Board of Education

REGULAR MEETING

Thursday, December 19, 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/Db4g-u3Pv9Q.

A G E N D A

1. Silent Prayer

2. Pledge of Allegiance to the Flag

3. Roll Call

4. Communications

a) Copy of communications dated November 15, 2024 from Civil Service certifying Damia Rosado Gary and Claritza Claudio for the position of Paraprofessional I.

b) Copy of communications dated November 18, 2024 from Civil Service certifying Bennie Henriquez and Jorge Camacho for the position of Maintainer I; Janay Edwards for the position of Paraprofessional II, and Kendrick Johnson for the position of Maintainer II.

c) Copy of communication dated November 19, 2024 from Civil Service certifying Shahida Yeasmin for the position of Paraprofessional II.

d) Copy of communication dated November 20, 2024 from Civil Service certifying Teuta Rexhepi for the position of Paraprofessional II.

e) Copy of communications dated November 22, 2024 from Civil Service certifying Heidi Coty, Naima Clark, Xiomara Rivera, and Genesis Lora Almonte for the position of Paraprofessional II.

f) Copy of communication dated November 25, 2024 from Civil Service certifying Angelie Gonzalez for the position of Paraprofessional I.

g) Copy of revised communication dated November 25, 2024 from Civil service certifying Genesis Lora Almonte for the position of Paraprofessional II.

h) Copy of communications dated November 25, 2024 from Civil Service certifying Suzan Dennis-Strickland and Mandie Dreher for the position of Cook and Chastity Hernandez as Cook Lead.

i) Email communication dated December 2, 2024 from Hector Navarro regarding his resignation from the Board of Education.

j) Communication dated December 4, 2024 from Paul Buzelli, Chairman of Finance and Audit Review Commission, regarding the Follow-Up Review of City of Waterbury Student Activity Fund Audit.

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 Principal Appointment – Hopeville School.

9.2 Vice Principal Appointment – Reed School.

9.3 Vice Principal Appointment – State Street School.

10. Consent Calendar

10.1 *Committee of the Whole:* Request approval of the 2025/2026 School Year Calendar.

10.2 *Committee of the Whole:* Request approval of the Educational Specifications for the proposed Driggs Elementary School Elevator Project.

10.3 *Committee of the Whole:* Request approval of the Educational Specifications for the proposed Generali Elementary School Elevator Project.

10.4 *Committee of the Whole:* Request approval of the Educational Specifications for the following proposed Tinker Elementary School Elevator Project.

10.5 *Committee of the Whole:* Request approval of the Educational Specifications for the following proposed Wilson Elementary School Elevator Project.

10.6 *Committee of the Whole:* Request approval of Rotella Interdistrict Magnet Schools Operation Plan.

10.7 *Committee on Policy & Legislation:* Request approval of the revised Discipline/School Climate Policy - #5114.

10.8 *Committee on Finance:* Request approval of the revised Tuition Rate Schedule.

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

10.10 *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 a Grant Agreement with ReadyCT for funding for a First Robotics Program.

13. Committee on Grievances – Commissioner Serrano-Adorno

13.1 WTA Grievance 23-24-04.

13.2 WTA Grievance 24-25-01.

14. Interim Superintendent's Notification to the Board

14.1 Athletic appointments:

Name	*Position*	*Location*	*Effective*
Borrelli, Christopher	Assistant Football Coach	CHS	11/04/24
Bush, Charneil	Head Girls Basketball Coach	KHS	12/09/24
Crane, Richard	Head Indoor Track Coach	KHS	12/05/24
Farrey, Zachary	Freshmen Boys Basketball Coach	WCA	12/14/24
Ring, Katherine	Basketball Coach	WSMS	12/10/24

14.2 Grant funded appointments:

Name	*Position/ Location*	*FT/ PT*	*Rate*	*Union*	*Funding Source*	*Effective*
DiCamillo, Donna (re-hire)	Tutor Children's Comm.	PT	$35/hr	NONBOE	Title I-A 23-25	12/02/24
Dinis, Erica (position change)	Parent Liaison Kingsbury	FT	$21.98/hr	UPSEU 69	Title I-DW 24-26	11/21/24
Martinelli, Carla	HR Generalist – BOE Grants	FT	$60,000/ annually	FMAA	Title II-A 24-26	12/12/24

14.3 Extended School Hour (ESH) Appointments effective immediately:

School	*Last Name*	*First Name*	*Assignment*
Bucks Hill	Morales	Dana	Secretary
Kingsbury	McNamara	Morgan	Substitute Teacher
Driggs	Pastore-Quezada	Paula	Teacher
Duggan	D'Alessio	Jennifer	Substitute Administrator

14.4 Rotella Magnet School Session 2 After School appointments:

Name	*Position*	*Name*	*Position*
Parker, Marly	Grade K	DeJesus, Jennifer	Enrichment
Charlton Zené	Grade 1	Hanlon, Rebecca	Enrichment
Monroe, Mary	Grades 2 & 3	Martin, Riley	Enrichment
Lee, Alexus	Grade 4	Sperry, Lyndsy	Enrichment
Philips, Cheryl	Grade 5	Zaccagnini, Krista	Enrichment
Colon, Stephanie	Enrichment		

14.5 Miscellaneous appointments:

Employee	*Position/Location*
Arroyo, Ivet	Recreation Specialist/Chase 21st Century Program
McNamara, Morgan	Teacher/Kingsbury Title IV After School Program
Muratori, Katie	Teacher/Kingsbury Title IV After School Program
Carlson, Ashley	Teacher/CHS Academic Support Program
Gonzalez, Ilea	Lead Teacher/CHS Academic Support Program
Munoz, Angela	Teacher/CHS Academic Support Program
Neal, Cameron	Teacher/CHS Academic Support Program

Bayliss, Michelle	480 Club Instructor/Crosby
Cybart-Persenaire, Alena	480 Club Instructor/Kennedy
DeFrancesco, Nora	480 Club Instructor/Waterbury Career
Franks Blanchard, Lauren	480 Club Instructor/Wilby
Zappone, Evette	480 Club Instructor/Waterbury Arts Magnet
McDonnell, Cassi	Mastery Based Panel Administrator/CHS
Donohue, Kelly	Mastery Based Panel Scorer/CHS
Forte, Diane	Mastery Based Panel Scorer/CHS
Graffam, Korena	Mastery Based Panel Scorer/CHS
Bruch, Franklyn	Mastery Based Panel Scorer/Enlightenment
Loustaunau, Taylor	Mastery Based Panel Scorer/Enlightenment
Poulter, Craig	Mastery Based Panel Scorer/KKH
Lombardi, Kiley	Mastery Based Panel Administrator/WAMS
Gibson, Jaclyn	Mastery Based Panel Scorer/WAMS
Gwiazdoski, Helena	Mastery Based Panel Scorer/WAMS
Rivera, Michael	Mastery Based Panel Scorer/WAMS
Diorio, Jill	WCA Selection Committee
Gefken, Melissa	WCA Selection Committee
Gwiazdoski, Helena	WCA Selection Committee
Miranda, Stephanie	WCA Selection Committee
Parker, Marlene	WCA Selection Committee
Rice, Christine	WCA Selection Committee
Bosques, Julio	Teacher/WMS Commissioners Network STAR Program
Demiraj, Brunilda	Teacher/WMS Commissioners Network STAR Program
Demirs, Emily	Lead Teacher/WMS Commissioners Network STAR Program
Gartman, Alexandera	Teacher/WMS Commissioners Network STAR Program
Geffken, Melissa	Teacher/WMS Commissioners Network STAR Program
Gilday, Michael	Teacher/WMS Commissioners Network STAR Program
Mirando, Cynthia	Teacher/WMS Commissioners Network STAR Program
Thayer, Aaron	Teacher/WMS Commissioners Network STAR Program

14.6 Teacher transfers effective 2025-2026 school year:

CLEAN OPENING VOLUNTARY OCTOBER 2024 POSTING			
Last	*First*	*FROM (previous location)*	*TO (new location)*
Capobianco	Olivia	Gilmartin Special Ed - SCOPE Gr K-5	Chase Special Ed Elem.
DeFeo	Dawn	Duggan PreK Special Ed Co-Taught	Duggan PreK Regular Ed Co-Taught
Karr	Devora	Driggs Special Ed Elem.	Parochial Schools Special Ed - IDEA Gr K-12
Marchak	Nancy	Generali Gr K	Generali Gr 2
Rinaldi	Joseph	Gilmartin Special Ed - SCOPE Gr 3-5	Duggan Special Ed Elem.

Summerfield	Veronica	Rotella Gr 4	NEMS Library Media
Vernon	Tavoyah	Gilmartin School Guidance Counselor	Academic Acad. School Guidance Counselor
CLEAN OPENING VOLUNTARY OCTOBER 2024 POSTING			
Last	*First*	*FROM (previous temporary assignment)*	*TO (new permanent assignment*
Adams	Stacey	DW School Psychologist	DW School Psychologist
Alvarado	Stephany	Bucks Hill Gr 2	Bucks Hill Gr 2
Archambault	Erica	Wilby Science Biology	Wilby Science Biology
Augelli	Martin	Reed Special Ed Gr 4-5	Reed Special Ed Gr 4-5
Augustin	Daveisha	Wallace Science Gr 8	Wallace Science Gr 8
Baez	Clarissa	Bucks Hill Gr 1	Bucks Hill Gr 1
Baker	Adam	CHS School Guid. Couns.	CHS School Guid. Couns.
Bandelloni	Barbara	Generali Special Ed ABA	Generali Special Ed ABA
Barry	Macee	DW School Psychologist	DW School Psychologist
Baumann	Nicole	Wallace Soc. Studies Gr 8	Wallace Soc. Studies Gr 8
Beierle	Karen	WSMS FCS - Culinary	WSMS FCS - Culinary
Bell	Kylie	Driggs Gr K	Driggs Gr K
Bell	Michelle	Duggan Gr 7 Math/Science	Duggan Gr 7 Math/Science
Bello Martinez	Gisela	Bucks Hill Bilingual Gr 1	Bucks Hill Bilingual Gr 1
Besemer	Katie	Duggan Gr 2 Math/Science	Duggan Gr 2 Math/Science
Boucher	Nadia	WMS Spec Ed - Resource	WMS Special Ed - Resource
Brady	James	Wilby Math HS	Wilby Math HS
Brown	Timothy	Washington/Regan Split PE/Health	Washington/Regan Split PE/Health
Brophy	Tiffani	Crosby ESL	Crosby ESL
Bruch	Franklyn	Enlightenment ELA Gr 6-8	Enlightenment ELA Gr 6-8
Burgess	Jared	Duggan ELA GR 8	Duggan ELA Gr 8
Bushka	Kiley	Driggs/Washington Split ESL	Driggs/Washington Split ESL
Cappabianca	Nicole	Wendell Gr 3	Wendell Gr 3
Caruk	David	NEMS Special Ed MS	NEMS Special Ed MS
Cavallo	Andrew	Crosby Math HS	Crosby Math HS
Cegelka	Benjamin	WAMS Visual Art	WAMS Visual Art
Chamberlin	Anna	Generali Art	Generali Art
Chasse	Douglas	Tinker Gr 5	Tinker Gr 5
Chatfield	JoAnne	NEMS ELA Gr 7	NEMS ELA Gr 7
Chouinard	Alyssah	Reed PE/Health	Reed PE/Health
Clemente	Nera	Bucks Hill Special Ed CBL	Bucks Hill Special Ed CBL
Colavolpe	Matti	Bunker Hill Gr 4	Bunker Hill Gr 4
Colon	Aida	Bucks Hill Bilingual Gr 1	Bucks Hill Bilingual Gr 1
Comstock	Steven	Crosby Social Studies HS	Crosby Social Studies HS
Costanzo	Vincent	Crosby PE/Health	Crosby PE/Health
Costello	Christian	NEMS ELA Gr 8	NEMS ELA Gr 8
Crane	Evan	Walsh Gr 5	Walsh Gr 5
Crane	Richard	Kennedy PE/Health	Kennedy PE/Health

Cusano	Vincent	Crosby Math	Crosby Math
Dabkowski	Matthew	International/Regan Split Art	International/Regan Split Art
D'Amico	Audrey	NEMS Math Gr 8	NEMS Math Gr 8
Dapra	Catherine	Wilby Math HS	Wilby Math HS
Dauti	Elvira	Washington Gr K	Washington Gr K
DeFusco	Anna	State Street Special Ed MS	State Street Special Ed MS
Dema	Mirelinda	DW PreK-8 Literacy Facilitator	DW PreK-8 Literacy Facilitator
DeSantis	Jennifer	Reed Music	Reed Music
Desrochers	Namoi	WAMS ELA Gr 8	WAMS ELA Gr 8
Drewry	Paul	WSMS Literacy Facilitator	WSMS Literacy Facilitator
Drost	Mary	Wallace Special Ed	Wallace Special Ed
Drumm	Andrew	Wilby Business	Wilby Business
Feeney-Wallace	Michele	Enlightenment FCS-Economics	Enlightenment FCS-Economics
Fernando	Mihidukuasurys	Washington Special Ed Elem.	Washington Special Ed Elem.
Ferreira	Zachary	Duggan PE/Health MS	Duggan PE/Health MS
Ferreira	Megan	Wendell Soc. Studies Gr 6-8	Wendell Soc. Studies Gr 6-8
Ferreira	Justine	Reed Special Ed Essential Skills	Reed Special Ed Essential Skills
Fino	Eileen	WSMS PE/Health	WSMS PE/Health
Gagliardi	Brett	NEMS PE/Health	NEMS PE/Health
Gannon	Ryan	Wendell Special Ed Resource	Wendell Special Ed Resource
Gartman	Donald	Wallace ELA Gr 8	Wallace ELA Gr 8
Gilmore	Jordan	DW School Psychologist	DW School Psychologist
Giordano	Maureen	Walsh Special Ed SCOPE	Walsh Special Ed SCOPE
Goodrich	Sydney	Sprague Gr 4	Sprague Gr 4
Greene	Gary	Bucks Hill Gr 5	Bucks Hill Gr 5
Grossman	Melissa	Wallace Special Ed	Wallace Special Ed
Gwiazdoski	Andrew	Hopeville ESL	Hopeville ESL
Hill	Connor	Crosby PE/Health	Crosby PE/Health
Hood	Morgan	Wilby ELA HS	Wilby ELA HS
Houle	Marissa	Kingsbury Special Ed IDEA	Kingsbury Special Ed IDEA
Howes	Zachary	NEMS Social Studies Gr 7	NEMS Social Studies Gr 7
Howes	Jamie	Crosby ELA	Crosby ELA
Kampfman	William	Wilby Social Studies HS	Wilby Social Studies HS
Klein	Lauren	Wallace Art	Wallace Art
Kloc	Madison	Generali Gr 3	Generali Gr 3
Kolukisa	Susan	Bucks Hill Annex PreK Special Ed	Bucks Hill Annex PreK Special Ed
Kouakou	Sherene	Washington Gr 1	Washington Gr 1
Kraut	Susan	Wallace Science Gr 7	Wallace Science Gr 7

Kruijs	Ashley	Regan Gr K	Regan Gr K
Kruse	Margaret	Bucks Hill Annex PreK Special Ed	Bucks Hill Annex PreK Special Ed
Kupec	Meghan	Kingsbury Gr 4	Kingsbury Gr 4
LaFavor	Brandon	Wilby World Lang. Spanish	Wilby World Lang. Spanish
Lajara	Anairis	Wilby World Lang. Spanish	Wilby World Lang. Spanish
LeMoult	Amanda	Duggan Gr K Regular Ed Co-Taught	Duggan Gr K Regular Ed Co-Taught
Leonard	Nicole	NEMS ELA Gr 6	NEMS ELA Gr 6
Lewis	James	Crosby Science HS	Crosby Science HS
Liu	Ryan	Wilby ELA HS	Wilby ELA HS
Lloga	Era	WAMS Music HS	WAMS Music HS
Lopez	Melissa	Hopeville Bilingual Gr 1	Hopeville Bilingual Gr 1
Luby	Shannon	Walsh Special Ed Elem.	Walsh Special Ed Elem.
Machol	Cynthia	WAMS ELA Gr 8	WAMS ELA Gr 8
Maloney	Erin	Regan/Washington Split Library Media	Regan/Washington Split Library Media
Marchitto	Cassidy	International Dual Language Gr 2 English	International Dual Language Gr 2 English
Marte	Yaquira	Bucks Hill Bilingual Gr 4	Bucks Hill Bilingual Gr 4
Martin	Melissa	Washington School Guidance Counselor	Washington School Guidance Counselor
Mayo	Karen	DW Social Worker	DW Social Worker
McGuigan	Kaitlyn	Hopeville Special Ed Elem.	Hopeville Special Ed Elem.
McNamara	Morgan	Kingsbury Gr 5	Kingsbury Gr 5
Milano	Regina	WAMS Science Biology	WAMS Science Biology
Morrison	Grant	WAMS Music HS	WAMS Music HS
Morrison Sr.	Montrel	DW Social Worker	DW Social Worker
Nazario	Jonathan	International/Reed Split Music	International/Reed Split Music
Padua	Maria	Maloney Special Ed Elem.	Maloney Special Ed Elem.
Paholsky	Justyna	Driggs Gr 5	Driggs Gr 5
Pastor	Brenda	Carrington Art	Carrington Art
Pelletier	Colleen	Generali Gr 3	Generali Gr 3
Pennacchio	Krista	Generali Gr 2	Generali Gr 2
Perez	Oscar	Wallace Tech Ed Woodshop	Wallace Tech Ed Woodshop
Piacentini	Marc	Duggan Special Ed MS	Duggan Special Ed MS
Potenziani	Elizabeth	Driggs School Guidance Counselor	Driggs School Guidance Counselor
Qosja	Blerina	Bucks Hill/Regan Split ESL Gr K-5	Bucks Hill/Regan Split ESL Gr K-5
Quimby	Thomas	Crosby Math HS	Crosby Math HS
Regan	Diane	Bunker Hill Special Ed Elem.	Bunker Hill Special Ed Elem.
Regimbald	Jeremiah	Chase Music	Chase Music

Rodriguez	Beatriz	Walsh Bilingual Gr K	Walsh Bilingual Gr K
Rodriguez	Jessica	Carrington Special Ed Resource	Carrington Special Ed Resource
Roman	Kaleb	Crosby Science HS	Crosby Science HS
Rosa	James	NEMS Special Ed MS	NEMS Special Ed MS
Rucinski	Matthew	WAMS ELA HS	WAMS ELA HS
Ruel	Cynthia	Washington PreK Special Ed Co-Taught	Washington PreK Special Ed Co-Taught
Salazar	Ashley	Bucks Hill Bilingual Gr 5	Bucks Hill Bilingual Gr 5
Santaniello	Lori	Walsh Music	Walsh Music
Scarduzio	Aimee	Wilby Special Ed CBT	Wilby Special Ed CBT
Schacht	Andrew	Wilby Social Studies HS	Wilby Social Studies HS
Schneider	Rosalinda	Wilson PreK Reg. Ed Co-Taught	Wilson PreK Reg. Ed Co-Taught
Shafer	Melissa	Generali Special Ed Elem.	Generali Special Ed Elem.
Shea	Rebecca	Tinker Special Ed Elem.	Tinker Special Ed Elem.
Sierra	Mileydis	WSMS ELA Gr 7	WSMS ELS Gr 7
Smith-Price	Marceon	Sprague Gr 5	Sprague Gr 5
Soley	Todd	Crosby Science Biology	Crosby Science Biology
Stevenson	Melissa	Hopeville Gr 1	Hopeville Gr 1
Taylor-DiFederico	Sharon	Bunker Hill Pre-K Reg. Ed	Bunker Hill Pre-K Reg. Ed
Theriault	Alexis	Wendell Gr 6	Wendell Gr 6
Tilton	Liam	Gilmartin Soc. Stud. Gr 7-8	Gilmartin Soc. Stud. Gr 7-8
Torres-Jimenez	Soribel	International Dual Language Gr 4 English	International Dual Language Gr 4 English
Tracy	Jennifer	Wendell Gr 5	Wendell Gr 5
Troop	Natasha	Enlightenment ELA HS	Enlightenment ELA HS
Turner	Bethany	WCA Science Chemistry	WCA Science Chemistry
Viera	Caseyanne	Kingsbury Art	Kingsbury Art
Zabin	Tracy	Reed ELA Gr 8	Reed ELA Gr 8
Zinno	Jake	Duggan Math Gr 7-8	Duggan Math Gr 7-8
Zhuta	Arianna	WCA Math HS	WCA Math HS

