's compensation hereunder and/or pursuant to the provisions of Appendix 1. The Consultant shall have no claim against the Client hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, workers' compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. The Client will not be liable for any obligations incurred by the Consultant, including, without limitation, unpaid minimum wages and/or overtime premiums.

3. **Services and Compensation.** The Consultant's services and compensation shall be as set forth in Appendix 1. Once the Agreement has been received by the Client, payments to the Consultant shall be processed thirty (30) days from the Client's receipt of an accurate, detailed invoice for services provided in the prior month.

4. **Consultant Representations.** The Consultant represents that the Consultant will exercise independent judgment and discretion in providing the services under this Agreement. The Consultant acknowledges that it shall be responsible for the methods and means for fulfilling its obligations under this Agreement. The Consultant represents that the Consultant and/or its officials, employees, and/or agents have the qualifications and ability to perform the services for which the Consultant is contracting.

5. **Performance of Duties.** The Consultant shall perform its duties in accordance with the currently approved methods and standard practices of the profession and according to the code of ethics of the Consultant's professional organization.

6. **Ownership of Data/Information.** The Consultant acknowledges that the Client owns any data, documents, materials, and information provided to it by the Client. All data, documents, materials, and information provided to the Consultant by the Client in connection with the Consultant's services pursuant to this Agreement shall be returned to the Client upon the termination of this Agreement. The Parties acknowledge their understanding that the Consultant maintains ownership of any intellectual property shared or otherwise utilized when performing services in accordance with this Agreement. The provisions of this Paragraph 6 shall survive the termination or expiration of this Agreement.

7. **Background Checks.** For each Consultant Employee who performs services for the Client involving direct student contact, the Consultant shall ensure compliance with the following background checks, and the Consultant agrees that it shall pay all fees and costs associated with the background checks required under this Paragraph 7.

    a. The Consultant shall perform, and the Consultant Employee shall submit to, a records check of information maintained on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (the "Registry") or, for any Consultant Employee whose current or most recent employment occurred out of state, the out-of-state equivalent of the Registry. The Consultant shall request information from the Registry or its out-of-state equivalent promptly, and in any case no later than thirty (30) calendar days from the date the Consultant Employee begins performing services for the Client pursuant to this Agreement. If the Consultant receives any information from the Registry or its out-of-state equivalent indicating that the Consultant Employee may have a record of abuse or neglect, the Consultant shall immediately forward such information to the Client.
    b. The Consultant shall perform, and the Consultant Employee shall submit to, state and national criminal records checks in accordance with Sections 10-212 (where applicable), 10-221d, and 29-17a of the Connecticut General Statutes. Each Consultant Employee shall submit to such state and national criminal record checks within thirty (30) calendar days from the date such Consultant Employee begins performing services for the Client pursuant to this Agreement. If the Consultant receives any information indicating that the Consultant Employee may have a criminal record, the Consultant shall immediately forward such information to the Client.

8. **Student Confidentiality.** Consistent with the Family Educational Rights and Privacy Act (FERPA), the Consultant and its officials, agents, and employees who have involvement with or are performing services for the Client pursuant to this Agreement and who have a legitimate educational interest in student records shall be considered as "school officials" pursuant to 34 CFR § 99.31(a). To allow the sharing of records subject to state and federal confidentiality laws and to ensure that the required confidentiality of personally identifiable student information is always maintained, the Consultant and officials, agents, and employees of the Consultant who have involvement with or are performing services for the Client pursuant

to this Agreement shall comply with (a) the provisions of FERPA and, (b) any Client policies regarding confidentiality of records, provided that a copy of said policies have been provided by the Client to the Contractor.

For the purposes of this Agreement and the specific functions conducted pursuant to this Agreement, FERPA includes any amendments or other relevant provisions of federal law, as well as all requirements of 34 CFR Part 99 and 20 U.S.C. § 1232g. Nothing in this Agreement may be construed to allow the Consultant and its officials, agents, and employees who have involvement with or are performing services for the Client pursuant to this Agreement to maintain, use, disclose, or share student record information in a manner not allowed under state or federal law or regulation or rule or Client policy or regulation. If the Consultant or any officer, agent, or employee of the Consultant who has involvement with or performs services for the Client pursuant to this Agreement fails to adhere to said policies, laws, rules, and regulations, the Client shall have the right to terminate this Agreement and/or pursue appropriate legal recourse for the breach of this Agreement.

9. **Indemnification.** The Consultant shall indemnify, defend, and hold harmless the Client and their respective officials, agents, and employees from and against all claims, damages, losses, and expenses (including, without limitation, fees and charges of attorneys and other professionals and court and arbitration costs) which result from or arise out of (i) this Agreement, (ii) conduct of the Consultant's business and any other activity of the Consultant related to provision of services by the Consultant to the Client under this Agreement, (iii) breach or default in the performance of any obligation of the Consultant under this Agreement, and/or (iv) negligence or willful misconduct of the Consultant or that of any official, agent, or employee of the Consultant.

   As to any and all claims against the Client or any of their respective officials, agents, or employees by any official, agent, or employee of the Consultant, or by anyone for whose acts the Consultant may be liable, the indemnification obligation stated herein shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Consultant under workers' compensation acts, disability benefit acts, or other employee benefit acts.

   The provisions of this Paragraph 9 shall survive the termination or expiration of this Agreement.

10. **Non-Discrimination.** The Consultant will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification.

11. **Compliance.** The Consultant shall, at its sole cost and expense, comply with all federal, state, town, and municipal statutes, ordinances, and regulations applicable to the services set forth in this Agreement and Appendix 1 hereto.

12. **No Assignment.** Neither this Agreement nor any duties or obligations under this Agreement may be assigned by the Consultant to any person other than persons specified in this Agreement and/or Appendix 1 hereto and/or to any other entity without the prior written consent of the Client.

13. **Governing Law/Forum.** This Agreement shall be governed and construed in accordance with the laws of the State of Connecticut, and the Parties consent to the exclusive jurisdiction of the appropriate state or federal court in Connecticut.

14. **Termination.** Either Party may terminate this Agreement at any time upon thirty (30) business days' written notice. Upon termination of this Agreement, the Client's payment obligation shall cease as of the final date on which services in accordance with this Agreement and Appendix 1 hereto were last performed by the Consultant prior to termination.

15. This Agreement and any appendices, exhibits, and/or attachments herein set forth the entire understanding between the Parties with respect to all matters referred to in this Agreement, and the provisions of this Agreement may not be changed or modified except by an instrument in writing signed by both Parties.

16. If any provision of this Agreement is found to be invalid or illegal by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect, and the parties agree to substitute for the invalid provision another which most closely effectuates the legal and economic intent of the invalid provision within the bounds of the law.

17. Any modification of this Agreement will be effective only if it is in writing executed by the Parties.

IN WITNESS WHEREOF, the parties have executed this Agreement, which is effective as of the Effective Date.

CLIENT:

_____

Dr. Verna Ruffin, Superintendent of Schools

_____ _____

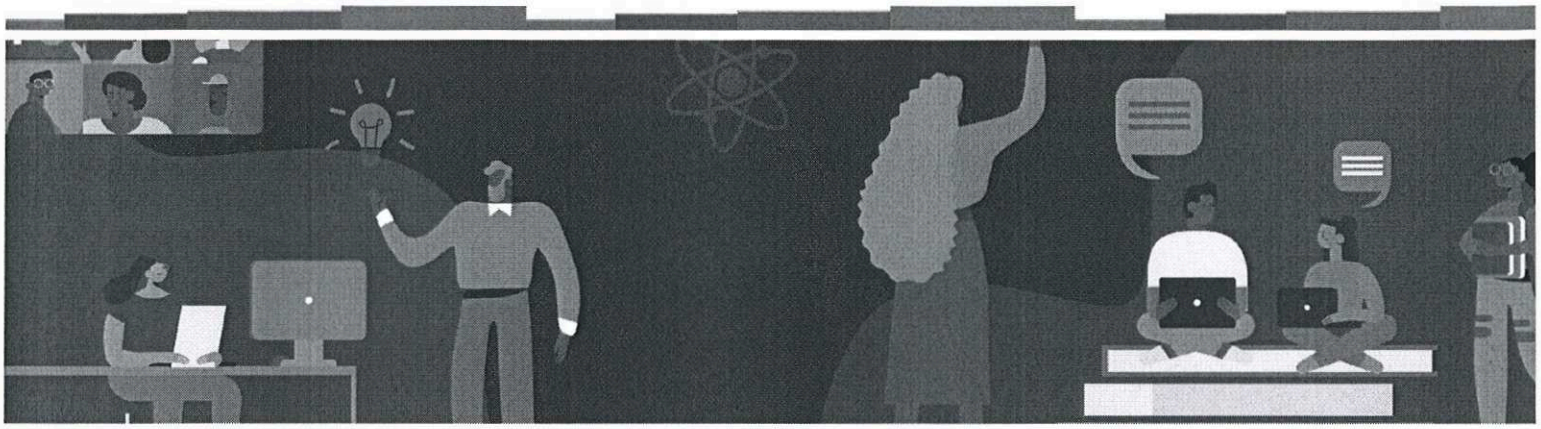
Signature Date

CONNECTICUT RISE NETWORK, INC.:

_____ _____

Emily Pallin, Executive Director Date

Appendix 1: Scope of Work



Partnership Proposal

The RISE Network team is pleased to submit this proposal for the expansion of our partnership with Waterbury Public Schools (WPS) to support the district's high schools in the adoption of data tools to support on-track achievement and postsecondary access for all students.

Bringing the RISE Data Hub to WPS high schools will help build on the progress made during the 2022-23 school year, when Kennedy High School and Wilby High School participated in RISE's Freshman Focus Network, and augment the ongoing work through Kennedy, Wilby, and Crosby high schools' participation in the 2023-24 Freshman Focus Network. To date, partnership between RISE and WPS has helped teams make improvements to the student experience around the high school transition and strengthen key foundational conditions to promote increased on-track outcomes. RISE has also worked with these three high schools on developing systems to increase FAFSA completion through the Connecticut FAFSA Challenge. In 2022-23, both Kennedy and Wilby met their FAFSA completion growth goals through this partnership.

The purpose of this proposal is to offer a draft scope of work to expand our partnership with WPS to include adoption of the Data Hub. Through this partnership, we would seek to support WPS in adopting the RISE Data Hub and using this custom-built data platform to promote results-driven and equity-centered student support around both on-track and postsecondary planning.

About the RISE Network

The RISE Network's mission is to ensure all RISE high school students graduate with a plan and the skills and confidence to achieve college and career success. Founded in 2015, RISE partners with Connecticut public high schools to lead statewide networks where school communities work together to use data to learn and improve. Through its core and most comprehensive network, RISE partners with nine high schools and eight public school districts, serving over 13,000 students; the majority of RISE students identify as Black, Latinx, and/or low-income. RISE high schools work together to ensure all students experience success as they transition to, through, and beyond high school by using data to pinpoint needs, form hypotheses, and pursue ideas to

advance student achievement. Over the past seven years, RISE high schools have achieved double-digit gains improving Grade 9 on-track achievement, four-year-high school graduation rates, and student identification of postsecondary plans, while also decreasing subgroup gaps across all indicators. In 2021, the RISE Network was honored to receive the Carnegie Foundation's annual Spotlight on Quality in Continuous Improvement recognition. Increasingly, RISE is pursuing opportunities to scale its impact through consulting partnerships with public school districts, state agencies, and non-profit organizations. RISE is eager to partner with mission-aligned organizations to improve student outcomes and close opportunity gaps.

Our Core Service Areas

The RISE Network offers services in four areas aligned with our core competencies. It is through this combination of services that we have supported schools in achieving double-digit gains across multiple student outcome indicators. The scope of work presented on the following pages aligns to these four areas.



RISE Data Hub

Access to actionable, secure, and user-friendly data tools designed by educators, for educators.



Educator Coaching

Personalized coaching and capacity building for educators leading continuous improvement efforts.



Network Community

Facilitation of cross-school learning and the exchange of resources and promising practices.



Effective Strategies

Design and pursuit of evidence-based practices to promote on-track achievement postsecondary success.

Outline of Services for WPS and WHS

The section outlines a scope of work between Waterbury and RISE for Kennedy and Wilby high schools. The first table outlines each service package and their cost. The second table unpacks each service package in more detail, with key activities and brief descriptions. The final tables provide a detailed payment schedule by funding source.

The planned services include Data Hub Access any remaining time in 2023-24 through the 2026-27 school year. Each of these components are unpacked below with key activities, brief descriptions, and annual budget amounts.

Packages and Total Associated Costs

Component	What's included	Timeline	Value	Cost to WPS
RISE Data Hub	Configuration fee	Configuration in 23-24	$60,000	$40,000 *Reflects completed data connection from prior purchase order*
RISE Data Hub (Wilby)	Annual Access to the RISE Data Hub, 2 trainings, 3 post-secondary surveys	If available, remainder of 23-24 3 full years of access: 24-25, 25-26, 26-27	$48,000 *Reflects no charge for 23-24*	$43,200 *Reflects 10% multi-year discount*
RISE Data Hub (Kennedy)	Annual Access to the RISE Data Hub, 2 trainings, 3 post-secondary surveys	If available, remainder of 23-24 3 full years of access: 24-25, 25-26, 26-27	$48,000 *Reflects no charge for 23-24*	$43,200 *Reflects 10% multi-year discount*
Total			**$156,000**	**$126,400**

	2023-24 Total	2024-25 Total	2025-26 Total	2026-27 Total	Contract Total
Wilby	N/A	$19,400.00	$19,400.00	$14,400.00	$53,200.00
Kennedy	N/A	$24,400.00	$24,400.00	$24,400.00	$73,200.00
WPS Total	*N/A*	*$43,800.00*	*$43,800.00*	*$38,800.00*	*$126,400.00*

Detailed Outline of Partnership Components

Component	Description	Cost
RISE Data Hub	• Initial setup, configuration, and implementation of the Hub for WPS, including necessary infrastructure, data migration, and customization (e.g., on-track criteria, credit types, etc.) to meet district requirements. • Educator access to a secure, user-friendly, and timely data platform, including interactive and downloadable student lists, student profile tools, customizable charts and dashboards, strategic data calendars, linked protocols, and more. • Unlimited Hub accounts for central office leaders and educators at Kennedy and Wilby. • Up to two introductory Hub training sessions for school and district staff with turnkey materials. • Opportunity to administer postsecondary student surveys at up to two key moments, with data integrated in the Hub. • Ongoing Hub maintenance and new features.	Initial district configuration: $40,000, with integration to start immediately upon signing (reflecting a $20,000 discount for a prior purchase order) Hub access: $61,200 annually for 3-year contract that includes 24-25, 25-26, 26-27 (reflecting 10% multi-year discount)

Payment Schedule

The RISE Network will submit multiple invoices for payment aligned to this scope of work for Kennedy and Wilby. Payment will be due within 30 days of receipt of the invoice. The table below provides a payment schedule for the services outlined above.

Kennedy

Below is the payment schedule for Kennedy. Please note that one third of the Data Hub integration fee has been applied over 3 payments.

Invoices	Amount
Invoice #1: Payment due upon acceptance of this Agreement	$0.00
Invoice #2: On July 1, 2024	$24,400.00
Invoice #3: On July 1, 2025	$24,400.00
Invoice #4: On July 1, 2026	$24,400.00
Total:	$73,200.00

Wilby

Below is the payment schedule for Wilby. Please note that one third of the Data Hub integration fee has been applied upon acceptance of this agreement.

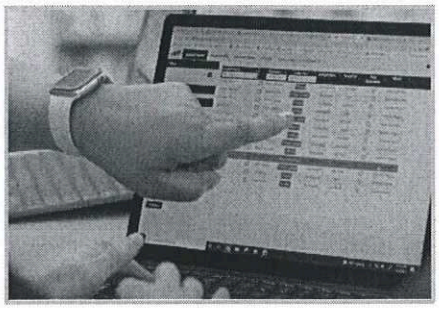
Invoices	Amount
Invoice #1: Payment due upon acceptance of this Agreement	$0.00

Invoices	Amount
Invoice #2: On July 1, 2024	$19,400.00
Invoice #3: On July 1, 2025	$19,400.00
Invoice #4: On July 1, 2026	$14,400.00
Total:	$53,200.00

Overview of the RISE Data Hub

The RISE Data Hub is a secure, action-oriented data platform built by educators, for educators to promote on-track achievement and postsecondary success for all students. The Hub streamlines many data sources into one user-friendly interface and supports teachers, counselors, and administrators to efficiently support all students.

Providing features that meet schools' needs



- **Integrated data sources** pull directly into the Hub each night, giving educators secure and timely access to important information from multiple systems, including PowerSchool, Naviance, and more. Educators can also input custom tags and other information directly into the Hub interface.
- **Student lists** allow administrators and teams of teachers to filter, sort, and view trends across many students, identifying needs and narrowing down to targeted groups that need similar interventions. Lists can be exported, downloaded, and shared among educators as needed.



- **Custom charts** allow administrators and teams to see trends and analyze metrics down by demographic subgroups. Charts may be shared with external stakeholders or used collaboratively with teams to dig into root causes of trends in the data.
- The **strategic data calendar** highlights the most relevant data to be discussing at each time of year. It equips administrators and team leads with agendas and protocols to guide team meetings and links directly to the relevant data within the Hub.
- **Student profiles** allow teams to see all the relevant information about a student in one place and facilitate deep conversations about the root causes behind successes and struggles that enable the planning of effective interventions. Profiles can be exported in bulk into student- and family-facing On Track Reports.

Empowering educators to drive results

The Hub's features work together to support educators in improving outcomes while saving time and money.

	Streamlined access ➤	Focused plan ➤	Actionable data
The Hub:	• Pulls data nightly from multiple systems • Displays critical data in lists and charts	• Centers tools around research-based metrics and a strategic data calendar • Suggests filters to focus on relevant data	• Pairs relevant data with actionable protocols • Filters and summarizes data to highlight trends • Records tasks and tracks completion and notes
So that educators:	• Save time manually compiling data • See a holistic picture of	• Run efficient, collaborative meetings • See data that is directly	• Identify root causes for student successes and struggles

	each student, grade level, or school	related to their workflow at this time in the year	• Walk away from the data with clear next steps
And the district:	• Saves tens of thousands of dollars worth of leader work hours every year	• Engages teachers in effective PD, decreasing attrition	• Saves thousands of dollars on credit recovery costs when students courses

Working closely with district partners

RISE highly values its close working relationships with school and district partners. If a district decides to pursue the RISE Data Hub, we start by establishing the terms of our data sharing agreement. After that, we work directly with district and school personnel to understand the unique context of the school, ingest the relevant data safely and securely, and prepare the relevant educators to make the best use of the tool.

Partnership Principles

Through our consulting engagements, we prioritize partnerships that reinforce the following principles:

- **Impact:** We prioritize excellent and equitable student outcomes through all of our work. While most of our partnerships involve capacity- and systems-building work with educators, we remain deeply focused on how these investments translate to improved student experiences and results. We hold ourselves accountable for student outcomes, and we ask our partners to do the same.
- **Collaboration:** Our approach is deeply collaborative. We believe in empowering partners and school communities to create the changes they want to see for their students, caregivers, and educators. We roll up our sleeves alongside partners to understand the school context and iteratively develop approaches that reflect the voices and feedback of school community members.
- **Sustainability:** We strive to ensure that strategies and mindsets cultivated during the partnership live on far beyond the partnership. We are committed to building capacity, structures, and solutions that local educators champion and will sustain over time. We also believe in approaches that are scalable and cost effective, ensuring the school and district can maintain the work.
- **Equity:** We partner exclusively with organizations and districts committed to disrupting opportunity gaps with a focus on communities that serve high concentrations of historically marginalized populations. Our data-driven approach centers our work in evidence and personalization. We differentiate support for schools and educators, just as we support educators in differentiating their support for students. We value diversity and strive to create inclusive spaces where unique perspectives are welcomed and embraced.
- **Improvement:** As an organization that facilitates networks for school improvement, we are committed to inquiry cycles and seek to grow, learn, and improve over time. We promote disciplined reflection -- among RISE staff and with partners -- to learn from successes and challenges. We value progress and improvement over time, and we support school teams in building a culture of continuous improvement.

Partnership Assurances

RISE asks schools, districts, and partners to take accountability for progress and results, and we do the same for

ourselves. Our proposal identifies a number of areas requiring deep collaboration and shared accountability. We are committed to delivering in an excellent way, and we require the following from our partners in order to do so:

- **Capacity:** We pursue deeply collaborative partnerships designed to be sustainable and impactful. Our work is dependent on significant access to and support from our partners. To ensure our work is completed in a timely and highly effective manner, partners must commit sufficient capacity to this effort.

- **Conditions:** Our work is complex, and dependent on policies, politics, and environments that can be challenging. While we pride ourselves on the ability to navigate difficult conditions, unexpectedly poor conditions may cause unintended barriers to completing the deliverables exactly as described.

- **Flexibility:** Together, we will embark on innovative and ambitious projects. This work is necessarily dynamic. We ask our partners to be understanding of the occasional need to revisit and modify components of the work plan in order to pursue our intended outcomes.

- **Diversity, Equity, and Inclusion:** Achieving educational equity requires our collective efforts to close long-standing opportunity gaps for historically marginalized populations. We ask partners to confront policies, structures, and practices that may perpetuate inequities, and we ask partners to facilitate transparent and inclusive processes to empower educators, caregivers, and students in shaping improvement efforts.

- **Communication:** Changes to the scope of work will require mutual agreement. We make every effort to communicate early and often about the changing nature of our work and ask our partners to do the same. We ask the partner to identify a communications lead for the central office, as well as each of the partner schools. That way, we can remain coordinated and ensure effective communication.

- **Transparency and Access:** Given the collaborative nature of our work, we will work to establish reciprocal access and transparency. This will ensure that RISE supports are timely, aligned, and representative of organizational context and needs.

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.1

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Interim Superintendent of Schools notifies the Board of Education of the following athletic appointments:

Name	*Position*	*Location*	*Effective*
Caldarone, Paula	Volleyball Coach	Wallace	09/26/24
Chabot, Albert	Strength & Conditioning – Winter	Crosby	12/02/24
Chabot, Albert	Strength & Conditioning – Spring	Crosby	03/09/25
Desjardins, Jake	Assistant Football Coach	Kennedy	09/16/24
Johnson, Eric	Assistant Boys Basketball	WCA	12/05/24
Tyson, Quintin	Assistant Football Coach	Crosby	08/28/24

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.2

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Interim Superintendent of Schools notifies the Board of Education of the following grant funded appointments:

Name	*Position/ Location*	*FT/ PT*	*Rate*	*Union*	*Funding Source*	*Effective*
Cohen, Esther	Tutor (Non-Cert) Bais Yaakov	PT	$25/hr	NONB OE	Title I-A 23-25	10/24/24
Collins, Christopher	Hall Monitor Crosby	PT	$15.71/hr	NONB OE	SIG 8 -CHS 24-25	11/07/24
Denihan, Emma	Classroom Assist. Wilson	FT	$21.96/hr	UPSEU 68	Title I DW 24-26	11/07/24
Huang, Shaoshi	Tutor (Certified) Gilmartin	PT	$35/hr	NONB OE	Title I DW 24-26	10/17/24
Muniz, David	Prevention Spec. NEMS	FT	$19/hr	UPSEU 69	Title I DW 24-26	10/24/24
Rivera, Sheyla	Hall Monitor WAMS	PT	$15.71/hr	NONB OE	I-D Magnet WAMS 24-25	11/07/24
Romero, Sandra	Fam/Comm/ Engag. Mngr.	FT	$80,000/ annually	FMAA	Title I DW 24-26	11/12/24
Sotelo, Stephanie	Hall Monitor Wallace	PT	$15.71/hr	NONB OE	Title I-A 23-25	10/10/24
Williams-Coleman, Brittany	Hall Monitor WAMS	PT	$15.71/hr	NONB OE	I-D Magnet WAMS 24-25	11/14/24

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.3

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Interim Superintendent of Schools notifies the Board of Education of the following 21st Century and SDE After School Program Appointments effective immediately:

ACADEMIC ACADEMY			
21st Century	Teacher	Gilday	Michael
21st Century	Teacher	Mirando	Cynthia
21st Century	Teacher	Terenzi	Timothy
BUCKS HILL			
21st Century	Teacher	Qosja	Blerina
21st Century	Rec Specialist	Hernandez	Diana
CHASE			
21st Century	Teacher	Campbell	Lloyd
HOPEVILLE			
SDE	Administrator	Williams	Chelcey
SDE	Teacher	Vinca	Valmira
NORTH END MIDDLE			
SDE	Teacher	Doms	Gregory
SDE	Teacher	Quinones	Adriana
WALSH			
21st Century	Administrator	Acevedo	Paul
21st Century	Administrator	Johnson	Tennyson
21st Century	Administrator	Wilson	Maureen
21st Century	Teacher	Acevedo	Paul
21st Century	Teacher	Bisaillon	Bret
21st Century	Teacher	Holmes	Erin
21st Century	Teacher	Maldonado	Joanne
21st Century	Teacher	O'Neill	Patrick
21st Century	Teacher	Segarra	Israel
21st Century	Teacher	Terenzi	Timothy
21st Century	Teacher	Vargas	Shirelle
WEST SIDE MIDDLE			
21st Century	Rec Specialist	Torres	China

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.4

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Interim Superintendent of Schools notifies the Board of Education of the following Extended School Hour (ESH) Appointments effective immediately:

School	*Last Name*	*First Name*	*Assignment*
Bucks Hill	Morales	Dana	Secretary
Carrington	Steffaro	Melissa	Teacher/Sub Admin
Duggan	Tzepos	Loulia (Julie)	Substitute Teacher
Kingsbury	Guedelha	Norma	Secretary
Walsh	Sargis	Kristen	Teacher
Washington	Ramirez	Inez	Admin
	Fitzgerald	Kris	Secretary
	Gray	Stacy	Teacher
	Dematteis	Jennifer	Teacher
	Santos	Melanie	Teacher
	Albanese	Thomas	Substitute Teacher
	Corbo	Cherie	Substitute Teacher
	Doyle	Kiley	Substitute Teacher
	Kouakou	Sherene	Substitute Teacher
	Maloney	Erin	Substitute Teacher
	Benzinger-Rose	Nicole	Substitute Teacher
	Perez	Eileen	Parent Liaison
	Boccichio	Judith	Para
	Zafar	Ghazala	Para Sub
	Williams	Athena	Para Sub
	Brown	Tim	Substitute Teacher
Wendell Cross	Cullen	Donna	Admin
	Rizzo	Lisa	Teacher
	Gasparri	Michelle	Teacher/Sub Admin
	Murphy	Kelly	Teacher
	Jusino	Jillian	Teacher
	Irizarry	Angelina	Teacher
	Norton	Dianna	Teacher
	Rocco	Margaret	Parent Liaison
	Hicks	Uniquewa	Para

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.5

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Interim Superintendent of Schools notifies the Board of Education of the following miscellaneous appointments:

Employee	*Position/Location*
Santiago, Carlamary	Sub Classroom Assistant – Maloney Before/After Care
Sargis, Kristen	Sub-Teacher – Walsh Priority School 24/25 Before/After
Conroy, Dawn Marie	Fall Show Conductor – WAMS
Vagnini, Marianna	Fall Show Musical Director – WAMS
Byron, Danielle	Teacher – KHS 530 Club
Carroll, Jonathan	Teacher – WHS 530 Club
Kollchku, Nikoleta	Teacher – WCA 530 Club
Purnawasi, Muniram	Teacher – CHS 530 Club
Wainwright-Staton, Karen	Teacher – WAMS 530 Club
DeFrancesco, Nora	Panelist – WCA Mastery Based Credit Panel
Ferrari, Lindsay	Panelist – WCA Mastery Based Credit Panel
Freitas, Ashley	Panelist – WCA Mastery Based Credit Panel
Sejdaras, Benjola	Administrator – WCA Mastery Based Credit Panel
Zappone, Evette	Administrator – WHS Mastery Based Credit Panel
Bonner, Patience	We Are Wallace Advisor
Bunko, Katherine	We Are Wallace Advisor
Caldarone, Paula	We Are Wallace Advisor
Desjardins, Melissa	We Are Wallace Advisor
Demirali, Linda	We Are Wallace Advisor
Forsberg, Megan	We Are Wallace Advisor
Gartman, Alexandera	We Are Wallace Advisor
Geffken, Melissa	We Are Wallace Advisor
Gilday, Michael	We Are Wallace Advisor
Guichardo, Better	We Are Wallace Advisor

Jannetty, Dana	We Are Wallace Advisor
Klein, Jeremy	We Are Wallace Advisor
Krampitz, Paula	We Are Wallace Advisor
Mucciacciaro, Kathryn	We Are Wallace Advisor
Quinlan, Stacey	We Are Wallace Advisor
Sullo, Lisa	We Are Wallace Advisor

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.6

November 21, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Interim Superintendent of Schools notifies the Board of Education of the following miscellaneous resignations:

Name	*Assignment*	*Effective*
Hart, Rebecca	Generali/Grade 1-2 ABA Special Ed	11/27/24
Shurtleff, Christian	Crosby/Social Studies	11/15/24
Thornton, RoseAnne	Reed/Library Media Specialist	12/03/24

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools



COMMUNICATIONS



November 6, 2024 through
November 19, 2024

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

October 21, 2024

Athena Williams
28 Aetna St.
Waterbury, CT 06704

Dear Ms. Williams:

This is to inform you that you are being transferred to the position of Paraprofessional I @ Washington Elementary School in the Department of Education (Req #20240630). Your rate of pay will be $18.87 per hour.