14.7 Teacher New Hires:

Last	*First*	*Assignment*
Andronaco	Isabelle	Carrington Math Gr 7-8
Callahan	Kevin	Enlightenment PE/Health
Cavallo	Andrew	Crosby Math
Conchado	Corey	Reed Art
Dabkowski	Matthew	International/Regan Split Art
Desrochers	Namoi	WAMS ELA Gr 8
Drewry	Paul	WSMS Literacy Facilitator
Drumm	Andrew	Wilby Business
Goodrich	Sydney	Sprague Gr 4
Hill	Connor	Crosby PE/Health

Houle	Marissa	Kingsbury Special Ed PreK
Kampfman	William	Wilby Social Studies
Liu	Ryan	Wilby ELA
Mayo	Karen	Districtwide Social Worker
Qosja	Blerina	Regan/Bucks Hill Split ESL
Robinson-Lawrence	McKenzie	Sprague Gr 5
Thorpe	Noelle	Wendell ELA Gr 6-8

14.8 Resignations:

Name	*Assignment*	*Effective*
Eckler, Michelle	Supervisor of Technology & Learning	12/30/24
Ferreira, Justine	Reed Special Ed	12/20/24
Gromko, Jill	Bunker Hill Special Ed	12/20/24
Johnson, Melissa	WAMS PE/Health	12/20/24
Munoz, Kelly	NEMS Math	12/20/24
Nowek, Michael	WSMS English Grade 8	12/24/24
Pitcairn-Broughton	Chase Art	12/20/24
Wilson, Allison	Reed PreK Special Ed	12/02/24

14.9 Retirements:

Name	*Assignment*	*Effective*
Calo, Angela	Walsh Literacy Facilitator	06/30/25
Egan, Alzira	Maloney Elementary Writing	06/30/25

15. Committee Chair Reports

16. Adjournment

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON SCHOOL PERSONNEL

Item #9.1

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

_____ as Principal, Hopeville School, effective immediately.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON SCHOOL PERSONNEL

Item #9.2

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

_____as Vice Principal, Reed School, effective immediately.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON SCHOOL PERSONNEL

Item #9.3

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

_____ as Vice Principal, State Street School, effective immediately.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.1

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve of the 2025/2026 School Year Calendar.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.2

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve the Educational Specifications for the proposed Driggs Elementary School Elevator Project.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.3

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve the Educational Specifications for the proposed Generali Elementary School Elevator Project.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.4

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve the Educational Specifications for the following proposed Tinker Elementary School Elevator Project.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.5

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve the Educational Specifications for the following proposed Wilson Elementary School Elevator Project.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.6

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve the Operations Plan for Rotella Interdistrict Magnet School.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.7

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve the revised Discipline/School Climate Policy - #5114.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #10.8

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve of the Tuition Rate Schedule.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #10.9

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

GROUP	**FACILITIES AND DATES/TIMES**
S. Schulte	WAMS apron stage, lg. dance room: March 21 & 22, 4:30pm – 10:00pm and March 23, 10:30am – 3:00pm (production of Harry Potter)
D. Gothbawski	Career Academy café: Friday, December 13, 2:30pm – 6:30pm (Santa's workshop Crafting Fair)
P. Caldarone	CHS auditorium, gymnasium, café: Saturday, February 15, 8:00am-2:00pm (NVL Cheerleading Championship)
K. Mabta	WAMS library: Thursday, January 9, 5:00pm – 7:30pm (FAFSA meeting)
E. Behemann	WAMS café: Tuesday, January 14, 4:45pm – 8:00pm (PTSO/CCRC event for parents & students)
H. Dawes	International multipurpose room: Wednesday, February 19, 4:00pm-8:00pm (Community performance)
Mayor's Office	Gilmartin café: Tuesday, December 10, 5:00pm – 9:00pm (Amazon public Informational meeting)
K. Gaudiosi	Generali café: Saturday, December 14, 9:00am – 1:00pm
*T. Afable	Gilmartin café & gym: Friday, Jan. 17th 5:00 – 8:00 pm (PTO Winter estival)
*A. Magliaro	WAMS large dance studio: 1/7/25 – 2/26/25 2:00 – 5:00 pm (rehearsals for plays – Harry Potter and Pippin)
*Crosby coach	Crosby gym: Saturday, January 18th 9:00am – 4:00pm (city wide cheerleading showcase)
*E. Sheehy	Chase gym & café: Saturday, March 1st 8:30am – 2:30pm (Healthy Minds/Healthy Bodies event)

Goals

SCHOOL PERSONNEL USE ONLY

DATE: 11/13/2024

TO: SCHOOL BUSINESS OFFICE

FROM: Scott Schulte

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

PA - Large Band + Apron Stage

DATES REQUESTED: March 21, March 22, + March 23

3/21 - 3/22 FROM: 4:30 am/(pm) TO: 10:00 am/(pm)

3/23 From: 10:30 am TO 3:00 pm

FOR THE FOLLOWING PURPOSES:

WAMS Theatre Department's production of Harry Potter and the Cursed Child.

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: 11/21/24

TO: SCHOOL BUSINESS OFFICE

FROM: Gottlebowski - WCA

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

NAME OF SCHOOL REQUESTED: Waterbury Career Academy

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: December 13 2024

FROM: 230 am/pm TO: 630 am/pm

FOR THE FOLLOWING PURPOSES:

3rd Annual Santa's Workshop Crafting Fair.

TG - Gottlebowski
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.

Booked

SCHOOL PERSONNEL USE ONLY

DATE: 11-21-24

TO: SCHOOL BUSINESS OFFICE

FROM: P. Caldarone

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

NAME OF SCHOOL REQUESTED: Crosby MS

☑ Auditorium ☑ Gymnasium ☐ Swimming Pool ☑ Café/Rooms

DATES REQUESTED: 2/15/2025

FROM: 8 am/pm TO: 2 am/pm

FOR THE FOLLOWING PURPOSES:

NVL Cheerleading Championship

P Caldarone
APPLICANT

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

Book

SCHOOL PERSONNEL USE ONLY

DATE: 11/25/24

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS - Karen Malota

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 CCRC (Library)

DATES REQUESTED: Thurs. Jan 9, 2025

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

FOR THE FOLLOWING PURPOSES:

FAFSA help with Shannon Trustow from NVCC

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: 11/25/2024

TO: SCHOOL BUSINESS OFFICE

FROM: Eva Behjemann

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 (CCRC)

DATES REQUESTED: January 14, 2025

FROM: 4:45 am/pm TO: 8:00 am/pm

FOR THE FOLLOWING PURPOSES:

PTSO/CCRC event for parents and students called "Winter Crafts."

Eva Behjemann
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: 11/26/24

TO: SCHOOL BUSINESS OFFICE

FROM: Heather Dawes / Michelle LeBrun-Griffin, SERC

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

NAME OF SCHOOL REQUESTED: Roberto Clemente International Dual Language School

☒ Auditorium/ multipurpose Room ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Wednesday, February 19, 2025 (snow date 2/20/25)

FROM: 4 am/(pm) TO: 8 am/(pm)

FOR THE FOLLOWING PURPOSES:

Community performance of "Hecho en Puerto Rico/ Made in Puerto Rico" by Angel Vazquez

State Education Resource Center (SERC)
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

Book

DATE: 11-25-24

TO: SCHOOL BUSINESS OFFICE

FROM: Dave Lepore

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

NAME OF SCHOOL REQUESTED: G. Lmartin

☐ AUDITORIUM ☐ GYMNASIUM ☐ SWIMMING POOL ☑ CAFE ROOMS

DATES REQUESTED: Tues, Dec 10th

FROM 5 am/pm TO 9 am/pm

FOR THE FOLLOWING PURPOSES:

Amazon Public Info Mtg.

DL
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.

Yoder

SCHOOL PERSONNEL USE ONLY

DATE: 11/25/24

TO: SCHOOL BUSINESS OFFICE

FROM: Generali (Kristen Gaudio)

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

NAME OF SCHOOL REQUESTED: Generali

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: 12/14/24

FROM: 9 am/pm TO: 1 am/pm

FOR THE FOLLOWING PURPOSES:

Holiday Breakfast w/ the Grinch

K Gaudio

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: 12/3/24

TO: SCHOOL BUSINESS OFFICE

FROM: Gilmartin Elementary School

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, January 17th, 2024

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

FOR THE FOLLOWING PURPOSES:

Gilmartin PTO Winter Festival for family + parent 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.

Yoke

SCHOOL PERSONNEL USE ONLY

DATE: 12/9/24

TO: SCHOOL BUSINESS OFFICE

FROM: Ms. Magliaro

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

NAME OF SCHOOL REQUESTED: WAMS

LARGE DANCE.

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: 1/7 + 1/8 and 1/9, 1/13 - 1/15, 1/20 + 1/22, 1/27 + 1/29.

2/3 ... 2/5, 2/6, 2/10, 2/12, 2/17 + 2/19, 2/24 + 2/26.

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

FOR THE FOLLOWING PURPOSES:

Rehearsal space for Harry Potter and PIPPIN.

Alicia Gagliaro
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: 12-10-24

TO: SCHOOL BUSINESS OFFICE

FROM: Crosby

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

NAME OF SCHOOL REQUESTED: Crosby

☐ AUDITORIUM ☑ GYMNASIUM ☐ SWIMMING POOL ☐ CAFE/ROOMS

DATES REQUESTED: Saturday January 18th

FROM 9:00 (am)/pm TO 4:00 am/(pm)

FOR THE FOLLOWING PURPOSES:

City Wide Cheerleading Showcase

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.

Book

SCHOOL PERSONNEL USE ONLY

DATE: 12-13-24

TO: SCHOOL BUSINESS OFFICE

FROM: Chase School

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

NAME OF SCHOOL REQUESTED: H.S. Chase School

☐ Auditorium ☒ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: March 1, 2025

FROM: 8:30 am/pm TO: 2:30 am/pm

FOR THE FOLLOWING PURPOSES:
Inter-District Grant Program
Healthy Minds - Healthy Bodies exchange
at Chase School

Elizabeth Sheehy
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.

C:\Users\bfoley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\15871K53\SCHOOL reservation form.doc

Cancel ASL

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #10.10
December 19, 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**			
Shas Illuminated	Crosby aud.: Thurs., Feb. 27th 6-9pm (rehearsal) and			
E. Lander	Sunday, March 2nd 10am -4pm (performance)			
Nonnewaug H.S.	Kennedy pool: 12/55/24 – 3/8/25 Monday thru Friday			
D. Curtin	6:00 – 7:30 pm (swim program)			
Westover School	West Side pool: 12/2/24 – 3/7/25 4:30-6:00 pm (per scheduled dates)			
S. Whittemore	(swim program)			

REQUESTING WAIVERS:		
Special Olympics	Kennedy gym & café: Saturday, March 22, 7:30am-5:00pm	($1,323.)
D. Ford	Career Academy gym & café: Sat., March 22, 7:30am-5:00pm	($1,323.)
	WSMS gym & café: Saturday, March 22, 7:30am-5:00pm	($1,323.)
	Reed School gym & café: Saturday, March 22, 7:30am-5:00pm	($1,323.)
*P.A.L.	Reed gym: Sat. 1/11 – 3/15/25, 9am – 4pm, basketball	($2,940.)
Ofc. M. Andrzejewski	Chase gym: Sat. 1/11 – 3/15/25, 9am – 4pm, basketball	($3,360.)
*Afro Caribbean Cultural Center:	Barnard classroom: 1st and 3rd Saturday each month	
Victoria Encarnacion	1/18/25 – 12/20/25, 2:00 – 5:00 pm	($3,192.)
*P.A.L.	West Side gym: Sundays 1/12 & 1/19 – 2-4pm, 1/26 – 12-2pm	
	2/16, 12-6pm (basketball)	($672.)

GROUPS NOT SUBJECT TO FEES OR WAIVER DUE TO TIME OF USE OR PREVIOUS WAIVER:				
Afro Caribbean Cultural Center	Duggan front driveway- 1st and 3rd Tuesdays of the month			
Victoria Encarnacion	1/7/25 – 12//16/25 8:30am-11:00am CT. Food Share			
Hoops 4 Life	Reed gym: 12/8/24 – 2/27/25 5:30=9:00 pm			
D. Fryer	(basketball program)			
*Neighb. Services of Wtby	Reed café: Thursday, Jan. 23rd 5:00-7:30 pm (community conversation)			
*P.A.L.	Bucks Hill gym	Mon – Fri	6-9pm	12/16-9/15
Ofc. N. Andrzejewsk	Chase gym	Fridays.	6-9pm	12/20-3-15
	Driggs gym	Mon – Fri.	6-9pm	12/16-3/15
	Sprague gym	Mon – Fri.	6-9pm	12/16-3/15
	Walsh gym	Mon – Fri.	6-9pm	12/16-3/15
	Wilson gym	Fridays	6-9pm	12/20-3/15
	Maloney gym	Fridays	6-9pm	12/20-3/15
	Reed gym	Wednesdays	6-9pm	1/15-3/12

Hoops 4 Life D. Fryer	Reed gym: 12/3/24 – 2/27/25 5:30=9:00 pm (basketball program)			
***Neighborhood Housing Services of Wtby.**	**Reed café: Thursday, Jan. 23rd (community conversation)**		**5:00-7:30 pm**	
***P.A.L.**	**Bucks Hill gym**	**Mon – Fri**	**6-9pm**	**12/16-9/15**
Ofc. N. Andrzejewski	**Chase gym**	**Fridays.**	**6-9pm**	**12/20-3-15**
	Driggs gym	**Mon – Fri.**	**6-9pm**	**12/16-3/15**
	Sprague gym	**Mon – Fri.**	**6-9pm**	**12/16-3/15**
	Walsh gym	**Mon – Fri.**	**6-9pm**	**12/16-3/15**
	Wilson gym	**Fridays**	**6-9pm**	**12/20-3/15**
	Maloney gym	**Fridays**	**6-9pm**	**12/20-3/15**
	Reed gym	**Wednesdays**	**6-9pm**	**1/15-3/12**

MONEY COLLECTED TO DATE: **$ 26,629.00**

Draft

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

LICANT Esther Lauder NAME OF ORGANIZATION Shas Illuminated

RESS 25 Olympia Lane Waterbury CT 06704 TELEPHONE # 203-584-0136
(street) (city) (state) (zip code)

OOL REQUESTED Crosby DATES March 2nd ROOM(S) Aud.

NING TIME ~~1:30~~ CLOSING TIME ~~3:30~~ PURPOSE Performance

ISSION (if any) CHARGE TO BE DEVOTED TO

ROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 200 CHILDREN 300

NATURE OF APPLICANT DATE 11/4/24

SON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Esther Lauder 203-5840136 Shani Mebz- 347-525-7150

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

HEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR service per cust

RENTAL FEES:

MISCELLANEOUS FEES: Tech. $55/HR.

CURITY DEPOSIT $ 250.- INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

* Thurs Feb 27 Rehearsal 6-9 PM

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

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

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

ERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

* Sunday, Mar. 2 10AM - 4 PM performance

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

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

LL 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 EPT. 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.

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

PPROVAL DATE

SCHOOL BUSINESS OFFICE

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

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

York

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 Declan Curtin NAME OF ORGANIZATION Nonnewaug HS/Reg. #14

ADDRESS 5 Minortown Rd., Woodbury, CT 06798 TELEPHONE # 203-263-2803
(street) (city) (state) (zip code)

SCHOOL REQUESTED Kennedy DATES 12/5/24-3/8/25 ROOM(S) Pool / Locker Room

OPENING TIME 6pm CLOSING TIME 7:30pm PURPOSE Swim practice & meets

ADMISSION (if any)_____ CHARGE TO BE DEVOTED TO_____

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

SIGNATURE OFAPPLICANT_____ DATE_____

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Abby Walsh, 36 Clearview Circle, 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._____(PLEASE INITIAL)

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

RENTAL FEES:_____

MISCELLANEOUS FEES:_____

SECURITY DEPOSIT $ 250.00 INSURANCE COVERAGE ✓ YES_____ NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3462

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.

JR

Monday thru Friday 6 - 7:30 pm

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 Siobhan Whittemore NAME OF ORGANIZATION Westover School

ADDRESS 1237 Whittemore Rd, Middlebury, CT, 06762 TELEPHONE # 203-577-4557
(street) (city) (state) (zip code)

SCHOOL REQUESTED Public School pools DATES 11/21 - 3/7/25 ROOM(S) Pool

OPENING TIME 4:30pm CLOSING TIME 6:00 pm PURPOSE Swim team practice + Meets See attached schedule

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2 CHILDREN 15-20

SIGNATURE OFAPPLICANT Siobhan Whittemore DATE 10/07/24

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. (PLEASE INITIAL)

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

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ 1250.- INSURANCE COVERAGE X YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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.