Your start date in this new position will be October 24, 2024.

I hope that you are happy in your new assignment.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd

cc: Board of Education
Wendy Johns, Director of Pupil Services
Inez Ramirez, Principal @ Washington Elem. Schl
File

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

October 21, 2024

Ninoska Lorenzo
42 Melrose Ave.
Waterbury, CT 06705

Dear Ms. Lorenzo:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional I (Req. #20240585) at $18.87 per hour. Please contact Wendy Johns, Director of Pupil Services at (203) 574-8019 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, October 24, 2024 at 9:00 a.m. at the Department of Education Training Room located at 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be October 25, 2024 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. 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,

Nicholle West

Nicholle West
Human Resources Generalist
NW/sd
cc Board of Education
Darren Schwartz, Interim Supt. of Schools
Wendy Johns, Director of Pupil Serv.
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

October 22, 2024

Davon James
19 Eastwood Ave., Apt. 2
Waterbury, CT 06705

Dear Mr. James:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Maintainer I (Req. #20250254) at $17.90 per hour. Please contact Mike Konopka, School Inspector at (203) 574-8000 ext. 11221 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, November 7, 2024 at 9:00 a.m. at the Department of Education Training Room, located in the Chase Municipal Building, 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be November 8, 2024 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. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

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

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/nw
cc Board of Education
Darren Schwartz, Interim Supt. of Schools
Mike Konopka, School Inspector
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

October 24, 2024

Richard Campbell
187 Wolcott St.
Waterbury, CT 06705

Dear Mr. Campbell:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Maintainer I (Req. #20250256) at $17.90 per hour. Please contact Mike Konopka, School Inspector at (203) 574-8000 ext. 11221 with any questions you may have in regards to this position.

Your first day reporting to your new department/supervisor will be October 31, 2024 at your regular scheduled time.

We have scheduled your orientation for Thursday, November 7, 2024 at 9:00 a.m. at the Department of Education Training Room, located in the Chase Municipal Building, 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

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

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist
NW/sd
cc Board of Education
Darren Schwartz, Interim Supt. of Schools
Mike Konopka, School Inspector
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

October 29, 2024

Nathasia Holst
167 Baldwin Ave.
Waterbury, CT 06706

Dear Ms. Holst:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional I (Req. #20240608) at $18.87 per hour. Please contact Wendy Johns, Director of Pupil Services at (203) 574-8019 with any questions you may have in regards to this position.

Your first day reporting to your new department/supervisor will be November 1, 2024 at your regular scheduled time.

We have scheduled your orientation for Thursday, November 7, 2024 at 9:00 a.m. at the Department of Education Training Room located at 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. 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,

Nicholle West

Nicholle West
Human Resources Generalist
NW/sd
cc Board of Education
Darren Schwartz, Interim Supt. of Schools
Wendy Johns, Director of Pupil Serv.
file

The City of Waterbury
Internal Audit Department
235 Grand Street, Waterbury, CT 06702

October 31, 2024

Finance and Audit Review Commission:

The Audit Department has completed the City of Waterbury Follow-up Review of City of Waterbury Cash Audit. Our objective was to determine if recommendations from the 2015 City Cash Audit (Exhibit A) were implemented.

We would like to thank the employees of the Finance Department, Public Works Department, Police Department, IT Department and Corporation Counsel for their cooperation during the process.

The accompanying report is provided for your information. Additional copies of the report will be provided upon your request. This report can also be found on the City of Waterbury's Internal Audit Webpage.

Sincerely,

Joseph Garvis, CPA, CGMA

cc: Honorable Paul K. Pernerewski, Jr., Mayor
Joe Geary, Chief of Staff
Ali DeGirolamo, Mayoral Aide
Jennifer Rose, Executive Secretary, Press Secretary
Mike LeBlanc, Director of Finance
Dan Iarrapino, Director IT
Fernando Spagnolo, Chief of Police
Dave Simpson, Director of Public Works
Angela Juliani, Corporation Counsel
Carrie Swain, Board of Education

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CLERK
BOARD OF EDUCATION

Follow-up Review of City of Waterbury Cash Audit

City of Waterbury

July 18, 2024

Joseph J Garvis, CPA
Director of Internal Audit

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The City of Waterbury
Internal Audit Department
235 Grand Street, Waterbury, CT 06702

July 18, 2024

To: Finance and Audit Review Commission

From: Joseph Garvis, Director of Audit

Subject: Follow-up Review of City of Waterbury Cash Audit.

A. Background Information

At the request of the Finance and Audit Review Commission (FARC), the Internal Audit Department (IAD) conducted a follow-up audit of the Recommendations from the Audit Report dated June 26, 2015 of City of Waterbury (City) Cash Audit.

The objectives of that audit were to determine whether cash handling procedures and internal controls over cash at the City:

- were effectively designed to reduce the risk of loss and/or misappropriation.
- whether internal controls related to safeguarding of cash transactions are adequate including receiving, tracking and recording.
- provide for the efficient use of financial resources

What Was Found

- The Golf Courses were not making daily deposits as required by their contract
- Some revenue got recorded directly into City View while other miscellaneous revenue did not. Separate deposits had to be made for departments that had both City View revenue and miscellaneous revenue.
- There was no cashiering system for some locations collecting only small amounts of revenue on a periodic basis
- For security reasons there were items that should be noted and were noted in the report but nonspecific to a department. In each of these cases, Internal Audit spoke with the Department Head and corrective action was taken. Cash was left unsecured at one location. Cash receipts had not been balanced or reconciled for years.

- Areas where there was no point of sale system (POS) had no record of their revenue to reconcile

- The Mayor was not listed in the endorsement in the definition of an employee and a separate bond had not been obtained. According to the Charter the Mayor's bond shall be set by and lodged with the Finance and Audit Review Commission.
- The Crime policy specifically excluded the Tax Collector and the Assistant Tax Collector

What Was Recommended - Items A through T, below:

A. We recommend that deposits be made timely in accordance with Golf Pros contract terms.	Closed
B. We recommend that the Department of Public Works monitor deposits and formally notice the Golf Pro if deposits are not being made daily and in accordance with contract terms.	Closed
C. We recommend that drivers' licenses be checked for the resident rate.	Closed
D. We recommend that Public Works obtain a copy of the bonds the Golf Pros are required to obtain per their contract terms.	Closed
E. We recommend that departments who use City View contact the information Technology Department to request that their miscellaneous revenues be added to City View system to consolidate their department revenues.	Closed
F. We recommend that miscellaneous accounts be added to the City View system by the Information technology Department so that only one deposit needs to be completed daily. This would also eliminate manual posting by the Finance Department.	Open
G. We recommend that the Police Department continue cross training the parking division officers to collect parking meters and kiosks. These duties should be rotated periodically.	Closed
H. Collections at the kiosks should be placed in a bag along with the report generated from each kiosk. A deposit slip should be prepared without a police officer recounting the coins.	Closed
I. The accountant at the police department must continue to verify each deposit slip to kiosk reports as well as the associated Lawson revenue accounts.	Closed
J. We recommend that the City Wide Cash Control and Procedure Policy be posted on the City's intranet so that it is available to all City employees.	N/A
K. We recommend that each department who receives monies have a clear written policy and procedure document that complies with City Wide Cash Control and Procedure Policy issued by Finance on September 4, 2014.	Open
L. We recommend that each department has a person trained as a backup for the employee whom is designated the task of cash receipts, deposits and the reconciliation process.	

M. We recommend that all employees who handle cash receipts, deposits or are part of the reconciliation process be given the department policy as well as the City Wide Cash Policy and understand their responsibility in the process.	Open
N. The employee approving the deposits should ensure all receipts are accounted for including voids.	
O. We recommend that departments that collect small amounts of revenue have at a minimum a three part, sequentially numbered receipt book.	Open
P. We recommend that Cash be securely locked and never left unattended. If a safe is needed to secure the cash, one should be purchased and secured.	Closed
Q. We recommend that cash receipts be reconciled daily.	
R. We recommend that any department without a POS system to reconcile daily receipts use a triplicate sequentially numbered receipt book.	Closed
S. Internal Audit is obtaining a written opinion from Corporation Counsel to determine whether the Finance Director, Deputy Tax Collector, and Tax Collector are covered by the Crime Policy over their bond limit of $100,000, or if individual bonds are still required for these employees due to the crime policy endorsements.	Closed
T. Internal Audit is obtaining an opinion from Corporation Counsel to determine whether a separate is required for the Mayor or whether he is covered by the Crime Policy.	Closed

A. Detail Follow-up Review Findings

General

Recommendations (above) from the 2015 City Cash Audit (Exhibit A) were not fully implemented (Open). This was due in part to when the 2015 Cash Audit was issued timelines to take corrective action, due dates and responsible parties were not included in that audit. In addition, also to a gap in time when the City Audit Office was vacant. In 2021, IAD did a Special Review of City of Waterbury Internal Audit Process and established reforms in the Internal Audit reporting process which included adding timelines, due dates and responsible parties for recommendations to Audit reports. Also the Special Review included adding database tracking of Audit report(s) recommendations, action plans to the IAD process.

As noted in the Special Review Report If audit recommendations are not implemented within an appropriate time frame risk increases that action plans are delayed or not implemented. In addition If documented processes and software used to collect data are not being used to track open conditions additional time may be required to administer the process and risk increases that open conditions will not be adequately monitored and controlled.

Additional reasons recommendations may not always be implemented are due to a lack of staff resources in Departments audited or Departments lack of resources needed to implement the recommendation(s).

Golf Courses

The City owns two golf courses, East Mountain and Western Hills 18 hole public Facilities. Various fees are charged and collected, golfers pay their fees in the Pro Shop, resident and nonresident fees are charged. We conducted various tests of Pro Shop point of sale transaction reports, bank statements and reconciliations and found Golf Courses were not always making deposits daily in accordance with contract terms.

At the time of our review Management took action to formally notice the Golf Pros that deposits were required to be made daily and in accordance with contract terms.

Recommendations

- We recommend that the Department of Public Works continue to monitor deposits in accordance with Golf Pros contract terms.

  Due Date: Ongoing
  Responsible Person: **Director of Public Works**

CityView

CityView is a part of Harris Computer Systems, a provider of vertical software solutions to the public sector. CityView by Harris Computing is a Software Application Suite consisting of various modules which provide comprehensive tracking and processing of municipal Permitting & Inspections, Code Enforcement Cases, Planning / Zoning / Inland Wetland Applications, and Licensing.

In addition to tracking workflow the required document(s), plan submissions, fees, inspections, reviews, and approvals pertaining to the respective Application / Case are also tracked.

Fees and Payments are tracked through CityView's Cashiering Module which is then used to prepare department's Daily Deposits. CityView Cashiering Reports are reconciled against the Bank Deposit Slip, the Lawson Deposit Slip, and Lawson Reports generated from Crystal Reports.

The City of Waterbury requires all departments that collect revenue to make timely, daily deposits. Many departments collect money over the counter. Most revenue gets recorded directly into CityView while other miscellaneous revenue does not. Departments that collect miscellaneous small amounts of cash not using CityView require a separate deposit be made. As a result currently there are three (3) Departments making two (2) deposits on a daily basis when money is received in the department.

IT Department (IT) informed us that two (2) new miscellaneous fee accounts have been recently created in City View to record Septic Tank Inspections and Repairs miscellaneous fee income which is collected by the Public Health Department. IT is planning to have the new procedure to track these fees and incorporate them into the CityView Deposit in place within the next few weeks.

IT further informed us that one department is not currently using CityView for recording permit fees as their permit process and corresponding workflows are being redesigned. Any permit fees collected by the department are being forwarded to the Department of Public Works (DPW) and being tracked and included in the Public Works Deposit. IT also informed us they are in the initial phase of a long–term project to consolidate as many DPW fees into City View as possible.

IT informed us one other Department not using CityView for miscellaneous revenue uses a software system, Firehouse to track licenses and inspections and record the associated fees in a spreadsheet which is then used for the purpose of recording deposits separate from City View daily deposits.