West Side Pool
12/2/24 -
3-7-25

* see Attached Schedule

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

Westlake

Winter

Date	TIME	LOCATION
Mon 12/2	4:30-6:00p	
Tue 12/3	4:30-6:00p	
Wed 12/4	3:00-4:30p	
Thurs 12/5	4:30-6:00p	
Fri 12/6	4:30-6:00p	
~~12/7/2024 (WI)~~	1:00-3:00p?	
Mon 12/9	4:30-6:00p	
Tue 12/10	4:30-6:00p	
Wed 12/11	3:00-4:30p	
Thurs 12/12	4:30-6:00p	
Fri 12/13	No Pool	
Sat 12/14	1:00-3:00p?	
Mon 12/16	4:30-6:00p	
Tue 12/17	4:30-6:00p	
Wed 12/18	No Pool	Swim Meet Away
Thurs 12/19	4:30-6:00p	
Fri 12/20	4:30-6:00p	
Sat 12/21	No Pool	Winter Break
Fri 1/10	No Pool	Winter Break
Sat. 1/11	No Pool	Winter Break
Mon 1/13	4:30-6:00p	
Tue 1/14	4:30-6:00p	
Wed 1/15	No Pool	Swim Meet Away
Thurs 1/16	4:30-6:00p	
Fri 1/17	4:30-6:00p	
Sat. 1/18	1:00-3:00p?	
Mon 1/20	No Pool	MLK Day
Tue 1/21	4:30-6:00p	
Wed 1/22	3:00-4:30p	
Thurs 1/23	4:30-6:00p	
Fri 1/24	4:30-6:00p	
SAT 1/25 (WI)	2:00-4:00p? Home Meet	
Mon 1/27	4:30-6:00p	
Tue 1/28	4:30-6:00p	
Wed 1/29	No Pool	Swim Meet AWAY
Thurs 1/30	4:30-6:00p	
Fri 1/31	4:30-6:00p	
Sat 2/1 (WI)	No Pool	Swim Meet AWAY
Mon 2/3	No Pool	Long Weekend
Tue. 2/4	4:30-6:00p	
Wed 2/5	3:00-4:30p	

~~Kennedy Pool~~ when possible

Westside all other days

WSMS Pool 4:30-6pm

Westover

Thurs 2/6	4:30-6:00p	
Fri 2/7	4:30-6:00p	
Sat 2/8 (WI)	2:00-4:00p? Home Meet	
Mon 2/10	4:30-6:00p	
Tue 2/11	4:30-6:00p	
Wed 2/12	3:00-4:30p	
Thurs 2/13	4:30-6:00p	
Fri 2/14	4:30-6:00p	
Sat 2/15 (W)	No Pool	Swim Meet AWAY
Mon 2/17	4:30-6:00p	
Tue 2/18	4:30-6:00p	
Wed 2/19	No Pool	Swim Meet AWAY
Thurs 2/20	4:30-6:00p	
Fri 2/21	4:30-6:00p	
Sat 2/22	1:00-3:00p?	
Mon 2/24	4:30-6:00p	
Tue 2/25	4:30-6:00p	
Wed 2/26	3:00-4:30p	
Thu 2/27	4:30-6:00p	
Fri 2/28	4:30-6:00p	
Sat 3/1	1:00-3:00p?	
Mon 3/3	4:30-6:00p	Community Awards
Mon 3/4	4:30-6:00p	
Wed 3/5	3:00-4:30p	
Thurs 3/6	4:30-6:00p	
Fri 3/7	4:30-6:00p	
Sat 3/8	No pool	NEPSACs
Sun 3/9	No pool	NEPSACs

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

Book

APPLICANT Derrick Ford NAME OF ORGANIZATION Special Olympics

ADDRESS 2666 State St. Hamden CT 06517 TELEPHONE # 203 230 1201 EXT 272
(street) (city) (state) (zip code)

SCHOOL REQUESTED Kennedy HS DATES March 22, 2025 ROOM(S) Gym + Cafe

OPENING TIME 7:30 am CLOSING TIME 5:00 pm PURPOSE Basketball Tournament

ADMISSION (if any) none CHARGE TO BE DEVOTED TO —

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 150 CHILDREN

SIGNATURE OFAPPLICANT Derrick Ford DATE 11-25-2024

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

Same as above

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

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR SERVICE PER. CUST. (3) ($1,323.)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ 250.- INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ _____
SCHOOL BUSINESS OFFICE

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

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

USE OF SCHOOL FACILITIES
WAIVER REQUEST

(to be submitted with Use of Building Permit)

APPLICANT/ORGANIZATION: Special Olympics

Please check below specific item(s):

Building Usage Fees ☑ Custodial Fees ☑

SCHOOL/ROOMS REQUESTED: Kennedy High School

DATE(S): March 22, 2025 TIMES: 7:30A - 5:00P

DATE(S): March 23, 2025 (Rain/Snow Date) TIMES:

DATE(S): TIMES:

DATE(S): TIMES:

DATE(S): TIMES:

DATE(S): TIMES:

11-25-2024
Date

Derrick for
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$	$ 1323.00	$
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 Derrick Ford NAME OF ORGANIZATION Special Olympics

ADDRESS 2666 State St. Hamden CT 06517 TELEPHONE # 203 230 1201 EXT 272
(street) (city) (state) (zip code)

SCHOOL REQUESTED Career H.S DATES March 22, 2025 ROOM(S) Gym + Cafe

OPENING TIME 7:30 am CLOSING TIME 5:00 pm PURPOSE Basketball Tournament

ADMISSION (if any) none CHARGE TO BE DEVOTED TO —

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 150 CHILDREN

SIGNATURE OFAPPLICANT Derrick Ford DATE 11-25-2024

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

Same as above

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

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR service per cust. (3) ($1323.)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ $250.- INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ _____
SCHOOL BUSINESS OFFICE

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

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

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

APPLICANT/ORGANIZATION: Special Olympics

Please check below specific item(s):

Building Usage Fees ☑ Custodial Fees ☑

SCHOOL/ROOMS REQUESTED: Career High School

DATE(S): March 22, 2025 TIMES: 7:30A - 5:00p

DATE(S): March 23, 2025 (Rain/Snow Date) TIMES:

DATE(S): TIMES:

DATE(S): TIMES:

DATE(S): TIMES

DATE(S): TIMES:

11-25-2024
Date

Derrick Fe
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$	$ 1323.00	$
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 Derrick Ford NAME OF ORGANIZATION Special Olympics

ADDRESS 2666 State St. Hamden CT 06517 TELEPHONE # 203 230 1201 EXT 272
(street) (city) (state) (zip code)

SCHOOL REQUESTED West Side DATES March 22, 2025 ROOM(S) Gym + Cafe

OPENING TIME 7:30 AM CLOSING TIME 5:00pm PURPOSE Basketball Tournament

ADMISSION (if any) NONE CHARGE TO BE DEVOTED TO —

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 150 CHILDREN

SIGNATURE OFAPPLICANT Derrick Ford DATE 11-25-2024

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

Same as above

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

(3) ($1,323)

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

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ 250.00 INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ _____
SCHOOL BUSINESS OFFICE

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

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

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

APPLICANT/ORGANIZATION: Special Olympics

Please check below specific item(s):

Building Usage Fees ☑ Custodial Fees ☑

SCHOOL/ROOMS REQUESTED: West Side Middle School

DATE(S): March 22, 2025 TIMES: 7:30A - 5:00P

DATE(S): March 23, 2025 (Rain/Snow Date) TIMES:

DATE(S): TIMES:

DATE(S): TIMES:

DATE(S): TIMES:

DATE(S): TIMES:

11-25-2024
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$	$ 1,323.00	$
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 Derrick Ford NAME OF ORGANIZATION Special Olympics

ADDRESS 2666 State St. Hamden CT 06517 TELEPHONE # 203 230 1201 EXT 272
(street) (city) (state) (zip code)

SCHOOL REQUESTED Reed DATES March 22, 2025 ROOM(S) Gym + Cafe

OPENING TIME 7:30 AM CLOSING TIME 5:00pm PURPOSE Basketball Tournament

ADMISSION (if any) NONE CHARGE TO BE DEVOTED TO —

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 150 CHILDREN

SIGNATURE OFAPPLICANT Derrick Ford DATE 11-25-2024

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

Same as above

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

(3) ($1,323.)

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

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ 250. INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ _____
SCHOOL BUSINESS OFFICE

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

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

USE OF SCHOOL FACILITIES
WAIVER REQUEST

(to be submitted with Board of Building Permit)

APPLICANT/ORGANIZATION: Special Olympics

Please check below specific item(s):

Building Usage Fees ☑ Custodial Fees ☑

SCHOOL/ROOMS REQUESTED: Reed Middle School

DATE(S): March 22, 2025 TIMES: 7:30A - 5:00P

DATE(S): March 23, 2025 (Rain/Snow Date) TIMES:

DATE(S): TIMES:

DATE(S): TIMES:

DATE(S): TIMES

DATE(S): TIMES:

11-25-2024
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$	$ 1,323.00	$
Building Usage Fees	Custodial Fees	Security Deposit

BOARD USE ONLY

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

ATTEST _____
Clerk, Board of Education

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

APPLICANT Nicholas Andrzejewski NAME OF ORGANIZATION Waterbury PAL

ADDRESS 64 Division St (street) (city) 06704 (state) (zip code) TELEPHONE #

SCHOOL REQUESTED Reed DATES 1/11 - 3/15/25 ROOM(S) Gym

OPENING TIME 9am CLOSING TIME 4pm PURPOSE Basketball

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 6 CHILDREN 45

SIGNATURE OF APPLICANT [signature] DATE 12/6/24

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. NA (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR service ($2,940.)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE / YES NO

PLEASE READ THE FOLLOWING CAREFULLY

Saturdays 9AM-4pm

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: Nicholas Andrzejewski / Waterbury PAL

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Reed Gym

DATE(S): 1/11 - 3/15/25 TIMES: 9AM - 4pm

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

_____ Date

_____ Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$ _____ Building Usage Fees

$ 2,940.00 Custodial Fees

$ _____ Security Deposit

BOARD USE ONLY

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

ATTEST: _____

Clerk, Board of Education

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

APPLICANT Nicholas Andrzejewski NAME OF ORGANIZATION Waterbury PAL

ADDRESS 64 Division St (street) (city) 06704 (state) (zip code) TELEPHONE #

SCHOOL REQUESTED Chase DATES 1/11 ~ 3/15/25 ROOM(S) Gym

OPENING TIME 9 Am CLOSING TIME 4 pm PURPOSE Basketball

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 6 CHILDREN 45

SIGNATURE OF APPLICANT [signature] DATE 12/6/24

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. NA (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

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.

Saturdays
1/11/25 - 3/15/25

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: Nicholas Andrzejewski / Waterbury PAL

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Chase Gym

DATE(S): 1/11 - 3/15/25 SaT. TIMES: 9 AM - 4 pm

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

12-9-24
Date

[signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$ _____ Building Usage Fees

$ 3,360.00 Custodial Fees

$ _____ Security Deposit

BOARD USE ONLY

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

ATTEST: _____
Clerk, Board of Education

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

APPLICANT Victoria Encarnacion NAME OF ORGANIZATION Afro Caribbean Cultural Center

ADDRESS 158 Grand St (street) Waterbury (city) CT (state) 06702 (zip code) TELEPHONE # 203-437-8058

SCHOOL REQUESTED Barnard/Adulted DATES 1st & 3rd Saturdays ROOM(S) Classroom

OPENING TIME 2:00 pm CLOSING TIME 5:00 pm PURPOSE Community Organizing & outreach

ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 50 / 25 CHILDREN 100

SIGNATURE OFAPPLICANT DATE 11/21/24

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. (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR SERVICE ($3,192)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ 250.00 INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

1ST & 3RD Saturdays

* START Date Jan. 18th To Dec. 20, 2025

** NO USE IN July & August

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: AFROCaribbean Cultural Ctr.

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☑

SCHOOL/ROOMS REQUESTED: Barnard

DATE(S): 1ST + 3RD Saturday TIMES: 2pm - 5pm

DATE(S): Jan 18 thru Dec. 5th TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

DATE(S): _____ TIMES: _____

12-12-24.
Date

_____
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$ _____ Building Usage Fees

$ 3,192.00 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 Nicholas Andrzejewski NAME OF ORGANIZATION Waterbury PAL

ADDRESS 64 Division St (street) (city) (state) 06704 (zip code) TELEPHONE # 203-346-3921

SCHOOL REQUESTED WSMS DATES See Below ROOM(S) Gym

OPENING TIME ..... CLOSING TIME ..... PURPOSE Basketball

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 6 CHILDREN 45

SIGNATURE OF APPLICANT [signature] DATE 12/13/24

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. N/A (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: $42/HR plus 1 HR service ($672.00)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE ✓ YES NO Sundays

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.

Jan. 12 2-4pm
" 19 2-4pm
" 26 12-2pm
Feb. 16 12-6pm

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: Nicholas Andrzejewski / Waterbury PAL

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: West Side

DATE(S): Jan. 12	TIMES: 2-4 pm
DATE(S): 19	TIMES: 2-4 pm
DATE(S): 26	TIMES: 12-2 pm
DATE(S): Feb. 16	TIMES: 12-6 pm
DATE(S):	TIMES:
DATE(S):	TIMES:

12-13-24
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

Building Usage Fees	Custodial Fees	Security Deposit
$	$ 672.00	$

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

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 Victoria Encarnacion NAME OF ORGANIZATION Afro Caribbean Cultural Center

ADDRESS 158 Grand St (street) Waterbury (city) CT (state) 06702 (zip code) TELEPHONE # 203-437-8058

SCHOOL REQUESTED Duggan DATES ~~1/1/24 - 12/16/25~~ Alternate start dates ROOM(S) Front Driveway / Culde sac

OPENING TIME 8:30am CLOSING TIME 11:00 AM PURPOSE CT Food Share distribution

ADMISSION (if any) N/A CHARGE TO BE DEVOTED TO —

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 200 CHILDREN

SIGNATURE OFAPPLICANT [signature] DATE 11/21/2024

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

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

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN **HOUSE.**

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

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

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

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PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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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

START 1-7-25
End 12-16-25
1ST & 3RD
TUESDAY
8:30 AM - 11 AM

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 JENEEN FRYER NAME OF ORGANIZATION Hoops4Life, Inc

ADDRESS 174 Grand St (street) Wtby (city) CT (state) 06702 (zip code) TELEPHONE # 203 252-4576

SCHOOL REQUESTED Johnathan Reed DATES See Attachment ROOM(S) Gym

OPENING TIME 5:30 - CLOSING TIME 9:00p PURPOSE Games, practices

ADMISSION (if any) 0 CHARGE TO BE DEVOTED TO 0

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

SIGNATURE OFAPPLICANT Jeneen Fryer DATE 11/1/2024

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:
Randy Brooks (203) 437-2205 - 4 Orange Street

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

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT $_____ INSURANCE COVERAGE _____YES _____NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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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

WAIVER REQUEST

(to be submitted with each Building Permit)

APPLICANT/ORGANIZATION: Hoops4Life, Inc.

Please check below specific item(s):

Building Usage Fees ☐ Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: Johnathan Reed (Gym)

DATE(S): ~~11/26~~ ~~12/3~~ 12/5 12/10	TIMES: 5:30p - 9p
DATE(S): 12/12 12/13 12/17 12/18 12/19	TIMES: 5:30p - 9p
DATE(S): 1/2 1/3 1/7 1/9 1/14 1/16 1/21	TIMES:
DATE(S): 1/22 1/23 1/28 1/30 2/4	TIMES:
DATE(S): 2/6 2/11 2/13 ~~2/18~~ 2/19	TIMES:
DATE(S): 2/25 2/27	TIMES:

11/7/2024
Date

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

$ _____	$ _____	$ _____
Building Usage Fees	Custodial Fees	Security Deposit

BOARD USE ONLY

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

ATTEST: _____
Clerk, Board of Education

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

CONTRACT#

APPLICANT Ian Blake NAME OF ORGANIZATION Neighborhood Housing Services of Waterbury

ADDRESS 193 Grand st., 3rd floor, Waterbury, CT 06702 TELEPHONE # 203.753.1896
(street) (city) (state) (zip code)

SCHOOL REQUESTED J. Reed DATES 01/23/2025 ROOM(S) Cafeteria

OPENING TIME 5:00PM CLOSING TIME 7:30PM PURPOSE Community Conversation

ADMISSION (if any) NO CHARGE TO BE DEVOTED TO N/A

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 25 CHILDREN 10

SIGNATURE OFAPPLICANT [signature] DATE 12/05/2024

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

Ian Blake - (475)-233-8180

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. [IB] (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE ✓ YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ _____
SCHOOL BUSINESS OFFICE

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

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

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

APPLICANT Nicholas Andrzejewski NAME OF ORGANIZATION Waterbury PAL

ADDRESS 64 Division St Ducks 06704 TELEPHONE #
(street) (city) (state) (zip code)

SCHOOL REQUESTED Hill DATES 12/16 - 3/15 ROOM(S) Gym

OPENING TIME 6p CLOSING TIME 9p PURPOSE Basketball

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 6 CHILDREN 45

SIGNATURE OF APPLICANT [signature] DATE 12/6/24

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. NA (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE ✓ YES NO

PLEASE READ THE FOLLOWING CAREFULLY

Monday - Friday

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.

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APPROVAL DATE

SCHOOL BUSINESS OFFICE

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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 Andrzejewski NAME OF ORGANIZATION Waterbury PAL

ADDRESS 64 Division St (street) 06704 (city) (state) (zip code) TELEPHONE #

SCHOOL REQUESTED Chase DATES 12/20 - 3/15 ROOM(S) Gym

OPENING TIME 6 p CLOSING TIME 9 p PURPOSE Basketball

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 6 CHILDREN 45

SIGNATURE OF APPLICANT [signature] DATE 12/6/24

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. N A (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)

Fridays

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

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APPROVAL DATE

SCHOOL BUSINESS OFFICE

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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 Andrzejewski NAME OF ORGANIZATION Waterbury PAL

ADDRESS 64 Division St (street) 06704 (city) (state) (zip code) TELEPHONE #

SCHOOL REQUESTED DRIGGS DATES 12/16 - 3/15 ROOM(S) Gym

OPENING TIME 6p CLOSING TIME 9p PURPOSE Basketball

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 6 CHILDREN 45

SIGNATURE OF APPLICANT [signature] DATE 12/6/24

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. NA (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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Monday - Friday

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 Andrzejewski NAME OF ORGANIZATION Waterbury PAL

ADDRESS 64 Division St (street) (city) 06704 (state) (zip code) TELEPHONE #

SCHOOL REQUESTED Sprague DATES 12/16 - 3/15 ROOM(S) Gym

OPENING TIME 6p CLOSING TIME 9p PURPOSE Basketball

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 6 CHILDREN 45

SIGNATURE OF APPLICANT [signature] DATE 12/6/24

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. NA (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.

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Monday - Friday

APPROVAL DATE

SCHOOL BUSINESS OFFICE

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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 Andrzejewski NAME OF ORGANIZATION Waterbury PAL

ADDRESS 64 Division St (street) 06704 (city) (state) (zip code) TELEPHONE #

SCHOOL REQUESTED Walsh DATES 12/16 - 3/15 ROOM(S) Gym

OPENING TIME 6 p CLOSING TIME 9 p PURPOSE Basketball

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 6 CHILDREN 45

SIGNATURE OF APPLICANT [signature] DATE 12/6/24

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. N A (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT $ INSURANCE COVERAGE ✓ YES NO

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APPROVAL DATE

SCHOOL BUSINESS OFFICE

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Monday - Friday

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 Andrzejewski NAME OF ORGANIZATION Waterbury PAL

ADDRESS 64 Division St (street) (city) 06704 (state) (zip code) TELEPHONE #

SCHOOL REQUESTED Wilson DATES 12/20 - 3/15 ROOM(S) Gym

OPENING TIME 6p CLOSING TIME 9p PURPOSE Basketball

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 6 CHILDREN 45

SIGNATURE OF APPLICANT [signature] DATE 12/6/24

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. NA (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)

Fridays

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE

SCHOOL BUSINESS OFFICE

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

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

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

APPLICANT Nicholas Andrzejewski NAME OF ORGANIZATION Waterbury PAL

ADDRESS 64 Division St 06704 TELEPHONE #
(street) (city) (state) (zip code)

SCHOOL REQUESTED Maloney DATES 12/20 - 3/15 ROOM(S) Gym

OPENING TIME 6 p CLOSING TIME 9 p PURPOSE Basketball

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 6 CHILDREN 45

SIGNATURE OF APPLICANT [signature] DATE 12/6/24

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. N A (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

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 Andrzejewski NAME OF ORGANIZATION Waterbury PAL

ADDRESS 64 Division St (street) (city) 06704 (state) (zip code) TELEPHONE #

SCHOOL REQUESTED Reed DATES ROOM(S) Gym

OPENING TIME 6 p CLOSING TIME 9 p PURPOSE Basketball

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 6 CHILDREN 45

SIGNATURE OF APPLICANT [signature] DATE 12/6/24

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. N A (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)

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

Wednesdays
1/15
1/29
2/5
2/12
2/26
3/5
3/12

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

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve a Grant Agreement with ReadyCT for funding for a First Robotics Program.

WATERBURY
PUBLIC SCHOOLS

Michael Merati
Supervisor of Career & Technical Education
(203) 573-5029
mmerati@waterbury.k12.ct.us

To: Board of Education

From: Michael Merati, Supervisor of Career & Technical Education, Academic Office

Date: December 16, 2024

Re: Board of Education Request for Approval / First Robotics Grant Agreement ReadyCT - Executive Summary

The Academic Office/Education Department respectfully requests your approval for the above-referenced First Robotics grant agreement. This is to approve the agreement between ReadyCT and Waterbury Public Schools, which provides First Robotics Competition Rookie teams with grant funding for purchasing registration, equipment, supplies, and transportation.

The agreement is effective on the date signed by the Mayor. There are no costs associated with this agreement.

Accordingly, the proposed contract, the successful responders' Disclosure and Certification of Obligations Affidavit Regarding Outstanding Obligations Form, and the Tax Clearance issued by the Office of Tax Collections are attached for your review and consideration.

Lastly, please be advised that the Education Department will have a representative present at your upcoming meeting to answer any questions you may have regarding this matter.

Respectfully Submitted,

Michael Merati
Supervisor of Career & Technical Education
236 Grand Street, Room 164
Attachment
Cc: Victoria Tucker
File: Grant Acceptance - ReadyCT

GRANT AGREEMENT

This Grant Agreement (hereinafter the "Agreement") is made on this _____ day of _____ ("Effective Date") by and between ReadyCT, having its principal office at 350 Church Street, 10th Floor, Hartford, CT 06103 (hereinafter "Grantor")

and

City of Waterbury
_____[name of organization], having its principal office at 235 Grand Street, Waterbury CT 06702 _____[address] (hereinafter "Grantee").

Grantee and Grantor shall be referred to individually as a "Party" or collectively as the "Parties", as the context so requires.

RECITALS

1. Grantor is a 501c3 corporation organized and operated for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

2. Grantee is a municipality organized and operated exclusively for municipality/educational purposes.

3. Grantee has presented Grantor with a proposal seeking funding for a rookie *FIRST* Robotics program (hereinafter the "Program"). Grantee's proposal describing the Program and the requested grant is attached as Schedule A to this Agreement and made a part hereof, and the activities reflected in the Grantee's proposal as reflected on Schedule A serves as the Grantee's scope of work under this Agreement. The PDF of Schedule A has been transmitted to Grantor with this Agreement, and it can also be accessed with this link.

4. The Grantor is desirous of making a grant of $50,600.00 to Grantee for funding the Program, including any bona-fide activities associated with the Program or for any activities which are similar to the foregoing activities which Grantor agrees, in writing, to fund in accordance with this Agreement ("Purpose").

5. In light of the above, the Parties are desirous of recording their initial understanding in relation to the Purpose under this Agreement in the manner and on the terms set forth below.

TERMS AND CONDITIONS

1. PAYMENT OF GRANT:

1.1 The Grantor agrees to pay Grantee $50,600.00 as contribution for the fulfillment of the Purpose ("Grant Amount"). The Grantor anticipates that it will pay the full Grant Amount upon execution of the contract and completion of the *FIRST* Youth Protection Program screening.

1.2 This Agreement shall be effective beginning with the Effective Date and terminate on May 31, 2025.

2. GRANTEE'S OBLIGATIONS AND WARRANTIES:

2.1 Grantee shall use the grant funds only for the purposes of the specific Program described above. Grantee may not make any significant changes in the purposes for which grant funds are spent without the Grantor's prior written approval.

2.2 To enable the Grantor to evaluate the effectiveness of this grant, Grantee shall submit to the Grantor a written report for any annual accounting period of Grantee during which Grantee receives, holds, or spends any of the Grant Amount. The report shall contain: (1) a description of the progress that Grantee has made toward achieving the purposes for which this grant was made; (2) a financial accounting of Grantee's expenditure of the Grant Amount; (3) copies of any publications resulting from the grant; and (4) a report on Grantee's compliance with the terms of this Agreement. A template for this reporting will be provided to the Grantee. The first report will be due on or before January 15, 2025. The final report, due on or before May 23, 2025, shall outline Grantee's use of all grant funds and charitable activities from the date of the disbursement of this grant until Grantee expended the last of the Grant Amount. Any unexpended funds must be returned to ReadyCT by May 30, 2025.

2.3 If Grantee publishes any statement or press release about this Grant, Grantee will name ReadyCT and the CT Manufacturing Innovation Fund as the organizations providing the resources and support for the Program. Grantee will provide Grantor with copies of any statements five (5) days prior to publication.

2.4 By entering into this Agreement, Grantee represents and warrants that Grantee is exempt from federal income tax under IRC Section 501(c)(3) or otherwise a municipal or government entity. This representation and warranty shall not expire until Grantee has expended the entirety of the Grant Amount. Grantee shall give the Grantor immediate written notice of any change in the Internal Revenue Service's recognition of Grantee's tax-exempt or public charity status.

2.5 Grantee shall provide, within a reasonable time, necessary documentation to the Grantor to enable the Grantor to claim appropriate tax reliefs and exemptions under the applicable tax statutes from the tax authorities.

2.6 The Grantor shall provide Grantee with the Grant Amount in accordance with the terms of this Agreement. Save and except for the foregoing, the Grantor shall have no other liability,

obligation, responsibility and/or duty towards or in relation to Grantee, the Program, any affiliated persons, and/or the Purpose.

2.7 Grantee expressly represents and warrants that it does not engage in any form of political activity or endorsement or support of any candidate for public office.

2.8 Grantee shall not use any portion of the Grant Amount in a manner inconsistent with IRC Section 501(c)(3), as applicable, including but not limited to: (a) influencing the outcome of any specific election for candidates to public office, (b) inducing or encouraging violations of law or public policy, or (c) causing any private inurement or improper private benefit to occur. Likewise, no part of this grant may be spent for influencing legislation within the meaning of IRC Section 4945(e). Collectively, the above-referenced expenditures restricted by this provision are referred to as "Prohibited Expenditures."

2.9 Grantee represents it will compete in at least one official *FIRST* Robotics event during the 2024-25 *FIRST* DIVE season, the details of which will be included in the reporting described above. Grantee will also circulate surveys to teachers, parents and/or students at time points to be designated by Grantor and thereafter share all data collected with Grantor. Data collected will be the sole property of Grantor and its designee.

2.10 Grantee acknowledges that two coaches per team have completed the *FIRST* Youth Protection Program and passed screening prior to receiving funding. In the event of any material changes in the circumstances of any team coach at any point during this grant period, Grantee must immediately notify Grantor of the changes together with a proposal to compensate for the changes.

3. INDEMNITY:
Grantee irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Grantor, its officers, directors, employees, and agents, from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission of Grantee, its employees, or agents, in applying for or accepting the grant, in expending or applying the Grant Amount, or in carrying out any project or program to be supported by the grant, except to the extent that such claims, liabilities, losses, or expenses arise from any act or omission of the Grantor, its officers, directors, employees, or agents.

4. EXPENSES:
Each Party will bear its own costs and expenses in relation with the grant. Grantee retains full discretion and control over its operations and shall act completely independently of the Grantor with respect to the selection of any subgrantee or contractor convenient or necessary to carry out the Purpose. The Grantor has not earmarked the Grant Amount, or any portion thereof, to any particular subgrantee or contractor, and there is no agreement, written or oral, by which the

Grantor may cause Grantee to choose a particular subgrantee or contractor.

5. RECORDKEEPING AND AUDIT:
Grantee shall treat the Grant Amount as restricted assets and shall maintain books to show the grant funds separately. All expenditures made in furtherance of the purposes of the grant shall be charged off against the grant and shall appear on Grantee's books. Grantee shall keep adequate records to substantiate its expenditures of grant funds. Grantee shall make these books and records available to the Grantor at reasonable times for review and audit, and shall comply with all reasonable requests of the Grantor for information and interviews regarding use of the Grant Amount. Grantee shall keep copies of all relevant books and records and all reports to the Grantor for at least four years after completion of the use of the Grant Amount.

6. REMEDIES:
Grantee shall immediately repay to the Grantor any portion of the Grant Amount that is spent or committed for any purpose other than the Purpose. If the Grantor in its reasonable discretion determines that Grantee has substantially violated or failed to carry out any provision of this Agreement, including but not limited to failure to submit adequate reports when due, the Grantor may, in addition to any other legal remedies it may have, refuse to make any further grant payments to Grantee under this or any other grant agreement, and the Grantor may demand the return of all or part of the Grant Amount not properly spent or committed to third parties, which Grantee shall immediately repay to the Grantor. The Grantor may also avail itself of any other remedies available by law. This Agreement may be enforced by the Grantor by an action for specific performance and injunctive relief or by any other appropriate remedy by any court having jurisdiction. Grantee acknowledges and agrees that the Grantor shall have the legal standing necessary to bring any suit it deems necessary to enforce the terms of this Agreement.

7. NO RELATIONSHIP:
It is expressly understood that neither Party has the authority to bind the other to any third person nor otherwise to act in any way as the representative of the other, unless otherwise expressly agreed to in writing and signed by both Parties hereto. Grantee and not Grantor is solely responsible for all activities supported by the Grant Amount, the content of any product created with the Grant Amount, and the manner in which any such product may be disseminated. This Agreement shall not create any agency relationship, partnership, or joint venture between the parties, and Grantee shall make no such representation to anyone.

8. COMPLIANCE WITH LAWS:
Each Party will comply with all applicable laws, rules and regulations in its performance of this Agreement.

9. NO WAIVER:
The failure of Grantor to exercise any of its rights under this Agreement shall not be deemed to be a waiver of such rights.

10. ASSIGNMENT:
Neither Party will have the right to assign or otherwise transfer its rights or obligations under this Agreement without receiving the express prior written consent of the other Party, where such consent shall not be unreasonably withheld.

11. GOVERNING LAW AND JURISDICTION:
This Agreement shall be governed by the laws of the State of Connecticut. For the purpose of any action or proceeding arising out of or relating to this Agreement, each of the Parties hereto irrevocably submits to the exclusive jurisdiction of the state courts of Connecticut and to the jurisdiction of the United States District Court for the District of Connecticut.

12. COUNTERPARTS:
This Agreement may be executed in counterparts, each of which shall constitute an original, but both of which, when taken together, shall constitute only one agreement.

13. NOTICE:
13.1 All notices to be given in connection with this Agreement shall be effective upon receipt, shall be made in writing and shall be sufficiently given if personally delivered or if sent by courier or other express mail service, postage prepaid, addressed to the Party entitled or required to receive such notice at the address for such Party as follows:

To Grantor:
Attention: Shannon Marimón, Executive Director
ReadyCT, 350 Church Street, 10th Floor, Hartford, CT 06103

To Grantee:
Attention: City of Waterbury
Address: 235 Grand Street

13.2 Either Party may change such address by notice to the other Party.

14. ENTIRE AGREEMENT:
This Agreement supersedes any prior or contemporaneous oral or written understandings or communications between the Parties and constitutes the entire agreement of the Parties with respect to its subject matter. This Agreement may not be amended or modified, except in a writing signed by both Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement by their authorized representatives as of the date first written above.

	City of Waterbury
ReadyCT	[SCHOOL/ORG]
By: _____	By: _____
Shannon Marimón	Name: Paul Pernerewski
Executive Director	Title: Mayor
	City of Waterbury

25. Michael Merati

Updated at Aug 16, 2024

Submission Date	Aug 16, 2024
What school or community-based organization is requesting funding?	Waterbury Public Schools
Town/City	Waterbury
Are you serving public school students in an Alliance District?	Yes
Contact Name:	Michael Merati
Contact Role:	Supervisor of CTE
Contact Phone Number:	(203) 573-5029
Contact Email Address:	mmerati@waterbury.k12.ct.us
Check all that apply: Which FIRST program(s) are you requesting funding for?	FIRST Robotics Competition (FRC): Grades 9-12
Please provide an overview of your plans to start a rookie team or teams this fall.	The Waterbury Public Schools desires to expand First Robotics Competition programming to 2 additional high schools by creating rookie teams starting this fall. These two schools include Waterbury Career Academy and Waterbury Arts Magnet School. Robotics programs can lead students to engage in high-wage, high-skill, and high-demand careers.
Date	Aug 16, 2024
Describe the overall student population you plan to serve through a rookie grant and your student recruitment plans, e.g., demographics, school district(s), grade levels, previous (if any) exposure to STEM, and outreach strategies:	Student population includes all students of WPS in grades 4-8. In total, the district serves over 18,000 students. 90% of students are BIPOC, 77% have free and reduced lunch, 20% are students with disabilities, 31% chronic absenteeism rate. Students have had limited exposure to STEM programs. Elementary students have limited Science content. Middle and high school students have Math and Science courses available along with STEM electives that not all students will complete. Elective computer science courses are available at the middle and high schools. Having an FRC team within these schools will increase student engagement and improve the school climate.
Signature	

What is the total amount you are requesting?

~~$70600~~ $50,600

If your budget has any expense marked as "other," please provide details here:

FIRST Robotics Competition (FRC) Budget

	Cost ($)
Season registration	12000
Robot supplies	10000
Field elements	~~20000~~ $4,000
Tools	10000
CAD and programming laptops	1600
Drive station	5000
Teacher/coach training	
Teacher/coach stipend	
Team shirts	$1000
Transportation	$3000
Other team travel expenses	$4,000
Event fees	~~8000~~ $0
Other, please explain below.	
TOTAL	~~$70600~~ $50,600 New Total

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON GRIEVANCES

Item #13.1

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that Waterbury Teachers Association (WTA) Grievance 23-24-04, heard by the Committee on December 3, 2024, be _____

Waterbury Teachers Association
Educating Students. Ensuring Success.

Grievance Number: 23-24-04

Date Filed: 12/14/23

School: ALL SCHOOLS

Grievant: WTA

Principal/Supervisor: N/A

Email: kegan@waterbury.k12.ct.us

Email: N/A

Representative: James Tessitore

Email: jamest@cea.org

Title: Insurance

Articles: 26:1a

Description: On or about December 8, 2023 the City of Waterbury (City) failed to complete the required HSA quarterly funding contribution to bargaining unit members (Members) participating in the City's health insurance plan. The 2023-2026 Collective bargaining Agreement (CBA) between the Waterbury Teacher's Association (WTA) and the City requires the following: "Effective September 1, 2023, the City will fund forty-five (45%) of the annual deductible into the employee's Health Savings Account on a quarterly basis with payments made on the first payroll of September , December, March and June." The City failed to provide the said deductible funding on the first payroll for the month of December. This failure constitutes a violation of Article 26(1)(a) of the CBA. The WTA reserves the right to modify the complaint.

Relief Sought: The WTA requests the following specific remedies:
1) Written confirmation that the City will comply with the provisions of CBA Article 26(1)(a), requiring the City to fund participating Member's HSA account on each quarterly payroll in accordance with the CBA.
2) Any other remedy deemed suitable to the WTA.
The WTA reserves the right to modify the requested remedy.

On behalf of WTA
James Tessitore

Grievant's Signature

12/14/2023

Date

562 Lakewood Road // Waterbury, CT 06704
Office: (203) 574-5925 // Fax: (203) 574-5926

Waterbury Teachers Association
Educating Students. Ensuring Success.

Step 1

Grievance Number:23-24-04

Disposition Date:

*****DIRECTIONS TO ADMINISTRATOR: Please write in your response to the grievance in the space provided and sign and date below your response.**

_____

_____

Step 1 Decision:

_____ _____

(Administrator or supervisor's signature) Date

Appealed to Step 2 Date:

Step 2

Grievance Number:23-24-04

Disposition Date:

Step 2 Decision:

_____ _____

(Superintendent or designee's signature) Date

Appealed to Step 3 Date:

Step 3

Grievance Number:23-24-04

Waterbury Teachers Association
Educating Students. Ensuring Success.

Disposition Date:

Step 3 Decision:

_____ _____

(Board of Education designee's signature) Date

562 Lakewood Road // Waterbury, CT 06704
***Office:** (203) 574-5925 // **Fax:** (203) 574-5926*

Waterbury Teachers Association
Educating Students. Ensuring Success.

Grievance Number: 24-25-01

Date Filed: 10/17/24

School: State Street/Enlightenment

Grievant: Michael Arisian

Principal/Supervisor: Lisa Ariola

Email: marisian@waterbury.k12.ct.us

Email: lariola@waterbury.k12.ct.us

Representative: Andrew Bandurski

Email: abandurski@waterbury.k12.ct.us

Title: Voluntary Transfer

Articles: 4:1, 4:2

Description: On or about May 2024 WTA bargaining unit member and ESL certified professional educator Michael Arisian (Grievant) duly applied to the Board for a voluntary transfer to the open position of ESL Teacher split between Bucks Hill ES and Regan ES. The Grievant successfully completed the application process, was the sole applicant and duly met all qualifications to be awarded the position. On or about June 6, 2024 the Board rejected the Grievant's application and did not fill the position. On or about September 25, 2024 the Board subsequently reposted the position. The Board's failure to approve the Grievant's May 2024 voluntary transfer into an official clean opening vacancy constitutes a direct violation of Article 4, Article 4(2)(b)&(C) and any other provision deemed relevant pursuant to the 2023-2026 Board-WTA Collective Bargaining Agreement (CBA)
The WTA reserves the right to modify/amend the complaint.

Relief Sought: The WTA and Grievant request the following specific relief:
1) The Board shall offer the position of ESL Teacher, split Bucks Hill/Regan to the Grievant forthwith;
2) A comparable amount of time granted to the Grievant to prepare for the offered position pursuant to one (1) above, such time that the deferred position commencement would have been provided if the Grievant had been properly awarded the position in June 2024;
3) Any and All lost wages/financial losses resulting from the transfer denial, including but not limited to any classroom overage compensation;
4) Future adherence to the transfer provisions of CBA Article 4.
The WTA reserves the right to modify/amend the relief sought.

Grievant's Signature

Date

562 Lakewood Road // Waterbury, CT 06704
Office: (203) 574-5925 // Fax: (203) 574-5926

Waterbury Teachers Association
Educating Students. Ensuring Success.

Step 1

Grievance Number:24-25-01

Disposition Date:

*****DIRECTIONS TO ADMINISTRATOR: Please write in your response to the grievance in the space provided and sign and date below your response.**

_____

_____

Step 1 Decision:

_____ _____

(Administrator or supervisor's signature) Date

Appealed to Step 2 Date:

Step 2

Grievance Number:24-25-01

Disposition Date:

Step 2 Decision:

_____ _____

(Superintendent or designee's signature) Date

Appealed to Step 3 Date:

Step 3

Grievance Number:24-25-01

562 Lakewood Road // Waterbury, CT 06704
Office: *(203) 574-5925 //* ***Fax:*** *(203) 574-5926*

Waterbury Teachers Association
Educating Students. Ensuring Success.

Disposition Date:

Step 3 Decision:

_____ _____

(Board of Education designee's signature) Date

562 Lakewood Road // Waterbury, CT 06704
***Office:** (203) 574-5925 // **Fax:** (203) 574-5926*

WATERBURY PUBLIC SCHOOLS

Mr. Juan Mendoza
Assistant Superintendent of Human Capital
Jmendoza@waterbury.k12.ct.us

November 7, 2024

As the Superintendent's designee, I heard **WTA grievance 2024-2025-1** at **Stage 2 Level 2**, as presented by the Waterbury Teachers Union on behalf of Michael Arisian on October 30, 2024. After considering all the statements presented, the Stage 2, Level 2 WTA Grievance is **denied** under the language of the collective bargaining agreement for the following reasons:

1. Assignments and Transfers Article 4, Voluntary Transfers Section 2, subsection c Para 45. Item iv. "The programming needs and educational interests of the district students."