Recommendations

- We recommend that Finance work with IT to determine which miscellaneous fee accounts to add to the CityView system so that only one deposit needs to be completed daily for a department collecting revenue.

Due Date:
Responsible Persons: **Director of Finance, IT Director**

Parking Kiosks

A certified Police Officer collects the money in the kiosks and a report is generated at the kiosk which lists the detail amounts collected by type of coin and number of receipts issued to users. The kiosk collections are then taken to the parking division office where a certified officer uses a coin counting machine to recount the collections. The coin counting machine has digital display only capability and does not produce any type of hardcopy documented report.

Deposits are prepared there and brought to the bank by a police officer. After the deposits are received by the bank they are processed and recounted by the bank's 3rd party vendor. If there are any variances at that point the City is notified by email. During our review of collections, deposits and reconciliations we noted variances had occurred in deposits, Management also informed us the City had been notified of deposit variances. While procedures may have existed for the follow up and resolution of variances there were no documented procedures that included tracking, investigating, following up on and resolving variances.

Waterbury Police Department (WPD) also informed us a new Officer has been assigned to parking and will be receiving the cross training used to collect parking meters and kiosks and also training to perform other assigned duties in parking operations.

Recommendations

- We recommend that Finance work with WPD to develop documented procedures for tracking, investigating, following up on and resolving deposit variances.

Due Date:
Responsible Person: **Director of Finance, Chief of Police**

Lack of Written Departmental Revenue Collection Policies

The Committee of Sponsoring Organizations of the Treadway Commission (COSO) is an organization that develops guidelines for businesses to evaluate internal controls, risk management, and fraud deterrence. In 1992 (and subsequently re-released in 2013), COSO published the *Internal Control – Integrated Framework*, commonly used by businesses in the United States to design, implement, and conduct systems of internal control over financial reporting and assessing their effectiveness

From COSO Control Activities, Control Activities are the actions established through policies and procedures that help ensure that management's directives to mitigate risks to the achievement of objectives are carried out.

In general departmental procedures should be clearly documented and provide guidelines for day-to-day operations to ensure compliance with Departmental Revenue Collection policies.

Written documented procedures are also useful for training employees and can be used in the event an individual not familiar with department operations needs to perform the necessary operational activities.

From the section titled, What Was Recommended – (above) items L, N and Q should be included in the written policy and procedure document for any Department that collects and processes funds. DPW Management informed us they are in the process of drafting a written departmental policy and procedure revenue collection document.

Recommendations

- We recommend that each department who receives monies have a clear written policy and procedure document that complies with City Wide Cash Control and Procedure Policy issued by Finance on September 4, 2014.

  Due Date:
  Responsible Persons: **Director of Public Works, Chief of Police**

Accounting, Reconciliation

At some departments where small amounts of revenue are collected there were no electronic point of sale systems (POS) used to record revenue.

During our review of departments without an electronic POS system used to reconcile daily receipts we found a triplicate sequentially prenumbered receipt book had not always been used. In general the sequentially prenumbered third copies in receipt books are used as detail records of revenue received in a manual POS system and sequentially prenumbered triplicate copy receipt books should be used as was recommended.

Recommendations

- We recommend that departments that collect small amounts of revenue using manual receipt books have at a minimum a three part, sequentially prenumbered receipt book.
- We recommend that receipt books are centrally issued, tracked and controlled.

Due Date:
Responsible Person: **Director of Finance**

Safe, Vault and Lockbox Operations

Management informed us and we confirmed that one location that had a safe no longer had one during the time facilities at that location were being upgraded. At the time of our review Management informed us and we confirmed a replacement safe for that location has been purchased and installed.

During our review we determined that while various procedures were used the City did not have documented policies and procedures for safe, vault and lockbox operations. The City should have documented policies and procedures for safe/vault and or lockbox operations at all locations where funds are collected and a safe/vault and or lockbox is located. These policies and procedures at a minimum should include the following:

- Safe/vault combinations and or keys should be issued only to individual(s) in operations who have a need to access safes/vaults and or lockbox contents.
- A list should be maintained of all individuals who have been issued safe/vault and or lockbox keys or combinations.
- Safe/vault combinations and or keys should always be maintained in a secure location and never be provided to any other individuals.
- Safe/vault combinations should be changed periodically and in general whenever an individual who has access to the safe/vault separates from service, transfers, or changes job assignments.
- Safes/vaults and or lockboxes should never be left unattended when open and should be locked at all times when not in use.
- Safe/vault and or lockbox contents should be reconciled on a regular basis, if assets are found missing the Department Head should be notified immediately.

Recommendations

- We recommend that cash be securely locked and never left unattended. If a safe is needed to secure cash, one should be installed and secured in a location out of sight of customers.
- We recommend that Finance develop documented oversight policies and procedures for safe/vault and or lockbox operations to be used Citywide.

Due Date:
Responsible Persons: **Director of Finance**

Internal Control Activities

Our Follow up Audit concludes that some recommendations were implemented (Closed) other recommendations were not implemented or fully implemented (Open). As a result the control environment was enhanced for recommendations made that were implemented, however, where recommendations were not implemented or fully implemented unnecessary risks still exist in the control environment.

Recommendations

- We recommend that a review is done and action is taken to implement any Open recommendations included in this report and also any recommendations made in Detail Follow-up Review Findings

Due Date:
Responsible Persons: **Director of Finance, Director of Public Works, Chief of Police, IT Director, Corporation Counsel**

Exhibit A

The City of Waterbury
Sandra L. Mathena, Director of Audit
235 Grand Street, Waterbury, CT 06702
Voice: (203) 573-7890 Email: smathena@waterburyct.org

June 26, 2015

Finance and Audit Review Commission:

The Audit Department has completed the City of Waterbury Cash Audit. Our main objective was to determine whether the cash procedures and internal controls are effectively designed to reduce the risk of loss and/or and misappropriation at all locations within the City and Waterbury Public School System. Another objective was to identify opportunities to improve efficiencies and controls in the cash management process.

In an effort to standardize cash handling procedures, the Finance Department has distributed a City-wide Cash Control Policy & Procedure, detailing key cash processing controls.

We would like to thank the employees of the City and Waterbury Public School System for their cooperation during the audit.

This report was completed with the assistance of Mary Jane Boucher.

The accompanying audit report is provided for your information. Additional copies of the report will be provided upon your request.

Sincerely,

Sandra L. Mathena

Sandra Mathena, CPA, CFE, CIA

cc: Honorable Neil O'Leary, Mayor
Kevin DelGobbo, Senior Advisor
Joe Geary, Chief of Staff
Mike LeBlanc, Director of Finance
David Simpson, Director of Public Works
Daniel J. Iarrapino, Director Department of Information Technology



City of Waterbury
Cash Audit

June 26, 2015

City of Waterbury
AUDIT DEPARTMENT

The City of Waterbury
Audit Department
235 Grand Street, Waterbury, CT 06702
Voice: (203) 573-7890 Email: smathena@waterburyct.org

June 26, 2015

City of Waterbury Cash Audit

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Exhibits

City-Wide Cash Control Policy and Procedure ..... A
General Fund's Departmental Expenditure & Revenue Budget Status Report ..... B
Daily Deposit Reconciliation Package C
Auditee Responses ..... D

Internal Audit will continue auditing cash policies and procedures in each department that we visit in more detail.

B. Internal Audit Department examined the following documents:

1. General Ledger Reports
2. Audited Financial Statements and related notes
3. Any Applicable City Charter Section (s)
4. Waterbury Financial Planning and Assistance Board – Final Report 2007
5. Organization Chart
6. Internal Policies and Procedures
7. Customer receipts
8. Bank Statements
9. Contracts
10. Audit Reports from other localities
11. Best practice information from other localities

C. Internal Audit examined the duties of personnel concerned with cash inflows, outflows, and accounting to ensure that duties are separated.

D. Interviewed Finance and Departmental employees.

E. Reviewed the City-Wide Cash Control Policy and Procedure.

F. Reviewed bank reconciliations.

G. Reviewed management oversight of revenue collection.

III. Background Information

Cash receipts, for the purpose of this review, are defined as cash, credit card payments and checks received and processed by the City of Waterbury and Waterbury Public School System.

In accordance with the Charter of the City of Waterbury, Sec. 7 C-1(l), "Effective on January 1, 2004, the Director of Finance shall assume and may designate to a subordinate employee, the responsibilities of the City Treasurer and may designate to a subordinate employee, the responsibilities of the City Treasurer as set forth in the General Statutes, this Charter and Ordinances."

Finance issued a City-Wide Cash Control Policy and Procedure on September 4, 2014. **Refer to Exhibit A – City-Wide Cash Control Policy and Procedure.** This policy refers to City Charter – Sec. 11F-11. – Penalty for Failure to Account for City Money as follows: "Each officer or agent of the City, or other person, who shall receive or have in his hands any money belonging to the City, shall, daily, unless otherwise provided, pay into the City treasury, and shall cause to be delivered to the Director of Finance and the Director of the Budget, a receipt therefore. If such officer, agent or other person shall fail to pay into the treasury any money so received, or fail to cause such receipts to be delivered to said Director of Finance and Director of the Budget for more than two (2) days after the money shall have been received by him, such officer, agent or other person shall be subject to dismissal."

The Finance department is now sending to each department head on a monthly basis the General Fund's Departmental Expenditure & Revenue Budget Status Report. **Refer to Exhibit B – General Fund's Departmental Expenditure & Revenue Budget Status Report.** This new report is being sent out showing revenue and expenditures which Department Heads are required to review for accuracy. If any irregularities are apparent the Department Head should notify the Finance Director and or the Budget Director for help analyzing the discrepancy.

The Finance Department is currently working on a City-Wide Payroll Policy and Procedure.

Department Collections

Cash is received at various locations within City Hall and at various departments/locations throughout the City. City departments and other collection site locations either deposit funds directly, via transfer to the Tax/Finance Department or through deposit pick-up using an armored car service. All department collections are required to be deposited into a designated City general deposit account, accounted for within the City's Pooled Cash Fund. The City has contracted with an armored car service to pick up deposits at two locations. These pick-ups are located at City Hall and Jefferson Square. The majority of daily deposits are delivered to City Hall and are bagged in a single deposit bag for the courier. All department collections are posted by the Finance Department to the LAWSON general ledger using a "Lawson Deposit Slip" emailed to the Dailydeposits@waterburyct.org when a department has processed a deposit. **Refer to Exhibit C - Daily Deposit Reconciliation Package.** All supervisors in the finance department as well as the Treasury Manager have their Outlook email accounts synced with this email address and are able to track all daily deposits as they are processed. The Treasury Manager also has the ability to track the deposit to the online banking system and pull up an image of the manually prepared deposit slip to confirm that the deposit was executed accurately. The Treasury Manager spot checks deposits on a daily basis. Each department reconciles their deposits to ensure the proper account was charged. If there is a variance, an Accountant II will reclass the deposit. An accountant in the Finance Department prints the cash receipts deposit slips that have been received via email and matches them to the image of the receipted deposit slips received from the banking website. As an additional verification, the daily on-line posting of deposits to the City's general deposit account is matched to the cash receipts

deposit slips received via email to determine if any deposits or deposit documentation are unaccounted for.

Using the printed emails of cash receipt deposit slips, an accountant in the Finance Department, prepares a cash receipts batch for posting of collected revenue in the LAWSON general ledger. The accountant proofs the cash receipts batch edit report and submits the entry for posting. Bank reconciliations are performed on a monthly basis by the Treasurer's assistant. Included in the reconciliation is a review of the frequency of deposits to spot unusual activity (i.e. no deposits for a week) and reconciliations are reviewed by the Treasurer.

IV. General

We visited various locations within the City of Waterbury, including the Board of Education. These locations were processing deposits at different time intervals.

During the audit, we did a walk-through of each department that consisted of tracing transactions step by step and observing the processes used right through the deposit activity. We also observed the other side of the transactions as they flowed through Finance for posting and reconciliation purposes. During the walk-throughs, we advised when necessary improvements to the system were needed.

The City Departments reviewed all had different reporting requirements that require specific decisions to be made by them. Each City Department should institute additional policies and procedures to ensure compliance with the new City-Wide Cash Control Procedure Policy. These procedures should be used to address the potential risk of confusion or possible misunderstanding of requirements for their particular area.

V. Detail Findings

Golf Courses

The City of Waterbury owns two golf courses. The East Mountain and Western Hills Golf Courses are 18 hole public facilities. Various fees are charged and collected such as green fees and cart fees. Golfers pay their fees in the Pro Shop and are given a receipt that is turned over to the starter. Nonresident and resident fees are charged.

The Golf Courses were not making daily deposits as required per their contracts. In one instance, ten deposits were made in one day. Journal entries are systemically generated daily by the POS System used by the Golf Courses. The journal entry should match the daily cash deposit. In the case where ten deposits were made in one day, the journal entries overstated the amount in the bank account on those particular days because the cash did not get to the bank until days later. All receipts, regardless of the type, should be secured immediately. During the review, a letter was sent to the Golf Course Professionals reminding them of their contractual requirements regarding daily deposits.

Recommendations

- We recommend that deposits be made timely in accordance with the Golf Pros contract terms.
- We recommend that the Department of Public Works monitor deposits and formally notice the Golf Pro if deposits are not being made daily and in accordance with the contract terms.
- We recommend that drivers' licenses be checked for the resident rate.
- We recommend that Public Works obtain a copy of the bonds the Golf Pros are required to obtain per their contract terms.

Management Response – Public Works

- On September 22, 2014 this office sent documentation to each of the Golf Professionals reminding them of their responsibilities to make timely deposits as stated within the contract between the Golf Professional and the City of Waterbury.
- The department agrees with this recommendation and has created a Standard Operations Procedure to be followed by the DPW Accountant.
- Staff is expected to verify driver license information. DPW issued SOP regarding this concern. (see attached)
- DPW agrees with this recommendation and does maintain a copy of bonds in the departmental file.

City View

The City of Waterbury requires all departments that collect revenue to make timely, daily deposits. The Finance Department requires each department to deliver the deposit to a designated area for security purposes where the money collected is recorded and locked in a safe awaiting pick up from our armored car service. Finance also requires each department to record/report the deposit and related backup to Finance via email to Dailydeposits@waterburyct.org. The backup consists of the bank deposit slip, Lawson Deposit slip and backup from the system they use to take in the cash. (This may be a system report or a copy of the control spreadsheet they keep.)

Information Technology was contacted to add additional email addresses for different types of deposits. The request was for three additional email boxes. The additions are CityViewDeposits@waterburyct.org, MunisDeposits@waterburyct.org & GolfDeposits@waterburyct.org. These mailboxes are to be used for each respective type of deposit.

Many departments collect money over the counter. Some revenue gets recorded directly into City View while other miscellaneous revenue does not. Departments collect small amounts of cash for copy/map fees. Separate deposits must be made for those departments that have both City View revenue and miscellaneous revenue, thus creating a need for multiple email deposit addresses. The City View deposits get sent to CityViewDeposits@waterburyct.org and the miscellaneous funds go to DailyDeposits@waterburyct.org. Currently they make two deposits on a daily basis when money is received in the department.

A Crystal report was created for City View for reconciliation purposes. This report should be run at the end of each day in which a department collects revenue. The report should be verified to the Cash receipts for the day and submitted as backup for the daily deposit. City View posts to Lawson through an interface.

Recommendations

- We recommend that departments who use City View contact the Information Technology Department to request that their miscellaneous revenues be added to the City View system to consolidate their department revenues.
- We recommend that miscellaneous accounts be added to the City View system by the Information Technology Department so that only one deposit needs to be completed daily. This would also eliminate manual posting by the Finance Department.

Management Response – Information Technology

In response to your management letter findings and recommendations regarding expanding the use of City View to record and manage additional categories of Miscellaneous Revenue fees in various departments, I am pleased to report that this project is already in process and we can implement this capability in departments who use City View soon.

The Board of Aldermen is expected to adopt a FY2016 fee schedule sometime during the next month. Since this part of the adopted budget is an integral part and prerequisite to the addition of Miscellaneous Revenue fees, we have decided that it would be most efficient to wait until the new approved fee schedule is in hand before proceeding with this implementation.

We expect to have the additional fees included in the City View Miscellaneous Revenue function sometime shortly after the beginning of the new fiscal year in July.

Parking Kiosks

A certified Police Officer collects the money in the kiosks and a report is generated at the kiosk which lists the amounts collected. The kiosk collections are then taken to the parking division office where a certified officer recounts the collections. Deposits are prepared there as well and brought to the bank by a police officer.

Recommendations

- We recommend that the Police Department continue cross training the parking division officers to collect parking meters and kiosks. These duties should be rotated periodically.
- Collections at the kiosks should be placed in a bag along with the report generated from each kiosk. A deposit slip should be prepared without a police officer recounting the coins.
- The accountant at the police department must continue to verify each deposit slip to kiosk reports as well as the associated Lawson revenue accounts.

Management Response – Finance

The Finance Department has further investigated the issue of parking division officers needing to recount the kiosk coin collections prior to deposit with the Police Department. They have indicated that the issue has to do with tokens being previously deposited that were not being returned therefor requiring the separation of the tokens prior to deposit via a recounting process. The Finance Department is looking to set up a meeting with the Police Department to evaluate the feasibility of outsourcing the collection and deposit process with the City's armored car deposit pickup service. Utilizing this service would eliminate the need to utilize parking division officers for this function. The Treasury Manager will remind the Police Department of the need to verify each deposit slip to the kiosk report as well as the Lawson revenue reports.

Policies and Procedures

Several departments had clear written policy and procedures for cash handling in their departments while others did not. Having clear written policies and procedures ensures that cash receipts and deposit transactions can be carried out smoothly in the event that the employee responsible for cash collections and deposits is unable to perform the duties. Each department should craft their policy and procedure document to align with the City-Wide Cash Control and Procedure Policy. These policies may vary from department to department based on the various revenue streams collected. The policy should be given to all employees who have a part in cash receipts, bank deposits and reconciliation processes. It should also be included in the departments' Policy and Procedure book and on the departments' shared drive if available. Training another person for back up to the employee responsible for such duties is paramount.

We consulted with Finance for assistance with cash handling and deposit policy. Due to staffing requirements in individual departments, some departments are not able to get required, same day signatures from management. This may result in receipts for a particular day to be delayed; taking an additional day to get to the bank while required signatures are pending.

Recommendations

- We recommend that the City Wide Cash Control and Procedure Policy be posted on the City's intranet so that it is available to all City employees.
- We recommend that each department who receives monies have a clear written policy and procedure document that complies with the City Wide Cash Control and Procedure Policy issued by Finance on September 4, 2014.
- We recommend that each department has a person trained as a backup for the employee whom is designated the task of cash receipts, deposits and the reconciliation process.

- We recommend that all employees who handle cash receipts, deposits or are part of the reconciliation process be given the department policy as well as the City Wide Cash Policy and understand their responsibility in the process.

Management Response - Finance

The Finance Department will post the Cash Control Procedure Policy to the Finance Intranet accessible by all departments. Upon doing so, Finance will notify all departments of its location on the Finance intranet with a recommendation to inform all employees who handle cash to review the posted policy. The Finance Department, upon release, will issue this Cash Audit Report to all Department Heads for review and include a recommendation to document departmental cash management policies and procedures along with the requirement to train a backup employee on each procedure.

Miscellaneous Revenue

Some locations only collect small amounts of revenue on a periodic basis. There is no cashiering system that accounts for these small amounts. These locations should at a minimum use a three part, sequentially numbered receipt book, one copy going to the customer, one to the Finance Department and the other retained by the department. All receipts should be accounted for including voids. Each and every deposit regardless of dollar amount is required to be submitted via email to Dailydeposits@waterburyct.org.

Recommendations

- The employee approving the deposits should ensure all receipts are accounted for including voids.
- We recommend that departments that collect small amounts of revenue have at a minimum a three part, sequentially numbered receipt book.

Management Response – Finance

The Cash Control Procedure Policy speaks in large part to these issues. Distribution of the Policy and Cash Audit Report to Department Heads will serve as a reminder of recommended best practices.

Miscellaneous-Other

For security reasons, there were items that should be noted which are noted here but non-specific to a department. In each of these cases, Internal Audit has spoken with the department head and corrective measures have been taken. Cash was left unsecured at one location. Cash receipts had not been balanced or reconciled for many years. Safes have been purchased to secure revenue until a deposit can be made. Areas where there is no point of sale system (POS) had no record of their revenue to reconcile.

Recommendations

- We recommend that Cash be securely locked and never left unattended. If a safe is needed to secure the cash, one should be purchased and secured.
- We recommend that cash receipts be reconciled daily.
  We recommend that any department without a POS system to reconcile daily receipts use a triplicate sequentially numbered receipt book.

Management Response – Internal Audit

- Internal Audit discussed with Department Heads that cash should be secured until a deposit can be made and never left unattended. If a safe was needed to secure the cash, one was purchased and secured during the audit.
- Internal Audit discussed the new Cash Control Policy and Procedure with Department employees about the requirement of daily reconciliation of cash deposits.
- Corrective measures were taken either a cash register was purchased or three part numbered receipts were instituted.

Management Response – Finance

The Cash Control Procedure Policy speaks in large part to these issues. Distribution of the Policy and Cash Audit Report to Department Heads will serve as a reminder of recommended best practices.

Fidelity Bonds

Fidelity insurance is a type of business insurance that provides protection from monetary or property theft or other employee misconduct that can result in a financial loss. The City of Waterbury has a crime policy with coverage up to one million dollars for employee theft. According to the City Charter "The Mayor, following consultation with the Director of Finance may require bonds, with surety, to said City in such manner and form as the General Statutes or Ordinances shall prescribe, for the faithful performance of the duties of offices for the following officials: the City Clerk, Town Clerk, City Sheriff, Corporation Counsel, Director of Finance, Director of Budget, Purchasing Agent, Treasurer of the Bronson Library fund, Constables, and any and all officers and employees of said City in any department thereof, charged with the custody and control of property, monies, or goods of said City, or the collection or disbursement of the same, as required by the General Statutes, this Charter or ordinances." The Crime Policy contains Endorsement Number 2 which includes the employees and officers listed above.

The Mayor is not listed in the endorsement in the definition of an employee and a separate bond has not been obtained. According to the Charter the Mayor's bond shall be set by and lodged with the Finance and Audit Review Commission. According to Section D.2.A. Insuring Agreements A.1 and A.2 do not cover bonded employees which is defined as the loss caused by any "employee" required by law to be individually bonded.

The Crime Policy specifically excludes the Tax Collector and the Assistant Tax Collector under Section D.2.D. However, endorsement No 1 deletes Item D.2.D. The City has individual fidelity bonds of $100,000 on these individuals.

The importance of Crime policies and Fidelity bonds should never be overlooked as they play a key role in recovering funds due to employee dishonesty. Corporation Counsel, Risk Management and Internal Audit have worked collaboratively to file a claim with our Crime Policy insurer to recover funds that were embezzled by a clerk at the Silas Bronson library in the amount of $339,245.

Recommendations

- Internal Audit is obtaining a written opinion from Corporation Counsel to determine whether the Finance Director, Deputy Tax Collector, and Tax Collector are covered by the Crime Policy over their bond limit of $100,000, or if individual bonds are still required for these employees due to the crime policy endorsements.
- Internal Audit is obtaining an opinion from Corporation Counsel to determine whether a separate bond is required for the Mayor or whether he is covered by the Crime Policy.

CITY OF WATERBURY

CITY-WIDE CASH CONTROL POLICY & PROCEDURE

SEPTEMBER 4, 2014

POLICY

Cash Control Policy

Controls over the receipt of cash and checks should be established by Department/Collection Location and periodically reviewed to ensure that all funds received are properly processed and secured until deposit. Failure to ensure that adequate controls are in place and being followed to promptly record and deposit cash and checks can result in the misplacement or misappropriation of funds. Department management should periodically verify that cash processing policies, procedures and controls are being followed as required.

City Charter - Sec. 11F-11. - Penalty for Failure to Account for City Money

"Each officer or agent of the City, or other person, who shall receive or have in his hands any money belonging to the City, shall, daily, unless otherwise provided, pay into the City treasury, and shall cause to be delivered to the Director of Finance and the Director of the Budget, a receipt therefor. If such officer, agent or other person shall fail to pay into the City treasury any money so received, or fail to cause such receipts to be delivered to said Director of Finance and Director of the Budget for more than two (2) days after the money shall have been received by him, such officer, agent or other person shall be subject to dismissal."

Department Collections

Cash is received at various departments within City Hall and at various departments/locations throughout the City. City departments and other collection site locations either deposit funds directly, via transfer to the Tax/Finance Department or through deposit pick-up using an armored car service. All department collections are required to be deposited into a designated City general deposit account, accounted for within the City's Cash Pool Fund. The City's Treasury Manager provides all department/collection locations with deposit booklets coded by location and stamps to restrictively endorse checks for deposit upon receipt. All department collections are posted by the Finance Department to the LAWSON general ledger using a "Lawson (Revenue Posting) Deposit Slip".

Questions

Contact the City's Finance Director with any questions. Additionally, the City's Internal Auditor can be requested to perform a cash control compliance review to provide an additional level of assurance and guidance. Special conditions may apply to your particular Department that may warrant alternative procedures to ensure proper controls over the receipt of cash and checks.

CASH CONTROL PROCEDURE

Cash Collections

The following general policies exist for the receipt of collections and storage:

- Use of a stand-alone cash register or preferably one that is integrated with a point-of-sale (POS) system is strongly recommended to process and account for the receipt of collections. In the event that use of a cash register is not feasible, pre-numbered carbon copied receipts or ticket stub booklets for event fees must be used to document the audit trail for receipt of cash/checks;
- In all cases the payee or transferor of funds will be issued either a cash register receipt, pre-numbered carbon copy receipt, or ticket stub.
- All checks will be restrictively endorsed for deposit into a City account upon receipt;
- All collections will be properly secured upon receipt;
- As a general practice, the person operating the cash register, point of sale system or receiving the cash/checks should not be the person preparing the deposit;
- Undeposited cash and checks will be properly secured (locked vault or fireproof safe);

Mail Receipts

The following general policies exist for the opening of mail/endorsement of checks:

- Sending in cash payments via mail should be specifically discouraged on all billings issued by the City and in general is discouraged for any payments to be mailed to the City;
- All mail should be opened within a reasonable period of time upon receipt;
- All unopened mail should be properly secured until opened;
- All checks should be restrictively endorsed for deposit into a City account upon opening of the mail;
- As a general practice, the person opening the mail should be someone other than the individual preparing the deposit;
- Undeposited checks and remittances will be properly secured (locked vault or fireproof safe);

CASH CONTROL PROCEDURE *(continued)*

Deposit of Funds

The following general policies exist for the deposit of collections:

1. Count "change bank" funds to be left in register drawer;
2. Count cash/checks removed from cash register;
3. Generate cash register "Z" Report or point of sale (POS) daily collection report;
4. Reconcile counted cash/checks with cash register "Z" Report or POS Report;
5. Prepare deposit slip;
6. Insert deposit slip & cash/checks into deposit bag; Seal deposit bag;
7. Deliver sealed deposit bag directly to bank or transfer location;
8. Prepare Lawson 'Revenue Posting" Deposit Slip

As a general practice, the person preparing the "Deposit Posting & Verification Package" should be someone other than the individual operating the cash register, point of sale system or receiving the cash/checks.