- The email posting that went out to WTA members on May 14th, 2024 includes within it a statement to applicants that stated "You are not guaranteed a transfer placement simply by submitting, as there is a certification screening by the Human Capital Office and then a potential interview process at the building level."
- When interviewing the candidate, the 3-person panel that conducted the clean openings interview, which included both veteran Waterbury principals from Bucks Hill and Regan Elementary Schools and the former multilingual supervisor, believed that the candidate could not respond sufficiently to content-level questions asked during the interview. In recent statements to the Human Capital Office, both principals verbalized their significant and mutual concerns regarding the candidate's interview performance and replies. One principal also provided a written communication that supports the panel's original assessment of the candidate and his fit to the programming and student needs of their schools.
- During the grievance hearing, the grievant, at no time, stated an interest or motivation to support the programming and/or educational needs of students at Reagan or Bucks Hill Elementary School, but rather the grievant shared that his primary motive was to seek the overage pay associated with the role due to the enrollment at schools stating specifically that he was at the tail end of his career and thus the overages would impact his pension.
- Lastly, pursuant to Article 33 Section 2, the district owns the right to determine whether or not bargaining unit positions are to be filled.

Thank you.
Juan Mendoza

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON GRIEVANCES

Item #13.2

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that Waterbury Teachers Association (WTA) Grievance 24-25-01, heard by the Committee on December 3, 2024, be _____

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.1

December 19, 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*
Borrelli, Christopher	Assistant Football Coach	CHS	11/04/24
Bush, Charneil	Head Girls Basketball Coach	KHS	12/09/24
Crane, Richard	Head Indoor Track Coach	KHS	12/05/24
Farrey, Zachary	Freshmen Boys Basketball Coach	WCA	12/14/24
Ring, Katherine	Basketball Coach	WSMS	12/10/24

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.2

December 19, 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*
DiCamillo, Donna (re-hire)	Tutor Children's Comm.	PT	$35/hr	NONBOE	Title I-A 23-25	12/02/24
Dinis, Erica (position change)	Parent Liaison Kingsbury	FT	$21.98/hr	UPSEU 69	Title I-DW 24-26	11/21/24
Martinelli, Carla	HR Generalist – BOE Grants	FT	$60,000/ annually	FMAA	Title II-A 24-26	12/12/24

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.3

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Interim Superintendent of Schools notifies the Board of Education of the following ESH appointments effective immediately:

School	*Last Name*	*First Name*	*Assignment*
Bucks Hill	Morales	Dana	Secretary
Kingsbury	McNamara	Morgan	Substitute Teacher
Driggs	Pastore-Quezada	Paula	Teacher
Duggan	D'Alessio	Jennifer	Substitute Administrator

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.4

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Interim Superintendent of Schools notifies the Board of Education of the following Rotella Magnet School Session 2 After School appointments:

Name	*Position*	*Name*	*Position*
Parker, Marly	Grade K	DeJesus, Jennifer	Enrichment
Charlton Zené	Grade 1	Hanlon, Rebecca	Enrichment
Monroe, Mary	Grades 2 & 3	Martin, Riley	Enrichment
Lee, Alexus	Grade 4	Sperry, Lyndsy	Enrichment
Philips, Cheryl	Grade 5	Zaccagnini, Krista	Enrichment
Colon, Stephanie	Enrichment		

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.5

December 19, 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*
Arroyo, Ivet	Recreation Specialist/Chase 21st Century Program
McNamara, Morgan	Teacher/Kingsbury Title IV After School Program
Muratori, Katie	Teacher/Kingsbury Title IV After School Program
Carlson, Ashley	Teacher/CHS Academic Support Program
Gonzalez, Ilea	Lead Teacher/CHS Academic Support Program
Munoz, Angela	Teacher/CHS Academic Support Program
Neal, Cameron	Teacher/CHS Academic Support Program
Bayliss, Michelle	480 Club Instructor/Crosby
Cybart-Persenaire, Alena	480 Club Instructor/Kennedy
DeFrancesco, Nora	480 Club Instructor/Waterbury Career
Franks Blanchard, Lauren	480 Club Instructor/Wilby
Zappone, Evette	480 Club Instructor/Waterbury Arts Magnet
McDonnell, Cassi	Mastery Based Panel Administrator/CHS
Donohue, Kelly	Mastery Based Panel Scorer/CHS
Forte, Diane	Mastery Based Panel Scorer/CHS
Graffam, Korena	Mastery Based Panel Scorer/CHS
Bruch, Franklyn	Mastery Based Panel Scorer/Enlightenment
Loustaunau, Taylor	Mastery Based Panel Scorer/Enlightenment
Poulter, Craig	Mastery Based Panel Scorer/KKH
Lombardi, Kiley	Mastery Based Panel Administrator/WAMS
Gibson, Jaclyn	Mastery Based Panel Scorer/WAMS
Gwiazdoski, Helena	Mastery Based Panel Scorer/WAMS
Rivera, Michael	Mastery Based Panel Scorer/WAMS

Diorio, Jill	WCA Selection Committee
Gefken, Melissa	WCA Selection Committee
Gwiazdoski, Helena	WCA Selection Committee
Miranda, Stephanie	WCA Selection Committee
Parker, Marlene	WCA Selection Committee
Rice, Christine	WCA Selection Committee
Bosques, Julio	Teacher/WMS Commissioners Network STAR Program
Demiraj, Brunilda	Teacher/WMS Commissioners Network STAR Program
Demirs, Emily	Lead Teacher/WMS Commissioners Network STAR Program
Gartman, Alexandera	Teacher/WMS Commissioners Network STAR Program
Geffken, Melissa	Teacher/WMS Commissioners Network STAR Program
Gilday, Michael	Teacher/WMS Commissioners Network STAR Program
Mirando, Cynthia	Teacher/WMS Commissioners Network STAR Program
Thayer, Aaron	Teacher/WMS Commissioners Network STAR Program

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.6

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Interim Superintendent of Schools notifies the Board of Education of the following Teacher transfers effective 2025-2026 school year:

CLEAN OPENING VOLUNTARY OCTOBER 2024 POSTING			
Last	*First*	*FROM (previous location)*	*TO (new location)*
Capobianco	Olivia	Gilmartin Special Ed - SCOPE Gr K-5	Chase Special Ed Elem.
DeFeo	Dawn	Duggan PreK Special Ed Co-Taught	Duggan PreK Regular Ed Co-Taught
Karr	Devora	Driggs Special Ed Elem.	Parochial Schools Special Ed - IDEA Gr K-12
Marchak	Nancy	Generali Gr K	Generali Gr 2
Rinaldi	Joseph	Gilmartin Special Ed - SCOPE Gr 3-5	Duggan Special Ed Elem.
Summerfield	Veronica	Rotella Gr 4	NEMS Library Media
Vernon	Tavoyah	Gilmartin School Guidance Counselor	Academic Acad. School Guidance Counselor
CLEAN OPENING VOLUNTARY OCTOBER 2024 POSTING			
Last	*First*	*FROM (previous temporary assignment)*	*TO (new permanent assignment*
Adams	Stacey	DW School Psychologist	DW School Psychologist
Alvarado	Stephany	Bucks Hill Gr 2	Bucks Hill Gr 2
Archambault	Erica	Wilby Science Biology	Wilby Science Biology
Augelli	Martin	Reed Special Ed Gr 4-5	Reed Special Ed Gr 4-5
Augustin	Daveisha	Wallace Science Gr 8	Wallace Science Gr 8
Baez	Clarissa	Bucks Hill Gr 1	Bucks Hill Gr 1
Baker	Adam	CHS School Guid. Couns.	CHS School Guid. Couns.
Bandelloni	Barbara	Generali Special Ed ABA	Generali Special Ed ABA
Barry	Macee	DW School Psychologist	DW School Psychologist
Baumann	Nicole	Wallace Soc. Studies Gr 8	Wallace Soc. Studies Gr 8
Beierle	Karen	WSMS FCS - Culinary	WSMS FCS - Culinary
Bell	Kylie	Driggs Gr K	Driggs Gr K

Bell	Michelle	Duggan Gr 7 Math/Science	Duggan Gr 7 Math/Science
Bello Martinez	Gisela	Bucks Hill Bilingual Gr 1	Bucks Hill Bilingual Gr 1
Besemer	Katie	Duggan Gr 2 Math/Science	Duggan Gr 2 Math/Science
Boucher	Nadia	WMS Spec Ed - Resource	WMS Special Ed - Resource
Brady	James	Wilby Math HS	Wilby Math HS
Brown	Timothy	Washington/Regan Split PE/Health	Washington/Regan Split PE/Health
Brophy	Tiffani	Crosby ESL	Crosby ESL
Bruch	Franklyn	Enlightenment ELA Gr 6-8	Enlightenment ELA Gr 6-8
Burgess	Jared	Duggan ELA GR 8	Duggan ELA Gr 8
Bushka	Kiley	Driggs/Washington Split ESL	Driggs/Washington Split ESL
Cappabianca	Nicole	Wendell Gr 3	Wendell Gr 3
Caruk	David	NEMS Special Ed MS	NEMS Special Ed MS
Cavallo	Andrew	Crosby Math HS	Crosby Math HS
Cegelka	Benjamin	WAMS Visual Art	WAMS Visual Art
Chamberlin	Anna	Generali Art	Generali Art
Chasse	Douglas	Tinker Gr 5	Tinker Gr 5
Chatfield	JoAnne	NEMS ELA Gr 7	NEMS ELA Gr 7
Chouinard	Alyssah	Reed PE/Health	Reed PE/Health
Clemente	Nera	Bucks Hill Special Ed CBL	Bucks Hill Special Ed CBL
Colavolpe	Matti	Bunker Hill Gr 4	Bunker Hill Gr 4
Colon	Aida	Bucks Hill Bilingual Gr 1	Bucks Hill Bilingual Gr 1
Comstock	Steven	Crosby Social Studies HS	Crosby Social Studies HS
Costanzo	Vincent	Crosby PE/Health	Crosby PE/Health
Costello	Christian	NEMS ELA Gr 8	NEMS ELA Gr 8
Crane	Evan	Walsh Gr 5	Walsh Gr 5
Crane	Richard	Kennedy PE/Health	Kennedy PE/Health
Cusano	Vincent	Crosby Math	Crosby Math
Dabkowski	Matthew	International/Regan Split Art	International/Regan Split Art
D'Amico	Audrey	NEMS Math Gr 8	NEMS Math Gr 8
Dapra	Catherine	Wilby Math HS	Wilby Math HS
Dauti	Elvira	Washington Gr K	Washington Gr K
DeFusco	Anna	State Street Special Ed MS	State Street Special Ed MS
Dema	Mirelinda	DW PreK-8 Literacy Facilitator	DW PreK-8 Literacy Facilitator
DeSantis	Jennifer	Reed Music	Reed Music
Desrochers	Namoi	WAMS ELA Gr 8	WAMS ELA Gr 8
Drewry	Paul	WSMS Literacy Facilitator	WSMS Literacy Facilitator
Drost	Mary	Wallace Special Ed	Wallace Special Ed
Drumm	Andrew	Wilby Business	Wilby Business

Feeney-Wallace	Michele	Enlightenment FCS-Economics	Enlightenment FCS-Economics
Fernando	Mihidukuasurys	Washington Special Ed Elem.	Washington Special Ed Elem.
Ferreira	Zachary	Duggan PE/Health MS	Duggan PE/Health MS
Ferreira	Megan	Wendell Soc. Studies Gr 6-8	Wendell Soc. Studies Gr 6-8
Ferreira	Justine	Reed Special Ed Essential Skills	Reed Special Ed Essential Skills
Fino	Eileen	WSMS PE/Health	WSMS PE/Health
Gagliardi	Brett	NEMS PE/Health	NEMS PE/Health
Gannon	Ryan	Wendell Special Ed Resource	Wendell Special Ed Resource
Gartman	Donald	Wallace ELA Gr 8	Wallace ELA Gr 8
Gilmore	Jordan	DW School Psychologist	DW School Psychologist
Giordano	Maureen	Walsh Special Ed SCOPE	Walsh Special Ed SCOPE
Goodrich	Sydney	Sprague Gr 4	Sprague Gr 4
Greene	Gary	Bucks Hill Gr 5	Bucks Hill Gr 5
Grossman	Melissa	Wallace Special Ed	Wallace Special Ed
Gwiazdoski	Andrew	Hopeville ESL	Hopeville ESL
Hill	Connor	Crosby PE/Health	Crosby PE/Health
Hood	Morgan	Wilby ELA HS	Wilby ELA HS
Houle	Marissa	Kingsbury Special Ed IDEA	Kingsbury Special Ed IDEA
Howes	Zachary	NEMS Social Studies Gr 7	NEMS Social Studies Gr 7
Howes	Jamie	Crosby ELA	Crosby ELA
Kampfman	William	Wilby Social Studies HS	Wilby Social Studies HS
Klein	Lauren	Wallace Art	Wallace Art
Kloc	Madison	Generali Gr 3	Generali Gr 3
Kolukisa	Susan	Bucks Hill Annex PreK Specia Ed	Bucks Hill Annex PreK Specia Ed
Kouakou	Sherene	Washington Gr 1	Washington Gr 1
Kraut	Susan	Wallace Science Gr 7	Wallace Science Gr 7
Kruijs	Ashley	Regan Gr K	Regan Gr K
Kruse	Margaret	Bucks Hill Annex PreK Specia Ed	Bucks Hill Annex PreK Specia Ed
Kupec	Meghan	Kingsbury Gr 4	Kingsbury Gr 4
LaFavor	Brandon	Wilby World Lang. Spanish	Wilby World Lang. Spanish
Lajara	Anairis	Wilby World Lang. Spanish	Wilby World Lang. Spanish
LeMoult	Amanda	Duggan Gr K Regular Ed Co-Taught	Duggan Gr K Regular Ed Co-Taught
Leonard	Nicole	NEMS ELA Gr 6	NEMS ELA Gr 6
Lewis	James	Crosby Science HS	Crosby Science HS
Liu	Ryan	Wilby ELA HS	Wilby ELA HS
Lloga	Era	WAMS Music HS	WAMS Music HS

Lopez	Melissa	Hopeville Bilingual Gr 1	Hopeville Bilingual Gr 1
Luby	Shannon	Walsh Special Ed Elem.	Walsh Special Ed Elem.
Machol	Cynthia	WAMS ELA Gr 8	WAMS ELA Gr 8
Maloney	Erin	Regan/Washington Split Library Media	Regan/Washington Split Library Media
Marchitto	Cassidy	International Dual Language Gr 2 English	International Dual Language Gr 2 English
Marte	Yaquira	Bucks Hill Bilingual Gr 4	Bucks Hill Bilingual Gr 4
Martin	Melissa	Washington School Guidance Counselor	Washington School Guidance Counselor
Mayo	Karen	DW Social Worker	DW Social Worker
McGuigan	Kaitlyn	Hopeville Special Ed Elem.	Hopeville Special Ed Elem.
McNamara	Morgan	Kingsbury Gr 5	Kingsbury Gr 5
Milano	Regina	WAMS Science Biology	WAMS Science Biology
Morrison	Grant	WAMS Music HS	WAMS Music HS
Morrison Sr.	Montrel	DW Social Worker	DW Social Worker
Nazario	Jonathan	International/Reed Split Music	International/Reed Split Music
Padua	Maria	Maloney Special Ed Elem.	Maloney Special Ed Elem.
Paholsky	Justyna	Driggs Gr 5	Driggs Gr 5
Pastor	Brenda	Carrington Art	Carrington Art
Pelletier	Colleen	Generali Gr 3	Generali Gr 3
Pennacchio	Krista	Generali Gr 2	Generali Gr 2
Perez	Oscar	Wallace Tech Ed Woodshop	Wallace Tech Ed Woodshop
Piacentini	Marc	Duggan Special Ed MS	Duggan Special Ed MS
Potenziani	Elizabeth	Driggs School Guidance Counselor	Driggs School Guidance Counselor
Qosja	Blerina	Bucks Hill/Regan Split ESL Gr K-5	Bucks Hill/Regan Split ESL Gr K-5
Quimby	Thomas	Crosby Math HS	Crosby Math HS
Regan	Diane	Bunker Hill Special Ed Elem.	Bunker Hill Special Ed Elem.
Regimbald	Jeremiah	Chase Music	Chase Music
Rodriguez	Beatriz	Walsh Bilingual Gr K	Walsh Bilingual Gr K
Rodriguez	Jessica	Carrington Special Ed Resource	Carrington Special Ed Resource
Roman	Kaleb	Crosby Science HS	Crosby Science HS
Rosa	James	NEMS Special Ed MS	NEMS Special Ed MS
Rucinski	Matthew	WAMS ELA HS	WAMS ELA HS
Ruel	Cynthia	Washington PreK Special Ed Co-Taught	Washington PreK Special Ed Co-Taught
Salazar	Ashley	Bucks Hill Bilingual Gr 5	Bucks Hill Bilingual Gr 5
Santaniello	Lori	Walsh Music	Walsh Music

Scarduzio	Aimee	Wilby Special Ed CBT	Wilby Special Ed CBT
Schacht	Andrew	Wilby Social Studies HS	Wilby Social Studies HS
Schneider	Rosalinda	Wilson PreK Reg. Ed Co-Taught	Wilson PreK Reg. Ed Co-Taught
Shafer	Melissa	Generali Special Ed Elem.	Generali Special Ed Elem.
Shea	Rebecca	Tinker Special Ed Elem.	Tinker Special Ed Elem.
Sierra	Mileydis	WSMS ELA Gr 7	WSMS ELS Gr 7
Smith-Price	Marceon	Sprague Gr 5	Sprague Gr 5
Soley	Todd	Crosby Science Biology	Crosby Science Biology
Stevenson	Melissa	Hopeville Gr 1	Hopeville Gr 1
Taylor-DiFederico	Sharon	Bunker Hill Pre-K Reg. Ed	Bunker Hill Pre-K Reg. Ed
Theriault	Alexis	Wendell Gr 6	Wendell Gr 6
Tilton	Liam	Gilmartin Soc. Stud. Gr 7-8	Gilmartin Soc. Stud. Gr 7-8
Torres-Jimenez	Soribel	International Dual Language Gr 4 English	International Dual Language Gr 4 English
Tracy	Jennifer	Wendell Gr 5	Wendell Gr 5
Troop	Natasha	Enlightenment ELA HS	Enlightenment ELA HS
Turner	Bethany	WCA Science Chemistry	WCA Science Chemistry
Viera	Caseyanne	Kingsbury Art	Kingsbury Art
Zabin	Tracy	Reed ELA Gr 8	Reed ELA Gr 8
Zinno	Jake	Duggan Math Gr 7-8	Duggan Math Gr 7-8
Zhuta	Arianna	WCA Math HS	WCA Math HS

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.7

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Interim Superintendent of Schools notifies the Board of Education of the following teacher new hires:

Last	*First*	*Assignment*
Andronaco	Isabelle	Carrington Math Gr 7-8
Callahan	Kevin	Enlightenment PE/Health
Cavallo	Andrew	Crosby Math
Conchado	Corey	Reed Art
Dabkowski	Matthew	International/Regan Split Art
Desrochers	Namoi	WAMS ELA Gr 8
Drewry	Paul	WSMS Literacy Facilitator
Drumm	Andrew	Wilby Business
Goodrich	Sydney	Sprague Gr 4
Hill	Connor	Crosby PE/Health
Houle	Marissa	Kingsbury Special Ed PreK
Kampfman	William	Wilby Social Studies
Liu	Ryan	Wilby ELA
Mayo	Karen	Districtwide Social Worker
Qosja	Blerina	Regan/Bucks Hill Split ESL
Robinson-Lawrence	McKenzie	Sprague Gr 5
Thorpe	Noelle	Wendell ELA Gr 6-8

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.8

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Interim Superintendent of Schools notifies the Board of Education of the following resignations:

Name	*Assignment*	*Effective*
Eckler, Michelle	Supervisor of Technology & Learning	12/30/24
Ferreira, Justine	Reed Special Ed	12/20/24
Gromko, Jill	Bunker Hill Special Ed	12/20/24
Johnson, Melissa	WAMS PE/Health	12/20/24
Munoz, Kelly	NEMS Math	12/20/24
Nowek, Michael	WSMS English Grade 8	12/24/24
Pitcairn-Broughton	Chase Art	12/20/24
Wilson, Allison	Reed PreK Special Ed	12/02/24

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #14.9

December 19, 2024

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Interim Superintendent of Schools notifies the Board of Education of the following retirements:

Name	*Assignment*	*Effective*
Calo, Angela	Walsh Literacy Facilitator	06/30/25
Egan, Alzira	Maloney Elementary Writing	06/30/25

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools



COMMUNICATIONS



December 4, 2024 through
December 17, 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

November 26, 2024

Tyzjon Barnes
61 Bentwood Dr., Apt. 2
Waterbury, CT 06705

Dear Mr. Barnes:

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. #20250338) 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, December 5, 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 December 6, 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
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 26, 2024

Simone Lacy
31 West Farm St.
Waterbury, CT 06704

Dear Ms. Lacy:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional II (Req. #20240898) at $20.76 per hour. Please contact Wendy Johns, Director of Pupil Services at (203) 574-8000 ext 11181 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, December 5, 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 December 6, 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.