Submission of "Deposit Posting & Verification Package" to Finance

The following Deposit Posting & Verification Package will be compiled, reconciled and submitted to the City's Treasury Manager to support and verify the reconciliation of each deposit:

"Deposit Posting & Reconciliation Package"

A. Lawson "Revenue Posting" Deposit Slip*
B. Bank Deposit Slip
C. Subsidiary Ledger Report (if applicable)
D. Point-of-Sale (POS) Daily Collection Report or Cash Register "Z" Report.

*To be signed by Preparer and Reviewer

After compiling all parts of the "Deposit Posting & Reconciliation Package", scan to a "PDF" file and email to the City's Treasury Manager at dailydeposits@waterburyct.org

City of Waterbury GL Budget Status

FISCAL YEAR 2015, PERIODS 1 - 7
LEVEL 1: 00010 - 00010
LEVEL 2: 00 - 99
LEVEL 3: 0000 - 9999
LEVEL 4: 0000 - 9999
LEVEL 5: 00 - 99
ACCOUNT RANGE: 500000 - 599999
CHART DEPTH: Summary

(ENCUMBRANCES & COMMITMENTS AS OF RUN DATE)

Data as

DEPTH LEVEL 3 SUMMARY

		Original Budget	Current Budget	Actual Expend.	Encumbrances	Commitm
	Personal Services					
511500	Salaried Employees	453,310.00	453,310.00	200,937.83	0.00	(
511653	Longevity	0.00	0.00	550.00	0.00	(
511800	Vacation and Sick Term Payout	0.00	0.00	32,184.09	0.00	(
	Subtotal:	453,310.00	453,310.00	233,671.92	0.00	(
	Purchased Property Services					
543033	Service/Maintenance Contracts-Mi	1,000.00	1,000.00	500.00	0.00	(
	Subtotal:	1,000.00	1,000.00	500.00	0.00	(
	Purchased Other Services					
553000	Communications	51,179.00	51,179.00	2,345.01	2,429.99	(
559002	Printing & Binding	800.00	800.00	362.38	0.00	(
	Subtotal:	51,979.00	51,979.00	2,707.39	2,429.99	(
	Supplies					
561206	Office-Misc	7,000.00	7,000.00	2,018.10	621.46	(
	Subtotal:	7,000.00	7,000.00	2,018.10	621.46	(
	Property					
575200	Office Equipment	1,000.00	1,000.00	29.90	0.00	(
	Subtotal:	1,000.00	1,000.00	29.90	0.00	(
	Other Objects					
589200	Reimbursements	6,000.00	6,000.00	0.00	0.00	(
589900	Dues & Publications	645.00	645.00	498.75	0.00	(
	Subtotal:	6,645.00	6,645.00	498.75	0.00	(
	0401 subtotal:	520,934.00	520,934.00	239,426.06	3,051.45	(

City of Waterbury GL Budget Status

FISCAL YEAR 2015, PERIODS 1 - 7
LEVEL 1: 00010 - 00010
LEVEL 2: 00 - 99
LEVEL 3: 0000 - 9999
LEVEL 4: 0000 - 9999
LEVEL 5: 00 - 99
ACCOUNT RANGE: 500000 - 599999
CHART DEPTH: Summary

(ENCUMBRANCES & COMMITMENTS AS OF RUN DATE)

Data a

DEPTH LEVEL 3 SUMMARY

		Original Budget	Current Budget	Actual Expend,	Encumbrances	Commitr
	Personal Services					
511500	Salaried Employees	862,411.00	862,411.00	455,765.11	0.00	(
511600	Temporary Employees	41,935.00	41,935.00	21,118.02	0.00	(
511650	Overtime	15,000.00	15,000.00	6,049.58	0.00	(
511653	Longevity	350.00	350.00	350.00	0.00	(
	Subtotal:	919,696.00	919,696.00	483,282.71	0.00	(
	Employee Benefits					
529002	Uniform Allowance	1,300.00	1,300.00	423.10	7.85	(
	Subtotal:	1,300.00	1,300.00	423.10	7.85	(
	Purchase Professional Services					
533016	Engineering	5,500.00	5,500.00	4,577.50	0.00	(
539009	Training- Misc	2,000.00	2,000.00	150.00	0.00	(
	Subtotal:	7,500.00	7,500.00	4,727.50	0.00	(
	Purchased Property Services					
543020	Repair and Maintenance-Misc	6,500.00	6,500.00	2,541.70	2,919.34	(
543033	Service/Maintenance Contracts-Mi	18,000.00	18,000.00	15,542.27	1,203.01	(
545006	Electricity	55,000.00	55,000.00	22,683.81	0.00	(
	Subtotal:	79,500.00	79,500.00	40,767.78	4,122.35	(
	Purchased Other Services					
559002	Printing & Binding	1,500.00	1,500.00	150.30	81.20	(
	Subtotal:	1,500.00	1,500.00	150.30	81.20	(
	Supplies					
561204	Emergency/Medical Supplies	105.00	105.00	0.00	0.00	0
569022	Operations-Misc	25,000.00	25,000.00	7,917.18	2,753.35	0
	Subtotal:	25,105.00	25,105.00	7,917.18	2,753.35	0
	Property					
571010	Operations Equipment-Misc	1,200.00	1,200.00	1,022.50	0.00	0
	Subtotal:	1,200.00	1,200.00	1,022.50	0.00	0
	Other Objects					
589200	Reimbursements	500.00	500.00	350.00	0.00	0
589900	Dues & Publications	1,340.00	1,340.00	855.00	0.00	0
	Subtotal:	1,840.00	1,840.00	1,205.00	0.00	0

City of Waterbury GL Budget Status

FISCAL YEAR 2015, PERIODS 1 - 7
LEVEL 1: 00010 - 00010
LEVEL 2: 00 - 99
LEVEL 3: 0000 - 9999
LEVEL 4: 0000 - 9999
LEVEL 5: 00 - 99
ACCOUNT RANGE: 500000 - 599999
CHART DEPTH: Summary

(ENCUMBRANCES & COMMITMENTS AS OF RUN DATE)

Data á

DEPTH LEVEL 3 SUMMARY

	Original Budget	Current Budget	Actual Expend.	Encumbrances	Commitm
0404 subtotal:	1,037,641.00	1,037,641.00	539,496.07	6,964.75	(

City of Waterbury GL Budget Status

FISCAL YEAR 2015, PERIODS 1 - 7
LEVEL 1: 00010 - 00010
LEVEL 2: 00 - 99
LEVEL 3: 0000 - 9999
LEVEL 4: 0000 - 9999
LEVEL 5: 00 - 99
ACCOUNT RANGE: 500000 - 599999
CHART DEPTH: Summary

(ENCUMBRANCES & COMMITMENTS AS OF RUN DATE)

Data a

DEPTH LEVEL 3 SUMMARY

		Original Budget	Current Budget	Actual Expend.	Encumbrances	Commitp
	Personal Services					
511500	Salaried Employees	2,546,343.00	2,546,343.00	1,349,058.36	0.00	
511650	Overtime	210,000.00	210,000.00	138,106.38	0.00	
511653	Longevity	10,810.00	10,810.00	9,860.00	0.00	
511800	Vacation and Sick Term Payout	0.00	0.00	12,219.32	0.00	
511804	Seasonal Wages	599,985.00	599,985.00	404,426.15	0.00	
	Subtotal:	3,367,138.00	3,367,138.00	1,913,670.21	0.00	
	Employee Benefits					
529001	Car Allowance	12,000.00	12,000.00	6,834.80	0.00	
529002	Uniform Allowance	10,300.00	10,300.00	8,426.37	1,847.75	
529003	Meal Allowances	300.00	300.00	0.00	0.00	
	Subtotal:	22,600.00	22,600.00	15,261.17	1,847.75	
	Purchased Property Services					
543002	Extermination Services	3,000.00	3,000.00	1,148.00	1,599.00	
543020	Repair and Maintenance-Misc	65,000.00	65,000.00	39,460.90	10,027.35	20
543033	Service/Maintenance Contracts-Mi	47,100.00	47,100.00	12,222.83	16,949.09	
544002	Building Rental	293,802.00	293,802.00	195,866.06	97,794.04	
545001	Sewer	120,000.00	120,000.00	101,009.56	0.00	
545006	Electricity	536,300.00	536,300.00	272,497.21	3,081.12	
545013	Security/Safety	23,903.00	23,903.00	16,364.38	5,268.05	
545014	Buildings and Grounds Services	4,200.00	4,200.00	1,146.37	1,541.75	
	Subtotal:	1,093,305.00	1,093,305.00	639,715.31	136,260.40	20
	Supplies					
561204	Emergency/Medical Supplies	250.00	250.00	0.00	0.00	0
561206	Office-Misc	250.00	250.00	149.70	0.00	0
561504	Heating Oil	27,762.00	27,762.00	8,742.59	12,624.08	0
561505	Natural Gas	183,000.00	183,000.00	86,991.73	0.00	0
561507	Janitorial Supplies	28,930.00	28,930.00	21,809.63	1,680.00	0
561510	Buildings & Grounds Supplies	58,816.00	58,816.00	34,584.20	8,916.20	0
569006	Agricultural/Horticultural Sup	5,500.00	5,500.00	1,797.83	282.17	0
569010	Recreational Supplies	11,000.00	11,000.00	1,334.00	2,075.67	0
569022	Operations-Misc	43,320.00	70,320.00	17,114.86	17,599.27	1,000

City of Waterbury GL Budget Status

FISCAL YEAR 2015, PERIODS 1 - 7
LEVEL 1: 00010 - 00010
LEVEL 2: 00 - 99
LEVEL 3: 0000 - 9999
LEVEL 4: 0000 - 9999
LEVEL 5: 00 - 99
ACCOUNT RANGE: 500000 - 599999
CHART DEPTH: Summary

(ENCUMBRANCES & COMMITMENTS AS OF RUN DATE)

Data as

DEPTH LEVEL 3 SUMMARY

			Original Budget	Current Budget	Actual Expend.	Encumbrances	Commitm
569031	Auto Parts		6,000.00	6,000.00	2,622.27	460.35	(
		Subtotal:	364,828.00	391,828.00	175,146.81	43,637.74	1,00(
	Other Objects						
589016	Culture/Youth Activities		5,000.00	5,000.00	2,474.50	1,500.00	(
589200	Reimbursements		500.00	500.00	0.00	0.00	(
		Subtotal:	5,500.00	5,500.00	2,474.50	1,500.00	(
		0407 subtotal:	4,853,371.00	4,880,371.00	2,746,268.00	183,245.89	1,20(

City of Waterbury GL Budget Status

FISCAL YEAR 2015, PERIODS 1 - 7
LEVEL 1: 00010 - 00010
LEVEL 2: 00 - 99
LEVEL 3: 0000 - 9999
LEVEL 4: 0000 - 9999
LEVEL 5: 00 - 99
ACCOUNT RANGE: 500000 - 599999
CHART DEPTH: Summary

(ENCUMBRANCES & COMMITMENTS AS OF RUN DATE)

Data a

DEPTH LEVEL 3 SUMMARY

		Original Budget	Current Budget	Actual Expend.	Encumbrances	Commitr
	Personal Services					
511500	Salaried Employees	4,583,097.00	4,583,097.00	2,421,438.90	0.00	
511600	Temporary Employees	202,992.00	202,992.00	127,001.13	3,822.00	
511650	Overtime	462,000.00	462,000.00	232,628.26	0.00	
511653	Longevity	10,125.00	10,125.00	9,775.00	0.00	
	Subtotal:	5,258,214.00	5,258,214.00	2,790,843.29	3,822.00	
	Employee Benefits					
529002	Uniform Allowance	34,646.00	34,646.00	11,481.03	14,751.93	
529003	Meal Allowances	7,700.00	7,700.00	426.00	0.00	
	Subtotal:	42,346.00	42,346.00	11,907.03	14,751.93	
	Purchase Professional Services					
533016	Engineering	76,100.00	76,100.00	10,581.31	60,521.19	
539009	Training- Misc	3,000.00	3,000.00	270.00	0.00	
	Subtotal:	79,100.00	79,100.00	10,851.31	60,521.19	
	Purchased Property Services					
543002	Extermination Services	984.00	984.00	533.00	451.00	
543020	Repair and Maintenance-Misc	235,000.00	235,000.00	105,703.01	24,158.22	1,70
543033	Service/Maintenance Contracts-Mi	21,926.00	21,926.00	7,204.90	2,593.55	
544002	Building Rental	90,000.00	90,000.00	52,500.00	37,500.00	
545002	Water	2,000.00	2,000.00	550.16	0.00	
545003	Recycling	60,000.00	60,000.00	6,986.00	18,544.00	
545004	Sludge Disposal	2,625,000.00	2,625,000.00	1,279,491.17	1,160,171.11	
545005	Snow Plowing	550,000.00	550,000.00	133,133.75	340,191.25	
545006	Electricity	13,974.00	13,974.00	5,296.94	0.00	
545013	Security/Safety	6,860.00	6,860.00	3,153.56	1,911.54	
545014	Buildings and Grounds Services	6,650.00	6,650.00	1,524.04	2,978.28	
	Subtotal:	3,612,394.00	3,612,394.00	1,596,076.53	1,588,498.95	1,70
	Purchased Other Services					
559002	Printing & Binding	1,300.00	1,300.00	237.60	0.00	
	Subtotal:	1,300.00	1,300.00	237.60	0.00	
	Supplies					
561200	Office Supplies	0.00	0.00	9.80	0.00	

City of Waterbury GL Budget Status

FISCAL YEAR 2015, PERIODS 1 - 7
LEVEL 1: 00010 - 00010
LEVEL 2: 00 - 99
LEVEL 3: 0000 - 9999
LEVEL 4: 0000 - 9999
LEVEL 5: 00 - 99
ACCOUNT RANGE: 500000 - 599999
CHART DEPTH: Summary

(ENCUMBRANCES & COMMITMENTS AS OF RUN DATE)

DEPTH LEVEL 3 SUMMARY

Data a

		Original Budget	Current Budget	Actual Expend.	Encumbrances	Commitn
561204	Emergency/Medical Supplies	1,460.00	1,460.00	297.29	1,162.71	
561206	Office-Misc	3,750.00	3,750.00	1,856.98	354.55	
561501	Diesel	625,000.00	625,000.00	289,657.96	121,161.56	
561503	Gasoline	80,000.00	80,000.00	34,923.60	40,746.49	
561504	Heating Oil	41,500.00	41,500.00	24,965.35	14,436.80	9,44
561505	Natural Gas	6,000.00	6,000.00	2,418.14	0.00	
561506	Street Lighting	1,200,000.00	1,200,000.00	566,721.90	0.00	
561507	Janitorial Supplies	2,350.00	2,350.00	456.93	907.18	
561510	Buildings & Grounds Supplies	6,500.00	6,500.00	2,616.42	826.29	30
569001	Salt & Sand	5,000.00	5,000.00	0.00	0.00	
569004	Oils & Lubricants	50,000.00	50,000.00	19,541.14	12,462.25	
569017	Fire Safety	700.00	700.00	0.00	0.00	
569022	Operations-Misc	281,750.00	281,750.00	107,066.78	54,009.73	97
569031	Auto Parts	416,000.00	416,000.00	178,812.61	64,551.36	9,00
	Subtotal:	2,720,010.00	2,720,010.00	1,229,344.90	310,618.92	19,72
	Property					
571010	Operations Equipment-Misc	2,500.00	2,500.00	1,150.91	449.09	
	Subtotal:	2,500.00	2,500.00	1,150.91	449.09	
	Other Objects					
589023	Evictions	69,600.00	69,600.00	40,500.00	22,000.00	
589200	Reimbursements	100.00	100.00	0.00	0.00	
589900	Dues & Publications	2,925.00	2,925.00	450.00	750.00	
	Subtotal:	72,625.00	72,625.00	40,950.00	22,750.00	
	0410 subtotal:	11,788,489.00	11,788,489.00	5,681,361.57	2,001,412.08	21,42

City of Waterbury GL Budget Status

FISCAL YEAR 2015, PERIODS 1 - 7
LEVEL 1: 00010 - 00010
LEVEL 2: 00 - 99
LEVEL 3: 0000 - 9999
LEVEL 4: 0000 - 9999
LEVEL 5: 00 - 99
ACCOUNT RANGE: 500000 - 599999
CHART DEPTH: Summary

(ENCUMBRANCES & COMMITMENTS AS OF RUN DATE)

Data a

DEPTH LEVEL 3 SUMMARY

	Original Budget	Current Budget	Actual Expend.	Encumbrances	Commitr
04 subtotal:	18,200,435.00	18,227,435.00	9,206,551.70	2,194,674.17	22,63

CITY OF WATERBURY REVENUE STATUS

FISCAL YEAR 2015, PERIODS 1 - 7
LEVEL 1: 00010 - 00010
LEVEL 2: 00 -
LEVEL 3: 0000 -
LEVEL 4: 0000 -
LEVEL 5: 00 -
ACCOUNT RANGE: 400000 - 499999
CHART DEPTH: Detail

DEPTH LEVEL 3 SUMMARY (version 07.22.09)

D

		Original Budget	Current Budget	Actual Revenue	Balance
	03 subtotal:	$2,026,750.00	$2,026,750.00	$991,039.60	$1,035,710.40
	Charges for Services				
441018	Record Copy Fees	$250.00	$250.00	$90.00	$160.00
441062	Refuse Disposal Charge	$175,000.00	$175,000.00	$90,564.71	$84,435.29
441068	Sewer Permits	$40,000.00	$40,000.00	$19,235.00	$20,765.00
441088	Building Rental Fees	$18,000.00	$18,000.00	$10,934.79	$7,065.21
441092	Evictions Fees	$10,000.00	$10,000.00	$2,960.00	$7,040.00
	Subtotal:	$243,250.00	$243,250.00	$123,784.50	$119,465.50
	Charges for Services				
461205	Leaf Bag Revenue	$7,500.00	$7,500.00	$190.00	$7,310.00
	Subtotal:	$7,500.00	$7,500.00	$190.00	$7,310.00
	Grant & Contribution NR				
485022	CRRA	$15,000.00	$15,000.00	$0.00	$15,000.00
	Subtotal:	$15,000.00	$15,000.00	$0.00	$15,000.00
	Miscellaneous				
488004	Insurance Carrier Refund	$50,000.00	$50,000.00	$49,688.87	$311.13
488005	Miscellaneous	$75,000.00	$75,000.00	$32,611.08	$42,388.92
488014	Department Charges	$500.00	$500.00	$0.00	$500.00
	Subtotal:	$125,500.00	$125,500.00	$82,299.95	$43,200.05
	Transfers				
499007	Recreational Program Fees	$20,000.00	$20,000.00	$0.00	$20,000.00
	Subtotal:	$20,000.00	$20,000.00	$0.00	$20,000.00
	0401 subtotal:	$411,250.00	$411,250.00	$206,274.45	$204,975.55

Cash Receipts Deposit Slip No#	CR073 0659
Webster Agent Deposit #	3073
Webster Night Drop Bag #	CC00025485
Date	03/06/2015

City of Waterbury
Lawson Deposit Slip
Silas Bronson Library
Webster Bank, National Association
General Fund #0010342704

Silas Bronson Library			Total
Acct. Unit	Account	Description	Amt.
56125	441130	Fines	$ 149.35
56125	441131	Collection Agency	
56125	441132	Lost Book	
56125	441133	Public Print Outs	
56125	441134	Photocopies	
56125	441135	Ear Buds	
56125	441136	Flash Drive	
56125	441137	Replacement Cards	$ 10.00
56125	488020	Bunker Hill	
56125	480012	Refund	
56119	441129	BookSales	$ 1.00
			$ -
			$ -
			$ -
56125	441130	Cash Overage or (Shortage)	$ -
			$ 160.35

Per Bank Slip		
	Cash	$ 126.00
	Coin	$ 4.35
	Check	$ 31.00
	Total	$ 160.35
	Difference-Must be "0"	$ -

Preparer: Anita Lemoine Signature & Title: Anita J. Lemoine Asst

Reviewer: Gary Back Signature & Title: Gary Back Interim Director

Library of [illegible]
DEPOSIT SLIP
Pocket Bank, National Association
Savings Fund 900 [illegible]

S/a 1295 DEPARTMENT 403073
SILAS BRONSON LIBRARY

DEPOSITED SUBJECT TO VERIFICATION AND COLLECTION

	DOLLARS	CENTS
SILS	125	00
COINS	4	35
113	31	00
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
TOTAL	160	35

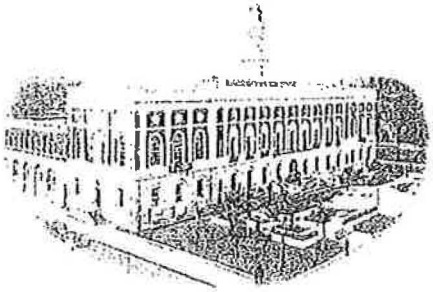
PLEASE BE SURE ALL CHECKS ARE ENDORSED

60 "[illegible]" [illegible]

.L. T. 31	LOST BOOK 441132	TRAK/Public PrintOuts 441133	Photo Copiers 441134	BOOKSALE	BUHLL. 488020	FLASH DRIVE 441136	Ear Buds 441135	REPLACEMENT CARDS & MISCELLANEOUS MONEY 441137	DIFFER.+/-	DEPOSIT	REFUND 488012	VOID
		$38.40		$8.00				$6.00	0.01	$118.20		
		$14.73	$51.30	$8.35				$12.00	even	$144.78		
		$5.00		$2.35					even	$7.35		
				$1.00				$10.00	even	$160.35		
)	$0.00	$58.13	$51.30	$19.70	$0.00	$0.00	$0.00	$28.00	$0.00	$430.68		

00 - 11:00 a.m. due to a power outage. Computers went down on Tuesday, 3/3 @3pm and were down all day Wednesday.

Public Works Response



City of Waterbury

Department of Public Works

June 12, 2015

Sandra Mathena
Internal Audit Department
235 Grand St.
Waterbury, CT 06702

Ms. Mathena,
In response to your comments and recommendations, (included below) related to the City owned Golf Courses the Department of Public Works submits the following;

- We recommend that deposits be made timely in accordance with the Golf Pros contract terms.

  On September 22, 2014 this office sent documentation to each of the Golf Professionals reminding them of their responsibilities to make timely deposits as stated within the contract between the Golf Professional and the City of Waterbury.

- We recommend that the Department of Public Works monitor deposits and formally notice the Golf Pro if deposits are not being made daily and in accordance with the contract terms.

  The department agrees with this recommendation and has created a Standard Operations Procedure to be followed by the DPW Accountant.

- We recommend that drivers' licenses be checked for the resident rate.

  Staff is expected to verify driver license information. DPW issued SOP regarding this concern. (see attached)

- We recommend that Public Works obtain a copy of the bonds the Golf Pros are required to obtain per their contract terms.
  DPW agrees with this recommendation and does maintain a copy of bonds in the departmental file.

Golf Courses

The City of Waterbury owns two golf courses. The East Mountain and Western Hills Golf Courses are 18 hole public facilities. Various fees are charged and collected such as green fees and cart fees. Golfers pay their fees in the Pro Shop and are given a receipt that is turned over to the starter. Nonresident and resident fees are charged.

The Golf Courses were not making daily deposits as required per their contracts. In one instance, ten deposits were made in one day. Journal entries are systemically generated daily by the POS System used by the Golf Courses. The journal entry should match the daily cash deposit. In the case where ten deposits were made in one day, the journal entries overstated the amount in the bank account on those particular days because the cash did not get to the bank until days later. All receipts, regardless of the type, should be secured immediately. During the review, a letter was sent to the Golf Course Professionals reminding them of their contractual requirements regarding daily deposits.

Recommendations

- We recommend that deposits be made timely in accordance with the Golf Pros contract terms.
- We recommend that the Department of Public Works monitor deposits and formally notice the Golf Pro if deposits are not being made daily and in accordance with the contract terms.
- We recommend that drivers' licenses be checked for the resident rate.
- We recommend that Public Works obtain a copy of the bonds the Golf Pros are required to obtain per their contract terms.

Daniel J. Iarrapino
Director of Information Technology

Neil M. O'Leary
Mayor

THE CITY OF WATERBURY
Connecticut

Department of Information Technology

May 28, 2015

Sandra Mathena
Director of Audit
City of Waterbury

RE: City View Miscellaneous Revenue

In response to your management letter findings and recommendations regarding expanding the use of City View to record and manage additional categories of Miscellaneous Revenue fees in various departments, I am pleased to report that this project is already in process and we can implement this capability in departments who use City View soon.

The Board of Aldermen is expected to adopt a FY2016 fee schedule sometime during the next month. Since this part of the adopted budget is an integral part and prerequisite to the addition of Miscellaneous Revenue fees, we have decided that it would be most efficient to wait until the new approved fee schedule is in hand before proceeding with this implementation.

We expect to have the additional fees included in the City View Miscellaneous Revenue function sometime shortly after the beginning of the new fiscal year in July.

236 Grand St. * Waterbury, Connecticut 06702 * (203) 574-6775 * FAX (203) 574-8346 * www.waterburyct.org

Finance Response

OFFICE OF THE DIRECTOR OF FINANCE

THE CITY OF WATERBURY

CONNECTICUT

Date: June 22, 2015

To: Sandra Mathena, Director of Audit

From: Michael LeBlanc, Director of Finance

Don LoRusso, Treasury Manager

Re: Responses to Recommendations Contained in the Director of Audit's City of Waterbury Cash Audit dated April 15, 2015

Parking Kiosks:

Recommendations:

- We recommend that the Police Department continue cross training the parking division officers to collect parking meters and kiosks. These duties should be rotated periodically.
- Collections at the kiosks should be placed in a bag along with the report generated from each kiosk. A deposit slip should be prepared without a police officer recounting the coins.
- The accountant at the police department must continue to verify each deposit slip to kiosk reports as well as the associated Lawson revenue accounts.

Management Response:

The Finance Department has further investigated the issue of parking division officers needing to recount the kiosk coin collections prior to deposit with the Police Department. They have indicated that the issue has to do with tokens being previously deposited that were not being returned therefor requiring the separation of the tokens prior to deposit via a recounting process. The Finance Department is looking to set up a meeting with the Police Department to evaluate the feasibility of outsourcing the collection and deposit process with the City's armored car deposit pickup service. Utilizing this service would eliminate the need to utilize parking division officers for this function. The Treasury Manager will remind the Police Department of the need to verify each deposit slip to the kiosk report as well as the Lawson revenue reports.

Policies and Procedures

Recommendations:

- We recommend that the City Wide Cash Control and Procedure Policy be posted on the City's intranet so that it is available to all City employees.
- We recommend that each department who receives monies have a clear written policy and procedure document that complies with the City Wide Cash Control and Procedure Policy issued by Finance on September 4, 2014.
- We recommend that each department has a person trained as a backup for the employee whom is designated the task of cash receipts, deposits and the reconciliation process.
- We recommend that all employees who handle cash receipts, deposits or are part of the reconciliation process be given the department policy as well as the City Wide Cash Policy and understand their responsibility in the process.

Management Response:

The Finance Department will post the Cash Control Procedure Policy to the Finance Intranet accessible by all departments. Upon doing so, Finance will notify all departments of its location on the Finance intranet with a recommendation to inform all employees who handle cash to review the posted policy. The Finance Department, upon release, will issue this Cash Audit Report to all Department Heads for review and include a recommendation to document departmental cash management policies and procedures along with the requirement to train a backup employee on each procedure.

Miscellaneous Revenue

Recommendations:

- The employee approving the deposits should ensure all receipts are accounted for including voids.
- We recommend that departments that collect small amounts of revenue have at a minimum a three part, sequentially numbered receipt book.

Management Response:

The Cash Control Procedure Policy speaks in large part to these issues. Distribution of the Policy and Cash Audit Report to Department Heads will serve as a reminder of recommended best practices.