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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 Services
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 27, 2024

Cynthia Watson
57 Burr St.
Waterbury, CT 06708

Dear Ms. Watson:

We are pleased to receive your acceptance of our offer of employment for the position of Food Service Worker for the Department of Education – Food Service (Requisition #20240714) at $17.48 per hour.

This is a part-time position working in the Waterbury School System 10 months a year during school hours up to 19 hours per week.

This position does not provide health insurance benefits. Please refer to the CSEA – LOCAL 2001 contract for other available fringe benefits by visiting our website at www.waterburyct.org.

We have scheduled your orientation for Thursday, December 5, 2024 at 9:15 a.m. at the Board 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 December 6, 2024 at your regular scheduled time.

Please call Judith Booth at 203-574-8195 with any questions you may have in regards to this position.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork.

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

We look forward to working with you.

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resource Generalist

NW/sd
cc: Board of Education
Darren Schwartz, Interim Supt. of Schools
Linda Franzese, Food Serv. 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

December 2, 2024

Gloria Hernandez Garcia
1568 Meriden Rd., Apt. 3J
Waterbury, CT 06705

Dear Ms. Hernandez Garcia:

We are pleased to receive your acceptance of our offer of employment for the position of Food Service Worker for the Department of Education – Food Service (Requisition #20240727) at $17.48 per hour.

This is a part-time position working in the Waterbury School System 10 months a year during school hours up to 19 hours per week.

This position does not provide health insurance benefits. Please refer to the CSEA – LOCAL 2001 contract for other available fringe benefits by visiting our website at www.waterburyct.org.

We have scheduled your orientation for Thursday, December 5, 2024 at 9:15 a.m. at the Board 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 December 6, 2024 at your regular scheduled time.

Please call Judith Booth at 203-574-8195 with any questions you may have in regards to this position.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork.

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

We look forward to working with you.

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resource Generalist

NW/sd
cc: Board of Education
Darren Schwartz, Interim 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

December 2, 2024

Breanna Arce
155 Spring Brook Rd., Apt. B
Waterbury, CT 06706

Dear Ms. Arce:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional II (Req. #20240769) at $20.76 per hour. Please contact Wendy Johns, Director of Pupil Services at (203) 574-8000 ext 11181 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, December 19, 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 December 20, 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 Services
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

December 2, 2024

Tyasia Johnson
129 Park Rd.
Waterbury, CT 06708

Dear Ms. Johnson:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional II (Req. #20250230) at $20.76 per hour. Please contact Wendy Johns, Director of Pupil Services at (203) 574-8000 ext 11181 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, December 5, 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 December 6, 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 Services
file

The City of Waterbury
Finance and Audit Review Commission
235 Grand Street, Waterbury, CT 06702

December 4, 2024

Honorable Board of Education:

We respectively submit the Follow-up Review of City of Waterbury Student Activity Fund Audit, for your review and comments

Paul Buzzelli, Chairman
Finance and Audit Review Commission

The City of Waterbury
Internal Audit Department
235 Grand Street, Waterbury, CT 06702

December 4, 2024

Finance and Audit Review Commission:

The Audit Department has completed the Follow-up Review of City of Waterbury Student Activity Fund Audit. Our objective was to determine if recommendations from the Audit Report dated February 28, 2022 (Exhibit A) were implemented.

We would like to thank the employees of the Board of Education and School Business Office 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
Doreen Biolo, Chief Financial Officer
Carrie Swain, Board of Education

Follow-up Review of City of Waterbury Student Activity Fund Audit

City of Waterbury

November 19, 2024

Joseph J Garvis, CPA
Director of Internal Audit

Contents

Background	3
Current Status Open Conditions	4
Follow-up Review Findings	5 - 7

Exhibits

City of Waterbury Student Activity Fund Audit Report	A
Management Responses	B

The City of Waterbury
Internal Audit Department
235 Grand Street, Waterbury, CT 06702

November 19, 2024

To: Finance and Audit Review Commission

From: Joseph Garvis, Director of Audit

Subject: Follow-up Review of City of Waterbury Student Activity Fund Audit.

A. Background Information

At the request of the Finance and Audit Review Commission, the Internal Audit Department conducted a follow-up audit of the Recommendations from the Audit Report dated February 28, 2022 of City of Waterbury Student Activity Fund. (Exhibit A)

The objectives of that audit were to determine whether cash handling procedures and internal controls over cash at the City of Waterbury:

- 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

Controls could be strengthened and improved, also some processes could be improved and policies and systems updated for :

- Collection and documentation of receipts
- Disbursements and Processing Payment Requests
- Quicken Ledger Activity
- Reporting
- Manual Processes and Systems
- Software Systems
- Management Oversight
- Waterbury Board of Education SAF Policy and Regulations

Recommendations – From The City of Waterbury Student Activity Fund Audit	
A. We recommend that all moneys collected from any source be substantiated by pre-numbered triplicate-copy receipts. In a system using triplicate copy receipt books the top copy is given to the customer, the second copy is attached to deposit documentation and the third copy remains in the receipt book to form the detail manual POS system	Closed
B. We recommend that receipt books have prenumbered receipts and all detail receipts contain unique printed language such as, City of Waterbury Student Activity Fund or other unique printed language or logo deemed appropriate	Closed
C. We recommend that all receipt books are centrally purchased, issued, tracked and controlled by WPSS Central Business Office. Also, that a central database is used to control the distribution and tracking of receipt books issued and in use, the series of detail receipts involved and receipt books that were issued and are fully used	Closed
D. We recommend that supporting documentation (invoices, receipts) are always provided as part of the documentation supporting the request for payment form and are kept for auditing purposes as required by BOE policy.	Closed
E. We recommend that all checks are printed from the automated software feature in Quicken and all data is stored on the network drive.	Closed
F. We recommend that consideration should be given to automating and integrating manual processes and systems into software systems to the greatest extent possible. Automating manual processes and systems strengthens controls, enables Management to monitor transactions and activity in real time and also produce Management/Exception reports, performance indicators and other reports in real time.	Closed
G. We recommend that a review is done to determine the capability of using Quicken software to produce detail cash receipts in order to automate and integrate the cash receipts function into Quicken.	Closed
H. We recommend that Quicken software is evaluated to determine if Quicken is adequate to meet all the needs of WPSS for SAF purposes	Closed
I. We recommend that a review is done to determine if the additional features and benefits available using Quick Books rather than Quicken would better meet the needs of WPSS Student Activity Fund.	Closed
J. We recommend that a review of Student Activity Fund software packages is done to determine the feasibility of replacing the system currently being used with a Student Activity Fund software package	Closed

A. Detail Follow-up Review Findings

General

Recommendations (above) from the 2022 SAF Audit (Exhibit A) that were implemented for cash receipt books and check disbursements that resulted in improvements to the control environment included:

- The use of pre-numbered triplicate-copy receipts with unique printed language
- Centralized control over the issuance and tracking of cash receipt books by the School Business Office (SBO).
- Printing checks using the automated feature in Quicken software

Student Activity Funds policies, documents and forms

At the time of our review The Waterbury Public School System (WPSS) had Student Activity Funds (SAF) Policy & Regulations adopted by the Board of Education (BOE) August 2, 2004 (**Exhibit A**). SBO Management has done a review and updated the Policy & Regulations however the BOE has not adopted the updated version of the SAF Policy & Regulations done by SBO Management.

Recommendations

- We recommend that SBO Management take action to submit the updated version of the SAF Policy & Regulations including any recommendations for changes to the BOE for review and approval of the changes.

- We recommend that once any changes to SAF Policy & Regulations are approved by BOE, SBO Management take action to reinforce with all School Principals and School Business Officers the revised SAF Policy & Regulations. This could include conducting training or providing additional instruction to make certain school personnel are made aware of what is required in order to comply with BOE Policy & Regulations for Student Activity Funds.

  Due Date:
  Responsible Person: Chief Financial Officer, WPSS

Reporting

At the time of our review we found reporting of the activity/club account balances to activity advisors was not always being done periodically. We were informed some reporting of activity/club balances was being done informally as requested however the process was not documented.

Reporting detail activity and balances to activity advisors is a key control over the accounting function, where activity advisors independent of accounting can confirm transactions and recorded balances for their respective club or activity.

Recommendations

- We recommend that detail activity/club account balance reports are prepared on a periodic basis and distributed to each club/activity advisor showing detail activity and balances for their club/activity. If any differences exist policy should include a process to resolve discrepancies involving both the school business officer and the principal's office.

Due Date:
Responsible Person: Chief Financial Officer, WPSS

Reconciliation of receipts and segregation of duties

All bank reconciliations are prepared by a staff member in the WPSS SBO from Quicken ledger activity and Webster bank records. At school locations Business Managers collect funds, prepare detail receipts and make bank deposits. Although a process exists to collect, record, deposit and report receipts we found there was no documented accounting process showing all detail receipts and deposit activity was accounted for, compared to bank deposits and deposits recorded in Quicken.

In general there was a lack of separation of duties at school locations. The same employee that receives SAF funds, counts cash and checks, issues receipts, has custody of funds, makes deposits, prepares and issues vendor checks, accounts for cash receipts, is the sole user of the software, makes transfers and issues any related reports.

Recommendations

- We recommend a documented process is developed to tie detail copies of receipts in receipt books to detail deposits per bank and detail deposits recorded in Quicken software. The individual performing this analysis and reconciliation should not have access to any SAF funds, be responsible for bookkeeping or accounting for SAF or for inputting, processing or reporting data in Quicken.

- Due to the lack of separation of duties we recommend oversight is increased to compensate for the lack of separation of duties in the SAF function.

  Due Date:
  Responsible Person: Chief Financial Officer, WPSS

Internal Control Activities

Our Follow up review concludes that for recommendations implemented (Closed) the control environment was improved also controls could be further strengthened with the recommendations made in this report.

Recommendations

- We recommend that a review is done and action is taken to implement any recommendations made in the Detail Follow-up Review Findings

  Due Date:
  Responsible Person: Chief Financial Officer, WPSS

Exhibit A

City of Waterbury Student Activity Fund Audit

February 28, 2022

Joseph J Garvis, CPA
Director of Internal Audit

Contents

Authorization	3
Objectives and Methodology	3-4
Background	4-5
Student Activity Funds Overview	5
General	6
Findings and Recommendations	6-15

Exhibits

Student Activity Fund policy	A
Webster Bank checking accounts	B
Consolidated Annual Financial Report - Special Revenue Fund	C

I. Authorization

At the request of the Finance and Audit Review Commission (FARC) the Internal Audit Department (IAD) surveyed Management to identify potential audit projects and was requested to review the accounts and operations of City of Waterbury (City) Student Activity Funds (SAF).

II. Objectives and Methodology

A. The objectives of our audit were to:

- Obtain an understanding of all existing state and local requirements as they relate to SAF.
- Obtain an understanding of the various SAF processes and procedures used by Waterbury Public School System (WPSS).
- Determine if written policy and procedures are adequate to address proper internal controls and compliance.
- Determine if funds are adequately safeguarded.
- Determine if receipts are complete and deposited in a timely manner.
- Identify opportunities to improve efficiencies and controls in the SAF process.

To develop an understanding of relevant control structure policies and procedures, we reviewed financial records, applicable laws, policy and regulations. We examined department reports, compared data, observed operating procedures and analyzed historical results.

B. Scope of procedures:

1. Tested cash receipts
2. Reviewed detail deposits
3. Tested cash deposits to the bank
4. Tested check deposits to the bank
5. Reviewed and summarized receipt books
6. Reviewed and summarized bank statements
7. Compared bank statements to receipt books and Quicken ledger

8. Reviewed bank account reconciliations
9. Reviewed activity account reports
10. Compared activity account balances to bank balances
11. Tested cash disbursements
12. Tested check endorsements
13. Reviewed Management Oversight on site – School
14. Reviewed Management Oversight – Business Office

C. Internal Audit examined the duties of personnel concerned with cash inflows, outflows and accounting.

D. Interviewed WPSS and Departmental employees.

E. Reviewed the City-Wide Cash Control Policy and Procedure.

III. Background Information

Student activity funds are fiduciary funds, which are held on behalf of the students. The purpose of student activity funds should be to promote the general welfare, education and morale of all of the students and to finance the reasonable, co-curricular and school activities of the student body. These educational experiences take a variety of forms including such areas of interest as athletics, assemblies, honor societies, clubs, lectures, field trips and student council. These activities are available to the entire student body. The funds will not be used for any purpose that represents an accommodation to an individual, a loan or credit. Funds will not be used for staff or a capital improvement to a facility.

Projects for the raising of student activity money shall contribute to the educational experience of the students and shall add to, but not be in conflict with the instructional program. Student participation is an important factor in the democratic management of the money raised by the students and expended for their benefit. Student activity money shall be expended in such a way as to benefit those pupils who have contributed to the accumulation of the money.

The funds in each of the student activity accounts are held on behalf of the students. Every effort should be made in order to expend the funds for the purpose for which they were intended, in the year the funds were raised. If a balance remains in the

student activity account for the various classes, the funds should follow the class to the next grade level.

School activity accounts as described in CGS 10-237 (**Exhibit A**) will also be maintained. These funds will be used to report gifts and donations not related to a student activity. They will also account for funds from the Board of Education budget which support school activities.

IV. WPSS Student Activity Funds Overview of Operations

1. Management of Student Activity Funds

   At the time of our review there were 32 SAF Webster Bank checking accounts in use (**Exhibit B**). All bank reconciliations were prepared by a staff member in the Waterbury Public School System central business office location. Standalone manual check books were in use at all school locations, checks were prepared by the Business Manager on site at each location. Manual receipt books were being used to record the receipt of SAF funds at some locations.

2. Type of Funds collected

   a. Schools currently generally accept the following payment types:
      i. Cash
      ii. Check
      iii. Money Order

3. Student Activities Fund approvals

   At high school and middle schools, at least two authorizations are required for all withdrawals.

4. Software Systems used to manage Student Activity Funds

   Quicken software was being used to record deposits, check disbursements and transfer activity. Microsoft Excel was being used at some locations to record transactions.

5. Student Activity Funds policies, documents and forms

   The WPSS has a Student Activity Funds policy last updated 2004 (**Exhibit A**)

V. General

At the time of our review up to date bank reconciliations along with reverse positive pay used for check disbursements enhanced controls. Controls over cash receipts, cash disbursements, reporting and oversight are in need of improvement.

Controls over cash receipts were not being followed. Detail cash receipt books were not always being used and there was no central control over cash receipt books.

We found supporting documentation was not always being maintained. Request for payment forms were being approved and checks were being issued for payment without supporting documentation.

Reporting of the activity account balances to activity advisors was not being done periodically. We were informed some reporting of activity balances was being done informally as requested however the process was not documented.

Oversight procedures for cash receipt, cash disbursement and reporting functions were not fully documented and are in need of improvement.

VI. Findings and Recommendations

1. Collection and Documentation of Receipts

We conducted various tests of seven (7) schools SAF accounts the total amount of the seven SAF balances tested was more than $335,000 or approximately 75% of the entire SAF District balance of $447,892 at fiscal yearend 6/30/21 (**Exhibit B**) . Our testing disclosed:

Detail cash receipts were not always being issued, we found only 2 of the 7 schools tested were using detail receipt books to document and record the receipt of SAF funds. WPSS Board of Education (BOE) Policy and Regulations (**Exhibit A**) section II. A. Collection and Documentation of Receipts states "All moneys collected from any source must be substantiated by pre-numbered duplicate-copy receipts". In addition to the BOE requiring the use of detail receipt books to substantiate all moneys collected, in a manual system receipt books serve as the basis for the detail point of sale (POS) system. Issuing detail customer receipts is a key control over an accounting or bookkeeping cash receipts function, where individuals independent of accounting/bookkeeping can confirm their detail transactions and track activity and or recorded amounts for their respective account.

Of the receipt books in use there was no indication on the detail receipts whether cash, check or money order had been received, the series of receipt books we

examined was incomplete as to the source of each detail item cash, check or money order. Separately accounting for cash and check receipts is a control that can be used and should be used to prevent and/or detect inappropriate activity or the misappropriation of funds.

The receipt books in use appear to be generic receipt books available from an office supplier. There was no unique marking or identifier on any of the detail receipts issued indicating City of Waterbury Student Activity Fund or other unique logo. Although one school marked each book on its cover with a number, there was no central database or other method being used to control the distribution and tracking of receipt books issued and in use or the series of detail receipts or books that have been fully used.

We found there was no documented accounting or analysis being done showing all receipt and deposit activity was accounted for, compared to bank deposits and deposits recorded in Quicken.

When safeguarding cash and checks physical controls are emphasized. Controls should include restricting access to funds (cash and checks) to as few individuals as possible. Counting cash in a non-public area, having more than one individual present, if possible. Depositing cash and checks daily, use of other physical controls such as a safe to store funds until deposited. We found that not all schools had a school safe for use in storing funds. Although the funds may have been stored in a locked office and or desk, WPSS Board of Education (BOE) Policy and Regulations state " Said moneys shall remain in the school safe only until such time as a deposit can be reasonably completed. "

There was a lack of separation of duties at school locations. The same employee that receives SAF funds, counts cash and checks, issues receipts, has custody of funds, makes deposits, prepares and issues vendor checks, accounts for cash receipts, is the sole user of the software, makes transfers and issues any related reports.

Recommendations

- We recommend that all moneys collected from any source be substantiated by pre-numbered triplicate-copy receipts. In a system using triplicate copy receipt books the top copy is given to the customer, the second copy is attached to deposit documentation and the third copy remains in the receipt book to form the detail manual POS system.
- We recommend there is an indication on the all detail receipts issued showing whether cash, check or money order was received.
- We recommend that receipt books have prenumbered receipts and all detail receipts contain unique printed language such as, City of Waterbury Student Activity Fund or other unique printed language or logo deemed appropriate.

- We recommend that all receipt books are centrally purchased, issued, tracked and controlled by WPSS Central Business Office. Also that a central database is used to control the distribution and tracking of receipt books issued and in use, the series of detail receipts involved and receipt books that were issued and are fully used.
- We recommend a documented process is developed to tie detail copies of receipts in receipt books to detail deposits per bank and detail deposits recorded in Quicken software. The individual performing this analysis and reconciliation should not have access to any SAF funds, be responsible for bookkeeping or accounting for SAF or for inputting, processing or reporting data in Quicken.
- We recommend that a review is done of physical controls over SAF funds (cash and checks).
- Due to the lack of separation of duties we recommend oversight is increased to compensate for the lack of separation of duties in the SAF function.

Management Response

We will be purchasing books and storing them in the School Business Office. They will be controlled by SBO personnel. We will be investigating the printing and cost for the books. Quicken cannot produce receipts. We will do the information gathering in the summer (July - August 2022) and start implementation in September - October 2022.

Due Date: September - October 2022
Responsible Person: Chief Financial Officer, WPSS

2. Disbursements and Processing Payment Requests

Prior to preparing and issuing check payment activity account advisors complete and sign a request for payment form (**Exhibit A**) attach supporting documentation (i.e., invoice, receipt) forward the request to the business manager. The business manager will prepare a check and forward the check, request for payment voucher, and documentation to the school principal for review and signing of the check. During our review and analysis of request for payment forms and supporting documentation we found:

1. Supporting documentation (invoices, receipts) was not always being kept to support the request for payment as is required by WPSS Board of Education Policy.
2. WPSS Board of Education Policy section II, B. states, When a check has been written, the invoice, and supporting documents, shall be marked "PAID BY CHECK NUMBER _____ and DATE OF PAYMENT _____ and shall be filed for

auditing purposes.". Following processing for payment we did not find any supporting documents that were being marked paid with date of payment.

3. WPSS Board of Education Policy section II, B. also states "Disbursements shall be supported by invoice or documentation bearing signatures certifying receipt of goods or services. Accuracy of prices, extensions and totals should be checked prior to payment" we found that supporting documents did not always have signatures certifying receipt of goods or services. Although there may have been a process being used to check accuracy of prices, extensions and totals prior to payment the process was not documented.
4. Standalone manual check books were in use at all school locations, checks were prepared manually by the Business Manager on site at each location.

Recommendations

- We recommend that supporting documentation (invoices, receipts) are always provided as part of the documentation supporting the request for payment form and are kept for auditing purposes as required by BOE policy.
- We recommend when a check has been written that supporting documentation (invoices, receipts) are always marked PAID BY CHECK NUMBER _____ and DATE OF PAYMENT _____ as required by BOE policy.
- We recommend that a documented process is developed for certifying receipt of goods or services, accuracy of prices, extensions and totals prior to payment including any signatures certifying receipt of goods or services.
- We recommend that when tangible goods are received a process is in place to ensure that goods are adequately safeguarded and controlled.
- We recommend that all checks are printed from the automated software feature in Quicken and all data is stored on the network drive.
- We recommend after checks are signed they should be distributed and not returned to the bookkeeping or accounting function.
- We recommend blank check stock should be controlled and stored in a secure area by an individual who is responsible for storage and issuance of blank checks. This individual should not also be responsible for creating and issuing check payments.

Management Response

We will distribute instructions for check writing in Quicken to all middle and high school (before the end of the school year). This will be followed up by training the people who are responsible for the SAF at the Middle and High schools (to start in Sept - Oct 2022). We will reaffirm the Board of Education policy with all school SAF users.

Due Date: Sept - Oct 2022
Responsible Person: Chief Financial Officer, WPSS

3. Quicken Ledger Activity

WPSS Board of Education (BOE) Policy indicates that the graduating class bring its account balance to zero by June 30th within two years following the graduating year. The class may elect several methods in order to bring the account to a zero balance.

WPSS Board of Education (BOE) Policy and Regulations provides no guidance or forms for use in making transfers among activity accounts.

Following our review of Quicken ledger activity we found:

1. Some graduating classes had activity beyond the two years following the graduating year.
2. Transfers were being made in various activity accounts. WPSS was using an internally developed request for transfer form.
3. Some individual activities had negative balances.

Recommendations

- We recommend that accounts are reviewed periodically to determine if action needs to be taken in order to comply with BOE Policy for Class Accounts.
- We recommend that a periodic review is performed of Quicken ledger activity to determine if there are any unusual transactions or amounts such as negative individual activity balances and that for any items identified corrective action is taken as needed.
- We recommend that a review is performed of WPSS Student Activity Fund Board of Education Policy and Regulations to update policy, forms and documents as needed.

Management Response

At the end of each school year we will review class accounts an remove accounts as needed. We will review the Board of education policy and suggest changes (July - August 2022 for review Sept. 2022)

Due Date: Sept. 2022
Responsible Person: Chief Financial Officer, WPSS

4. Reporting

According to WPSS Board of Education Policy and Regulations section V. The principal or business manager shall maintain a complete set of books recording all moneys received and disbursed. All transactions shall be entered and categorized to permit appropriate analysis. Separate account balances shall be kept for each club or activity.

On a quarterly basis during the school year, the building principals will send reports on the school activity funds to the School Business Office personnel who will then forward a copy to the internal city auditor.

An annual activity report summarizing receipts and disbursements as well as a reconciled cash balance statement shall be prepared by the principal or business manager at the end of each school year. This report shall be signed and dated by the principal.

We found that no annual reporting was being done at the school level, however, this function was taken over by Waterbury Public School System central business office personnel.

We found reporting of the activity/club account balances to activity advisors was not being done periodically. We were informed some reporting of activity/club balances was being done informally as requested however the process was not documented. Reporting detail activity and balances to activity advisors is a key control over the accounting function, where activity advisors independent of accounting can confirm transactions and recorded balances for their respective club or activity.

The Internal City Auditor has not received any quarterly school activity fund reports as described above.

Recommendations

- We recommend that detail reports be prepared at least quarterly and distributed to each club/activity advisor showing detail activity and balances for their club/activity. If any differences exist policy should include a process to resolve discrepancies involving both the school business officer and the principals office.
- We recommend that quarterly reports on school activity funds are sent to School Business Office personnel who will then forward a copy to the internal city auditor.
- We recommend policy is established to monitor and report on any club/activity in the event that there is no advisor.

Management Response

Item 1 + 2 will be discussed with the staff at the Middle and High schools and may be incorporated into the changes that are recommended for Board of Education policies Sept - Oct 2022). We will recommend Item 2 be removed from the Board of Education policy.

Due Date: Sept - Oct 2022
Responsible Person: Chief Financial Officer, WPSS

5. Manual Processes and Systems

As noted throughout this report standalone manual checking, receipting and excel processes and systems were being used at school locations to capture, process, review and report SAF detail transactions. In general manual systems are prone to errors and omission, require large amounts of Staff and Management time to prepare, update, review and control. Related control issues are noted and described in detail throughout this report.

During our review of Quicken ledger activity we found in some cases large gaps in check number sequence. This would indicate detail checking activity was being posted to Quicken on an as cleared basis and not on an as written basis. Generally checks are written in sequential order the large gaps in check number sequence that we found posted in Quicken would indicate that was not always the case.

Recommendations

- We recommend that consideration should be given to automating and integrating manual processes and systems into software systems to the greatest extent possible. Automating manual processes and systems strengthens controls, enables Management to monitor transactions and activity in real time and also produce Management/Exception reports, performance indicators and other reports in real time.
- We recommend that all checks are printed from the automated software feature in Quicken and all related data is stored on the network drive.
- We recommend that a review is done to determine the capability of using Quicken software to produce detail cash receipts in order to automate and integrate the cash receipts function into Quicken.

Management Response

The SBO will make every effort to automate the SAF process. The SBO will provide training to the Middle and High school SAF manager on the use of Quicken to print checks. (Sept. 2022) Quicken cannot be used to print receipts.

Due Date: Sept. 2022
Responsible Person: Chief Financial Officer, WPSS

6. Software Systems

As previously noted Quicken software was being used to record deposits, check disbursements and transfer activity. Microsoft Excel was being used at some locations to record transactions. WPSS Board of Education Policy and Regulations states the Quick Books program will be used for the bookkeeping process. In general Quick Books has more features and capability than Quicken.

Currently the WPSS SAF system consists of standalone manual recordkeeping that is data entered into Quicken. We reviewed student activity fund reports from other school districts and found districts were using SAF software packages designed for school districts student activity funds.

Recommendations

- We recommend that Quicken software is evaluated to determine if Quicken is adequate to meet all the needs of WPSS for SAF purposes.
- We recommend that a review is done to determine if the additional features and benefits available using Quick Books rather than Quicken would better meet the needs of WPSS Student Activity Fund.
- We recommend that a review of Student Activity Fund software packages is done to determine the feasibility of replacing the system currently being used with a Student Activity Fund software package.

Management Response

Quicken provides adequate information and is cost effective. QuickBooks costs is about $360.00 a year. A software package will be discussed with SBO management for consideration.

Due Date: August 2022
Responsible Person: Chief Financial Officer, WPSS

7. Management Oversight

As previously noted the bank balances and receipt books were not being compared and agreed to the trial balance of activities and funds.

We found there was no documented process showing receipts and deposits were being monitored for reasonableness.

As previously reported we found reporting of the activity/club account balances to activity advisors was not being done periodically. This is a key control over the accounting function, where activity advisors independent of accounting can confirm transactions and recorded balances for their respective club or activity.

Recommendations

- We recommend that documented procedures are developed for comparing the trial balance of activities to bank deposits and deposits per receipt books.
- We recommend that documented procedures are developed to be used to monitor receipts and deposits for reasonableness.
- We recommend that a review is done of BOE Policy applicable to reporting of the activity/club account balances to activity advisors.
- We recommend that consideration is given to performing periodic audits/reviews on site at school locations in order to increase compliance and gain insight into SAF operations at the schools. This process could include surprise cash counts or audits.

Management Response

The SBO will review, develop and update procedures to the SAF and recommend adjustment to the Board of Education policies.

Due Date:
Responsible Person: Chief Financial Officer, WPSS

8. Internal Control Activities

As previously noted oversight procedures for the cash receipt, cash disbursement and reporting functions were not fully documented and are in need of improvement, these factors added to the control and oversight of standalone manual recordkeeping systems currently in use that need strengthening and or improvement contribute to a weakened control environment for Student Activity Funds. As a result risk is increased that misappropriation, waste, fraud or abuse of student activity funds could occur and go undetected.

Recommendations

- We recommend that a review is done and action is taken to implement the recommendations included in this report.

Management Response

The SBO staff review all the items in the audit (July - August 2022) and if action is deemed necessary it will be addressed

Due Date: Sept - Oct 2022
Responsible Person: Chief Financial Officer, WPSS

9. Waterbury Board of Education SAF Policy and Regulations

As noted throughout this report BOE Policy was not always being followed. We also found during our review of detail activity some schools were using what appeared to be internally developed forms for transferring amounts among student activities and also for request for payment. The Board of Education Policy & Regulations, Student Activity Fund was adopted by the Board of Education on August 2, 2004.

Recommendations

- We recommend that a review is performed of Board of Education Policy & Regulations, Student Activity Fund in order to update Policy and Regulations as deemed appropriate.
- We recommend that BOE Policy & Regulations for Student Activity Funds are reinforced with all School Principals and School Business Officers. This could include conducting training or providing additional instruction to make certain school personnel are made aware of what is required in order to comply with BOE Policy & Regulations for Student Activity Funds.

Management Response

We will review the Board of Education Policy & Regulations to recommend changes

Due Date: Sept 2022
Responsible Person: Chief Financial Officer, WPSS

BUSINESS & NON-INSTRUCTIONAL OPERATIONS *3453*

POLICY

Student Activity Fund

I. General

A. Student Activity Fund Accounts and School Activity Accounts

Student activity funds are fiduciary funds, which are held on behalf of the students. The purpose of student activity funds should be to promote the general welfare, education and morale of all of the students and to finance the reasonable, co-curricular and school activities of the student body. These educational experiences take a variety of forms including such areas of interest as athletics, assemblies, honor societies, clubs, lectures, field trips and student council. These activities are available to the entire student body. The funds will not be used for any purpose that represents an accommodation to an individual, a loan or credit. Funds will not be used for staff or a capital improvement to a facility.

Projects for the raising of student activity money shall contribute to the educational experience of the students and shall add to, but not be in conflict with the instructional program. Student participation is an important factor in the democratic management of the money raised by the students and expended for their benefit. Student activity money shall be expended in such a way as to benefit those pupils who have contributed to the accumulation of the money.

The funds in each of the student activity accounts are held on behalf of the students. Every effort should be made in order to expend the funds for the purpose for which they were intended, in the year the funds were raised. If a balance remains in the student activity account for the various classes, the funds should follow the class to the next grade level.

School activity accounts as described in CGS 10-237 (**Exhibit 14-A**) will also be maintained. These funds will be used to report gifts and donations not related to a student activity. They will also account for funds from the Board of Education budget which support school activities.

B. Management of funds

All records and financial procedures shall be subject to periodic review by internal personnel and annual audits by outside independent auditors. Audit reports and internal reviews shall be referred to the Principal and **School Business Administrator** for informational purposes and improvement of procedures. Quarterly reports shall be prepared by the principal or business manager and submitted to the School Business Office. These reports shall reflect the financial condition of the student activity fund and proof of reconciliation of the bank accounts.

POLICY

Student Activity Fund, continued

The principal of each school shall designate one person, in addition to himself or herself, who shall be authorized to receive, deposit and account for funds. This person will be designated as the Business Manager. At the high school and middle schools, at least two authorizations shall be required for all withdrawals-one is the approval of the invoice for payment and the other is the signing of the check. These rules shall apply to savings as well as to checking accounts. Supporting evidence shall be required prior to signing the check. Blank checks shall never be signed and should be kept in a locked drawer. Such action makes the signer personally liable for anything recorded over his/her signature.

C. Establishing a student or school activity account

The activity account advisor will need to obtain an application for approval form from the principal or business manager. The completed form should be signed and the application forwarded to the school principal for approval. (**Exhibit 14-B**)

Upon approval, a copy of the approved application will be returned to the advisor and a copy will be forwarded to the business manager. The business manager will provide the advisor with an account number to be used when completing deposits, requests for payments, and to obtain general account information.

D. Donations

Donations received from various organizations may be deposited into the student activity account, or school activity account, however, the donation must be reported on a quarterly basis to the **School Business Administrator** (**Exhibit 14-C&D**). The **School Business Administrator** must authorize all fixed asset donations and will report all donations greater than $1,000 to the Director of Finance. The donation report should be submitted with the quarterly activity and balance report. The intent of the donation must be considered when determining which account to deposit the funds. If the funds are for the benefit of a specific student activity they should be deposited into the student activity account. If the funds are for the benefit of the school, the funds should be deposited into the school activity account and be expended for the purpose for which they were intended.

E. Class Accounts

The graduating class shall bring its account balance to zero by June 30th within two years following the graduating year. The class may elect one of more of the following methods in order to bring the account to a zero balance. Funds may be used to a) reduce the cost of class activities b) work with the school administration to select and present a class gift c) add to the scholarship fund account.

POLICY

Student Activity Fund, continued

F. Interest Earned

Interest earned shall be recorded in a separate account and made available for distribution to other activity accounts upon the approval of the principal. All such transfers of interest shall be authorized by the principal.

G. Annual Activity Report

An annual activity report summarizing receipts and disbursements as well as a reconciled cash balance statement shall be prepared by the principal or business manager at the end of each school year. These reports shall be generated by the QuickBooks software that will be used by all schools. This report shall be signed and dated by the principal.

All Student Activity records must be held for a minimum of seven years per the State of Connecticut retention requirements.

H. Audit

All accounts are subject to an annual audit which shall be conducted by the City's Independent Auditor as well as the city auditor. Copies of the audit report shall be maintained as a permanent record.

II. General procedures for receiving and disbursing money

A. Collection and Documentation of Receipts

The activity advisor will be required to complete and sign a deposit voucher for all deposits (**Exhibit 14-E**). Additionally, the advisor will be required to provide the business manager with copies of documentation supporting the receipts. The receipts must total to the amount of the deposit.

Cash receipts should include supporting documentation. For example, if Teacher "A" is organizing a field trip and collecting money from students, the deposit receipt should include a class list of those students who have paid. Other examples would include the number of candy bars, tickets, gifts, etc. sold. Additionally, the receipt should include a brief summary of the reason for the deposit.

All moneys collected from any source must be substantiated by pre-numbered duplicate-copy receipts. A receipt will be issued immediately upon receipt of funds. The first copy of the receipt is to be given to the person from whom the money is received. The second

copy is to be retained by the principal or business manager as permanent record of money received. It should also be attached to the deposit voucher.

POLICY

Student Activity Fund, continued

Collections should be deposited daily or as soon as possible. Money should never be left in the school over weekends or holidays. All moneys collected shall be placed in the school safe for safe keeping. Said moneys shall remain in the school safe only until such time as a deposit can be reasonably completed. All checks to be deposited in the activity account shall be endorsed immediately upon receipt, showing a restrictive endorsement.

The bank deposit ticket will be completed in duplicate. The original is placed with the deposit. Once the deposit is made and the bank issues a bank deposit receipt, it should be attached to the second copy of the bank deposit slip, a copy of the pre-numbered receipt, the deposit voucher, and any supporting documentation.

B. Disbursements and Processing Payment Requests

The activity account advisor will need to obtain a request for payment form (**Exhibit 14-F**) from the principal or business manager, complete and sign the request, attach supporting documentation (i.e., invoice, receipt), and return the request.

The business manager will determine that sufficient documentation is presented and that sufficient funds are available to cover the expense upon signing the request. The business manager will not authorize a payment if sufficient funds are not available to cover the expense in the activity account. The business manager will prepare a check and forward the check, request for payment voucher, and documentation to the school principal for review and signing of the check.

All disbursements shall be made on pre-numbered checks which serve as the basis for making an entry recording the disbursement. Disbursements shall be supported by invoice or documentation bearing signatures certifying receipt of goods or services. Accuracy of prices, extensions and totals should be checked prior to payment. When a check has been written, the invoice, and supporting documents, shall be marked "PAID BY CHECK NUMBER _____" and "DATE OF PAYMENT _____" and shall be filed for auditing purposes. At the high school and middle schools, TWO authorizations shall be required. Checks should be mailed out by the business manager.

Additionally, the following restrictions apply:

- NO EXPENDITURES shall be made directly FROM CASH COLLECTED.
- No funds may be expended in excess of the balance of said fund.
- No alcoholic beverage or tobacco products may be purchased from the Student or School Activity Funds.

POLICY

Student Activity Fund, continued

- No funds will be used for capital improvement to a building.
- Student Activity Funds may not be used to cash checks.
- Blank checks shall never be signed.
- A check shall never be made payable to Cash. Such action makes the signer personally liable for anything recorded over his/her signature.
- No reimbursements shall be made directly to a personal account. (Exceptions noted below)
- A check should never be made payable to the principal/business manager and be authorized by that same individual.