Miscellaneous-Other

Recommendations:

- We recommend that Cash be securely locked and never left unattended. If a safe is needed to secure the cash, one should be purchased and secured.
- We recommend that cash receipts be reconciled daily.
  We recommend that any department without a POS system to reconcile daily receipts use a triplicate sequentially numbered receipt book.

Management Response:

The Cash Control Procedure Policy speaks in large part to these issues. Distribution of the Policy and Cash Audit Report to Department Heads will serve as a reminder of recommended best practices.

Exhibit B



Department of Public Works

The City of Waterbury

August 7, 2024

Joseph Garvis
City of Waterbury
Internal Auditor

Mr. Jarvis,

I have reviewed your report related to the handing of cash and process for making regular bank deposits. Your report specifically identified Golf Course deposits.

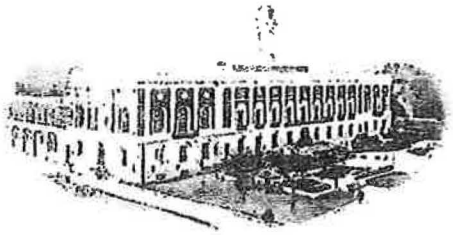
In addition to the language in each of the Golf Course Professionals contract, this office issued and received signed documents confirming the requirements of the city. (Copies included.)

Further, the Department of Public Works will review all current cash control policies throughout the department, update any that may be necessary and train and/or re-train all necessary staff.

David Simpson
Director of Public Works

Inc: Memo to each Golf Professional

WATERBURY



The City of Waterbury
Connecticut
Department of Public Works

TO: Scott Dalesio

FROM: Mark Lombardo, Deputy Director of Public Works

DATE: 7/30/2024

CC: Dave Simpson, Chris Mauro

SUBJECT: Daily Golf Course Deposits

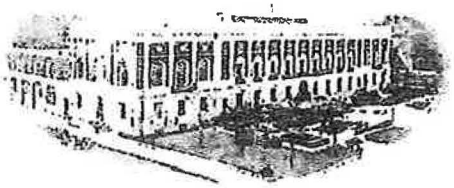
This memo is to serve as a reminder that you as Golf Professional at East Mountain Golf Course are to make daily deposits at the end of each business day as outlined in your contract, section 4.1.13.

4.1.13 The Professional shall be responsible to make daily deposits of all receipts at the end of each business day or if not possible, then the following morning, however, no later than the end of the business day in the following morning. The City shall direct the Professional as to where to deposit said receipts and deposit slips.

Acknowledgment of memo:

Scott Dalesio: Scott Dalesio

Date: 7/30/24



The City of Waterbury
Connecticut
Department of Public Works

TO: James Dean

FROM: Mark Lombardo, Deputy Director of Public Works

DATE: 7/30/2024

CC: Dave Simpson, Chris Mauro

SUBJECT: Daily Golf Course Deposits

This memo is to serve as a reminder that you as Golf Professional at Western Hills Golf Course are to make daily deposits at the end of each business day as outlined in your contract, section 4.1.13.

4.1.13 The Professional shall be responsible to make daily deposits of all receipts at the end of each business day or if not possible, then the following morning, however, no later than the end of the business day in the following morning. The City shall direct the Professional as to where to deposit said receipts and deposit slips.

Acknowledgment of memo:

James Dean: _____

Date: 7-30-24

Joseph Garvis

From: Francis Monahan
Sent: Thursday, October 24, 2024 2:55 PM
To: Michael Ponzillo; Joseph Garvis; Michael LeBlanc; Dave Simpson
Subject: RE: Follow-up Review of City of Waterbury Cash Audit

Sir,

In resolution to the issues that were outlined pertaining to the City of Waterbury Parking Authority in the document titled follow up review of city of Waterbury cash audit dated July 18th 2024 the following steps are being taken by the Waterbury Police Department management team. That after review and meeting with the director of the internal audit Mr. Joseph Garvis. The following topics were discussed and outlined with him in response to the variance of deposits and the protocols to be used in addressing them in time frames and identification of responsible parties. Additionally the following was discussed that the Waterbury Police Department as part of it is accredited tier 2 accreditation requirements set forth by the State of Connecticut we are reviewing and revamping all policies and procedures identified in the Waterbury Police Department duty manual. Based on these items that were brought to our attention they will be addressed in the final submission of this document unfortunately it's a lengthy process in which revisions are needed approvals are needed to be secured and said policies must be reviewed by Corporation Council prior to implementation. Further we must endeavor that they actually meet the standard set forth by the state of Connecticut in terms of receiving the mandatory departmental accreditation. At this time we have the intention of incorporating the procedures outline in the document titled " City Wide Cash Control and Procedure Policy dated September 4, 2014". The management team of the Waterbury Department are striving to complete these policies and additional policies in a careful but timely manner. The final version of our policies and procedures will be taking into account the points that need resolution as identified in this report. This is in addition to points of identified as closed in the report issued by the Director of the internal Audit.

Captain Francis Monahan
Administrative Services
Waterbury Police Department
City of Waterbury
255 East Main Street
Waterbury, CT 06702
fmonahan@wtbypd.org
Office: 203-573-6346

From: Michael Ponzillo <mponzillo@wtbypd.org>
Sent: Wednesday, October 23, 2024 3:53 PM



OFFICE OF THE DIRECTOR OF FINANCE
THE CITY OF WATERBURY
CONNECTICUT

Date: October 29, 2024

To: Joe Garvis, Audit Director

From: Michael LeBlanc, Director of Finance MSL
Don LoRusso, Treasury Manager

Re: Follow-up Review of City of Waterbury Cash Audit

Dear Mr. Garvis,

The Finance Department commits to the following action steps to address the open recommendations contained in your July 18, 2024 Follow-up Review of City of Waterbury Cash Audit.

- Further discussions with the City's IT Director to determine if miscellaneous accounts can be added to the CityView system to allow for one deposit to be prepared daily and to allow for the elimination of a manual posting by the Finance Department.
- Redistribute the City Wide Cash Control and Procedure Policy to all Departments and recommend departments that collect small amounts of revenue use of a minimum three-part, sequentially pre-numbered receipt book.
- The City's Treasury Manager will centrally issue, track and control receipt books.

iLEARN SCHOOLS

Receipt of Charter School Application

This document confirms that the Waterbury Board of Education has received a proposal for the Waterbury Arts and Science Charter School.

Applicant: Dr. Nihat Guvercin, iLearn Schools, Inc.

Date of Submission: November 4, 2024

Time of Submission: 2:50pm

Delivered By: Turan Balik

Signature of Person Delivering: Turan Balik

Received By: [Print] Carrie A. Swain

Title of Person Receiving: Clerk - Board of Educati

Signature of Person Receiving: Carrie A. Swain

Official Stamp or Date of Receipt (if available):

RECEIVED
NOV 04 2024
CLERK
BOARD OF EDUCATION

iLEARN SCHOOLS CENTRAL OFFICE
33-00 Broadway Suite 301, Fair Lawn, NJ 07410 ▪ P: (201) 773-9140 ▪ F: (201) 773-9141 ▪ info@ilearnschools.org

iLS

APPLICATION

FOR STATE CHARTER SCHOOL

Taino CoLAB ACADEMY

RECEIVED
NOV 05 2024
CLERK
BOARD OF EDUCATION

PREPARED FOR
CSDE

PREPARED BY
CoLAB Education



Waterbury, CT

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

The City of Waterbury

Connecticut

Department of Human Resources

Office of the Civil Service Commission

November 6, 2024

Augustus Bailey, Jr.
165 Wood St., Fl. 3
Waterbury, CT 06704

Dear Mr. Bailey, Jr.:

This is to inform you that you are being involuntary demoted to the position of a Food Service Worker (Req. #20240704) in the Department of Education – Food Service.

Your rate of pay in this new assignment will be $18.18 per hour.

Your official start date in this position was November 7, 2024.

If you have any questions, please give me a call at (203) 574-6761.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd

cc: Board of Education
Supt. of Schools
Linda Franzese, Food Service Director
File

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

November 6, 2024

Javier Rivera
155 Newbury St., Apt. 1L
Waterbury, CT 06705

Dear Mr. Rivera:

This is to inform you that your request for a voluntary demotion to a Maintainer I (Req. #20250259) in the Department of Education has been approved. Your rate of pay in this new assignment will be $20.46 per hour.

Your official start date in this position was November 14, 2024.

I hope that you are happy in your new assignment.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd

cc: Board of Education
Darren Schwartz, Interim Supt. of Schools
Mike Konopka, School Inspector
File

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

November 7, 2024

America Mattei
163 Hamden Ave., Apt. D
Waterbury, CT 06704

Dear Ms. Mattei:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Administrative Associate I @ Wilby High School (Req. #20250317) at $17.54 per hour. Please contact Michelle Baker, Principal @ Wilby High School at (203) 574-8100 with any questions you may have in regards to this position.

Your first day reporting to your new department/supervisor will be November 14, 2024 at your regular scheduled time.

We have scheduled your orientation for Thursday, November 21, 2024 at 9:00 a.m. at the Department of Education Training Room located at 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. 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,

Nicholle West

Nicholle West
Human Resources Generalist
CLL/sd
cc Board of Education
Darren Schwartz, Interim Supt of Schools
Michelle Baker, Principal @ Wilby HS
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

November 7, 2024

Tighe Moran
124 Farmington Ave.
Waterbury, CT 06710

Dear Mr. Moran:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Maintainer I (Req. #20250258) at $17.90 per hour. Please contact Mike Konopka, School Inspector at (203) 574-8000 ext. 11221 with any questions you may have in regards to this position.

Your first day reporting to your new department/supervisor will be November 14, 2024 at your regular scheduled time.

We have scheduled your orientation for Thursday, November 21, 2024 at 9:00 a.m. at the Department of Education Training Room, located in the Chase Municipal Building, 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

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

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd
cc Board of Education
Darren Schwartz, Interim Supt. of Schools
Mike Konopka, School Inspector
file

November 8, 2024
Steffi B. Frias
Commissioner, Board of Education
Waterbury, CT

Dear Members of the Waterbury Board of Education and Residents of Waterbury,

It is with a heavy heart that I submit my resignation as a commissioner of the Board of Education, effective today, November 8, 2024.

When I was elected, I was filled with excitement for the opportunity to serve the students, families, and educators of Waterbury, a city I am so deeply connected to. However, shortly after my election, I was presented with a unique and unexpected opportunity to acquire a child care center. Embracing this new venture has allowed me to continue contributing to our community in a different way, yet I've come to realize that it requires a level of time and dedication that has divided my focus. In my commitment to excellence in all I do, I cannot justify giving less than my 100% to this position on the Board, especially when our students and educators deserve nothing short of unwavering dedication.

I want to express my utmost confidence in the capable hands that hold the future of Waterbury's education. Having had the privilege to work alongside our incredible team of commissioners, I can assure the community that Waterbury's Board of Education is led by people who truly care for and advocate for our students, our families, and our educators.

Waterbury will always have my heart, and my dedication to supporting education in our community will remain strong. I am committed to continuing my service in various ways, including through my new child care center, where I hope to make a meaningful impact for Waterbury's families and youngest learners. Through this new role, I look forward to nurturing and empowering the next generation, staying closely connected to the mission of education that I hold so dear.

Thank you for the honor and privilege of serving on this board. I am grateful for the experiences we shared, and I look forward to contributing to our wonderful city in new ways.

With warm regards and sincere appreciation,



Steffi B. Frias

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

November 14, 2024

Frina Velazquez
38 Meadowbrook Dr.
Waterbury, CT 06706

Dear Ms. Velazquez:

Congratulations on your new position with the City of Waterbury. Your name is being certified to the Education Department for the position of Food Service Helper, Req. # (2024001) at $16.12 per hour. Please contact Linda Franzese, Director of Food Service at (203) 574-8035 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, November 21, 2024 at 9:00 a.m. at the Department of Education Training Room located at 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be November 22, 2024 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. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

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

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd
cc Board of Education,
Linda Franzese, Director of Food Service,
Darren Schwartz, Interim Supt. of Schools
File

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

November 14, 2024

Ivelisse Concepcion
72 Fairway Lane
Waterbury, CT 06704

Dear Ms. Concepcion:

Congratulations on your new position with the City of Waterbury. Your name is being certified to the Education Department for the position of Food Service Helper, Req. # (2024001) at $16.12 per hour. Please contact Linda Franzese, Director of Food Service at (203) 574-8035 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, November 21, 2024 at 9:00 a.m. at the Department of Education Training Room located at 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be November 22, 2024 at your regular scheduled time.

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

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist

NW/sd
cc Board of Education,
Linda Franzese, Director of Food Service,
Darren Schwartz, Interim Supt. of Schools
File

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

November 15, 2024

Cynthia Villanueva
259 Ardsley Rd.
Waterbury, CT 06708

Dear Ms. Villanueva:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional I (Req. #20250152) at $18.87 per hour. Please contact Wendy Johns, Director of Pupil Services at (203) 574-8019 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, November 21, 2024 at 9:00 a.m. at the Department of Education Training Room located at 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be November 22, 2024 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. 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,

Nicholle West

Nicholle West
Human Resources Generalist
NW/sd
cc Board of Education
Darren Schwartz, Interim Supt. of Schools
Wendy Johns, Director of Pupil Serv.
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

November 15, 2024

Alexus Templeton
1250 East Main St.
Waterbury, CT 06705

Dear Ms. Templeton:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional I (Req. #20250098) at $18.87 per hour. Please contact Wendy Johns, Director of Pupil Services at (203) 574-8019 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, November 21, 2024 at 9:00 a.m. at the Department of Education Training Room located at 236 Grand Street, 2nd Floor, Room 275 in Waterbury. You must attend this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be November 22, 2024 at your regular scheduled time.

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Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist
NW/sd
cc Board of Education
Darren Schwartz, Interim Supt. of Schools
Wendy Johns, Director of Pupil Serv.
file