III. Payments to Individuals/Employees for Services Rendered

All activity account advisors must contact the school principal for approval and instructions for processing payments to individuals or employees for personal services prior to receiving the services. The principal will be required to review the purpose for the services to be received to ensure that they are appropriate in the circumstances.

In order to process payments to employees for services rendered, the advisor will be required to complete a request for payment for the amount to be paid to the employee (**Exhibit 14-G**). The request for payment should include the employee's name and a description of the services received. The business manager will forward the request to the payroll accountant at the Board of Education. The Board of Education will issue a check to the employee (through the normal payroll process). The student activity account will reimburse the Board of Education payroll account as soon as possible after the payroll is issued.

At no time will the business manager issue a check made payable to an employee for personal services rendered.

Activity account advisors will utilize the following procedures when expecting to make expenditures to an individual, company (that is not a corporation), or a LLC, for personal services expected to exceed $600 within a given calendar year. The activity account advisor will be expected to obtain a completed W-9 form. Additionally, the business manager and the School Business Office personnel will be completing periodic reviews of the activity account payments to identify instances where $600 has or is expected to be paid to an individual or company that is not incorporated for personal services rendered.

POLICY

Student Activity Fund, continued

At the end of each calendar year, the business manager will be required to compile copies of the cumulative payments exceeding $600 paid to each individual or company for personal services during the previous year. The copies will be forwarded to the Board of Education for review and issuance of 1099s.

IV. Reconciliation of Bank Statements

The balance shown by the bank statement will rarely agree with the balance reflected by the books of the fund because of outstanding checks, deposits in transit, bank charges and possible errors. Thus, the bank statement shall be reconciled with the activity fund books as soon as possible after it has been received. The end of each month shall serve as the cut-off date for reconciliation of the bank statement. The business manager shall prepare bank reconciliations on a monthly basis as soon as the bank statement arrives. All reconciliations should be retained for audit purposes. Errors identified in the reconciliation process should be corrected as soon as possible.

V. Reporting

The principal or business manager shall maintain a complete set of books recording all moneys received and disbursed. A general ledger shall serve as a control whereby the total amount of money received and expended for all funds is maintained continuously. All transactions shall be entered and categorized to permit appropriate analysis. Separate account balances shall be kept for each club or activity.

The computerized program QuickBooks will be used for the bookkeeping process.

A. Principals: On a quarterly basis during the school year, the building principals will send reports on the school activity funds to the School Business Office personnel who will then forward a copy to the internal city auditor. The reports will include:

1. A List of all deposits and disbursements that were transacted during the quarter.
2. Indicate the status of each account as well as the entire fund.
3. A List of the bank accounts into which the assets of the school activity funds are placed.
4. A reconciliation of balances for each of the bank accounts.

B. The School Business Office personnel will review each report and inquire when a transaction appears to be in violation of statute or Board of Education policy or regulations and/or when the balance/deficit in any of the bank accounts in which the assets of the school activity funds are placed appear problematic.

POLICY

Student Activity Fund, continued

If, as a result of an inquiry, the School Business Office personnel concludes that a violation of statute or Board policy or regulations has occurred or that there is either a deficit or a problem with the balance in a bank account in which assets of a school activity fund are placed, he/she will report that conclusion to the superintendent of schools as soon as possible.

It will then be the superintendent's responsibility to take appropriate action.

Adopted by the Board of Education on August 2, 2004

Connecticut General Statutes Section 10-237
School Activity Funds'

a.) Any local or regional board of education may establish and maintain in its custody a school activity fund through which it may handle (1) the finances of that part of the cost of the school lunch program not provided by town appropriations, (2) the finances of that part of the cost of driver education courses furnished by such board of education and not provided by town appropriation and (3) such funds of schools and school organizations as such board from time to time determines to be desirable, which funds may include amounts received as gifts or donations. Whenever a board of education establishes a school activity fund, it shall designate one of its members or some other person to serve as treasurer of such fund and shall fix his or her salary, which shall be paid from the regular town appropriation for school purposes. Such treasurer shall be bonded and shall keep separate accounts for each school lunch program, for each driver education program and for each school fund and each school organization fund included in the school activity fund and shall make expenditures from such funds in the manner and upon such authorizations as the board of education regulation prescribes, provided the control of school funds and the funds of all school organizations shall remain in the name of the respective schools and organizations. The accounts of the school activity fund shall be considered town accounts and shall be audited by the town auditor in the same manner as all other town accounts.

b.) The accounts of any public school lunch program, whether maintained directly by the board of education or through an agent, shall be kept in accordance with regulations prescribed by the board of education and may include a petty cash fund on the imprest basis and shall be subject to the regular audit of town accounts as provided in section 7-392.

c.) Any local or regional board of education may receive and accept any donation or gift of personal property to be used for the educational benefit of students.

WATERBURY PUBLIC SCHOOLS

Application For Establishing A Student Activity Account

Date: _____ **Account Number:** _____

School: _____

Activity Account purpose: _____

_____

_____

_____

_____

Anticipated Types of Revenue Sources: _____

_____

_____

_____

_____

_____

_____

Anticipated Types of Expenditures: _____

_____

_____

_____

_____

_____

_____

_____

The application is to be signed by the activity account advisor who will be responsible for ensuring that the activity account will be operated in accordance with the student activity account operating procedures as adopted by the Board of Education.

_____ _____

Activity Account Advisor School Principal

WATERBURY PUBLIC SCHOOLS

Donated Fixed Asset Inventory Form

Date: _____

School: _____

RE: Equipment Donations

1. Item Description: _____

2. Model Number: _____

3. Serial Number: _____

   a) School: _____

4. School Location (See attached list): _____

5. Room Number: _____

6. Donated by: _____
   (group, organization, or person)

   a) Purpose: _____

   _____
   (school use, teacher use, student use, principal use, etc.)

   b) Date of donation: _____

7. Bar Code #/(I.D.#): _____

8. Cost/Value: _____
   (attach copy of invoice if available, otherwise estimated fair value)

9. Network Card # (if applicable) _____

_____
Principal's Signature Date

WATERBURY PUBLIC SCHOOLS

Cash Donations Form

Date: _____

RE: Cash Donations

1. Amount of Donation: _____

2. School: _____

3. Donated by: _____

(group, organization, or person)

_____

4. Purpose: _____

(school use, teacher use, student use, principal use, etc.)

_____

_____

5. Date of Donation: _____

_____

Principal's Signature Date

WATERBURY PUBLIC SCHOOLS

Student Activity Funds
Deposit Voucher

Date: _____

School: _____

Deposit Amount: $_____

Total Check Amount: _____

Total Cash Amount: _____

Deposit Date: _____

Teacher's Name: _____

Club, Class or Activity: _____

Explanation: _____

_____

_____

_____

_____

_____ _____

Business Manager Signature Teacher's Signature

WATERBURY PUBLIC SCHOOLS

Student Activity Funds
Request for Payment

Date: _____

School: _____

Amount: $_____

Teacher's Name: _____

Make check payable to: _____

Address: _____

_____

From (Club, Class or Activity): _____

Explanation: _____

_____

_____

_____

Date: _____ _____

Teacher's Signature

Approved by:

_____ _____

Signature-School Principal **or** **Signature- Business Manager**

Check #: _____

WATERBURY PUBLIC SCHOOLS

Employee's Payment Form for Services Performed for Student Activities

Employee Name: _____

Address: _____

_____

_____

_____

Social Security Number: _____

Date Services Performed: _____

Type of Work Performed: _____

_____

Amount of Payment: _____

Advisor Approval: _____

Approved by: Date

****

FOR ACCOUNTING PURPOSES ONLY

Account Code to Charge: _____

Payroll Period Ending: _____

Waterbury Public Schools
Student Activity Accounts
June, 30 2019

03/31/22

	School/Account Name	Bank Name	Account Type	Status	BOOK BALANCE QUICKEN July 1, 2020	Receipts	Disbursements	LETTER TO 6 SCHOOLS Adjust	BOOK BALANCE QUICKEN June 30, 2021	Add O/C	Less DIT	Bank Bal. June 30, 2021	Bank Bal. June 30, 2021	
1	Bucks Hill School SAF	Webster	Checking	Open	3,707.56	716.22	(2,542.43)		1,881.35			1,881.35	1,881.35	0.00
2	Preschool Learning Center	Webster	Checking	Open	6,997.65	302.31	(6,485.39)		814.57			814.57	814.57	0.00
3	Bunker Hill School SAF	Webster	Checking	Open	11,317.32	24,082.27	(26,374.16)		9,025.43			9,025.43	9,025.43	0.00
4	Carrington School SAF	Webster	Checking	Open	6,193.12	756.49	(3,407.44)	(1.00)	3,541.17			3,541.17	3,541.17	0.00
5	Chase School SAF	Webster	Checking	Open	9,849.51	2,107.21	(2,286.11)		9,670.61			9,670.61	9,670.61	0.00
6	Crosby HS Activity Fund	Webster	Checking	Open	78,148.33	60,752.07	(80,567.40)	116.13	58,449.13	3,580.40		62,029.53	62,029.53	0.00
7	Driggs School SAF	Webster	Checking	Open	5,837.14	1,791.28	(2,415.28)		5,213.14			5,213.14	5,213.14	0.00
8	Duggan School SAF	Webster	Checking	Open	2,238.69	1,094.61	(1,546.91)		1,786.39			1,786.39	1,786.39	0.00
9	Enlightenment School SAF (2)	Webster	Checking	Open	3,205.35	110.41	(1,034.32)		2,281.44			2,281.44	2,281.44	0.00
10	Generali School SAF	Webster	Checking	Open	9,142.63		(3,022.37)	633.80	6,754.06			6,754.06	6,754.06	0.00
11	Gilmartin School SAF	Webster	Checking	Open	4,332.22	235.50	(2,720.10)	343.00	2,190.62			2,190.62	2,190.62	0.00
12	Hopeville School SAF	Webster	Checking	Open	2,424.72	474.42	(216.79)		2,682.35			2,682.35	2,682.35	0.00
13	JFK HS Activity Fund	Webster	Checking	Open	105,164.53	49,620.52	(85,953.10)	3,943.72	72,775.67	3,459.00		76,234.67	76,234.67	0.00
14	F.J. Kingsbury School SAF	Webster	Checking	Open	10,314.86	421.98	(1,842.99)		8,893.85			8,893.85	8,893.85	0.00
15	Maloney Activity Account	Webster	Checking	Open	8,992.40	1,263.65	(1,320.25)		8,935.80			8,935.80	8,935.80	0.00
16	Rotella Interdisrict Magnet School	Webster	Checking	Open	6,654.77	1,835.43	(4,741.32)		3,748.88			3,748.88	3,748.88	0.00
17	North End Activity Fund	Webster	Checking	Open	31,321.61	5,356.97	(13,216.08)	370.00	23,832.50	175.00		24,007.50	24,007.50	0.00
18	Jonathan Reed SAF	Webster	Checking	Open	10,501.92	2,344.22	(5,229.73)		7,616.41			7,616.41	7,616.41	0.00
19	Regan School SAF	Webster	Checking	Open	1,529.85	747.28	(1,454.28)		822.85			822.85	822.85	0.00
20	Sprague School SAF	Webster	Checking	Open	4,431.31	262.65	(304.28)		4,389.68			4,389.68	4,389.68	0.00
21	State Street Activity Account (2)	Webster	Checking	Open	1,052.29	162.78	(158.45)		1,056.62			1,056.62	1,056.62	0.00
22	Tinker School SAF	Webster	Checking	Open	16,688.11	2,058.60	(4,021.79)		14,724.92			14,724.92	14,724.92	0.00
23	W. Cross School SAF	Webster	Checking	Open	2,172.31	892.20	(370.49)		2,694.02			2,694.02	2,694.02	0.00
24	Wallace Middle Activity Fund	Webster	Checking	Open	15,913.10	2,790.08	(7,610.77)		11,092.41	497.41		11,589.82	11,589.82	0.00
25	Walsh Magnet School SAF	Webster	Checking	Open	949.38	1,201.38	(1,847.91)		302.85			302.85	302.85	0.00
26	Washington School SAF	Webster	Checking	Open	2,052.29	574.29	(1,041.69)		1,584.89			1,584.89	1,584.89	0.00
27	WAMS Activity Fund	Webster	Checking	Open	87,279.54	15,539.94	(16,001.92)	663.21	87,480.77	746.71		88,227.48	88,227.48	0.00
28	Waterbury Career Academy Fund	Webster	Checking	Open	45,867.81	7,539.95	(27,977.85)		25,429.91			25,429.91	25,429.91	0.00
29	West Side Activities	Webster	Checking	Open	21,692.07	5,009.01	(13,301.45)		13,399.63			13,399.63	13,399.63	0.00
30	Wilby HS Activities Fund Checking	Webster	Checking	Open	43,304.32	19,070.18	(29,386.29)	550.00	33,538.21	2,250.00		35,788.21	35,788.21	0.00
31	Wilson School SAF	Webster	Checking	Open	5,239.56	655.00	(1,028.76)		4,865.80			4,865.80	4,865.80	0.00
32	Adult Education	Webster	Checking	Open	16,609.63	2,615.84	(2,809.12)		16,416.35			16,416.35	16,416.35	0.00
	Total				581,125.90	212,384.74	(352,237.22)	6,618.86	447,892.28	10,708.52	-	458,600.80		
	Prior Year					1,177,416.35	(1,156,455.98)			Net Change:		458,600.80		
	% Change					-82%	-70%							

(2) Does not do fundraising.
Is not a regular school.

EXHIBIT B-1

CITY OF WATERBURY, CONNECTICUT
NONMAJOR GOVERNMENTAL FUNDS
COMBINING BALANCE SHEET
JUNE 30, 2021
(In Thousands)

	Special Revenue											
	Public Safety Grants and Programs	Health Grants and Programs	Recreational Programs	Miscellaneous Grants and Programs	Special Projects	Food Service	Silas Bronson Library	Expendable Trust Funds	Student Activities	Total	Permanent Trust Funds	Total Nonmajor Governmental Funds
ASSETS												
Cash and cash equivalents	$ 1,372	$ 122	$ 359	$ 1,112	$ 256	$ -	$ 192	$ 1,247	$ 447	$ 5,107	$ 133	$ 5,240
Investments							2,743			2,743		2,743
Intergovernmental receivables	163	636		1,457		945				3,201		3,201
Accounts receivable, net	482									482		482
Other assets		50								50		50
Inventory						261				261		261
Total Assets	$ 2,017	$ 808	$ 359	$ 2,569	$ 256	$ 1,206	$ 2,935	$ 1,247	$ 447	$ 11,844	$ 133	$ 11,977
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES												
Liabilities:												
Accounts payable and accrued liabilities	$ 5	$ 336	$ 58	$ 37	$ 25	$ 66	$ 4	$ 2	$ -	$ 533	$ -	$ 533
Due to other funds						1,212				1,212		1,212
Unearned revenue		422								422		422
Total liabilities	5	758	58	37	25	1,278	4	2	-	2,167	-	2,167
Deferred Inflows of Resources:												
Unavailable revenue - other receivables	482			1,381						1,863		1,863
Total deferred inflows of resources	482	-	-	1,381	-	-	-	-		1,863	-	1,863
Fund Balances:												
Nonspendable						261	400			661	133	794
Restricted							2,531	1,245	447	4,223		4,223
Committed	1,530	50	301	1,151	231	(333)				2,930		2,930
Total fund balances	1,530	50	301	1,151	231	(72)	2,931	1,245	447	7,814	133	7,947
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 2,017	$ 808	$ 359	$ 2,569	$ 256	$ 1,206	$ 2,935	$ 1,247	$ 447	$ 11,844	$ 133	$ 11,977

Exhibit B

The City of Waterbury
Internal Audit Department
235 Grand Street, Waterbury, CT 06702

December 4, 2024

Finance and Audit Review Commission:

From the City of Waterbury Department of Audit Manual, Procedure B-7 page 5 of 6 and page 6 (following) see the last paragraph on page 5 and first paragraph on page 6 for IAD policy regarding Management responses to the final report.

receives copies of all external audit management letters which are used for annual audit plan risk analysis input and as a preliminary survey reference item.

From time to time, members of the audit staff may be assigned to work under the direction of the public accountants if such assignment is deemed to be in the best interest of the City (e.g., noteworthy savings in audit fees, beneficial staff training, etc.). During such assignment, the auditor will report to the public accountants for direction concerning work assignments. In other administrative matters, the auditor will continue to look to the Director of Audit for direction.

SPECIAL ASSIGNMENTS

From time to time, members of the audit staff may, upon request, be assigned to work directly for other City departments on special projects which are in no way connected with Auditing's program. During such assignments, the auditor will report to the requesting organization concerning work assignment; however, in other administrative matters, the auditor will look to the Director of Audit for direction.

REVIEW, ACKNOWLEDGMENT AND RESPONSE TO INTERNAL AUDIT REPORTS

It is the policy of the Department of Audit to reach agreement with affected personnel concerning the correctness of the facts surrounding the audit findings prior to distribution of the final report. Where appropriate, corrective action to be taken should be ascertained and included in the report. On occasion the internal audit staff may work with auditees to seek the best solution to deficiencies noted during the audit.

To assure that agreement is reached as to statements of facts, the audit results to be included in the report are reviewed with the Department Head, Comptroller, or their designee who are later furnished a draft copy of the audit report for review prior to distribution.

After the Director of Audit is satisfied that the audit report is appropriate in the circumstances, final distribution of the report is made. Copies of the report are issued to the appropriate auditee personnel. When appropriate, excerpts from audit reports are forwarded to the Department Head.

If responses (action taken or planned and the estimated date of implementation) to recommendations have not been included in the final report, the Director will work with the Department Head to

obtain mutually agreeable responses to audit points. These action plans will be forwarded to original report recipients.

The Director of Audit is ultimately responsible for evaluating auditee responses. The Department of Audit will work with auditee Administration as appropriate to resolve any inadequate response.

Audit reports are have limited distribution but are open to public inspection. However, they shall not be reproduced or transmitted to others without the express permission of the Director of Audit.

Original Issue
31 July 1995

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

December 9, 2024

Setira Taylor-Wray
129 Hill St., Apt. 1
Waterbury, CT 06704

Dear Ms. Taylor-Wray:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education for the position of Paraprofessional II (Req. #20240876) at $20.76 per hour. Please contact Wendy Johns, Director of Pupil Services at (203) 574-8000 ext 11181 with any questions you may have in regards to this position.

Your first day reporting to your new department/supervisor will be December 12, 2024 at your regular scheduled time.

We have scheduled your orientation for Thursday, December 19, 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 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 Services
file

236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

December 6, 2024

Katia Bazile
82 Bradley Ave.
Waterbury, CT 06708

Dear Ms. Bazile:

We are pleased to receive your acceptance of our offer of employment for the position of Food Service Worker for the Department of Education – Food Service (Requisition #20240721) at $17.48 per hour.

This is a part-time position working in the Waterbury School System 10 months a year during school hours up to 19 hours per week.

This position does not provide health insurance benefits. Please refer to the CSEA – LOCAL 2001 contract for other available fringe benefits by visiting our website at www.waterburyct.org.

Your first day reporting to your new department/supervisor will be December 12, 2024 at your regular scheduled time.

We have scheduled your orientation for Thursday, December 19, 2024 at 9:15 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.

Please call Judith Booth at 203-574-8195 with any questions you may have in regards to this position.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork.

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

We look forward to working with you.

Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resource Generalist

NW/sd
cc: Board of Education
Darren Schwartz, Interim Supt. of Schools
Linda Franzese, Food Serv. Director
file