

Board of Education

REGULAR MEETING

Thursday, February 20, 2025 – 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/8LuXI6709z8>.

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 January 14, 2025 from Civil Service certifying Jennifer Torres and Jessica Bettencourt for the position of Administrative Associate I.
- b) Copy of communication dated January 14, 2025 from Civil Service to Koreen Sumpter regarding acceptance of offer of employment as Food Service Worker.
- c) Copy of communication dated January 17, 2025 from Civil Service certifying Carlos Morales for the position of Paraprofessional I.
- d) Copy of communication dated January 21, 2025 from Civil Service certifying Renee Bascetta for the position of Paraprofessional I.
- e) Copy of communication dated January 22, 2025 from Civil Service to James Punter regarding acceptance of offer of employment as Food Service Worker.
- f) Copy of communication dated January 23, 2025 from Civil Service to Kaitlynn Vega regarding acceptance of offer of employment as Food Service Worker.
- g) Copy of communication dated January 2, 2025 from Civil Service certifying Joana Rivera for the position of Paraprofessional I.
- h) Copy of communication dated January 28, 2025 from Civil Service to Shaina Rosario regarding acceptance of offer of employment as Food Service Worker.
- i) Copy of communications dated February 3, 2025 from Civil Service to Marimar Casanova and Arieles Feliciano regarding acceptance of offer of employment as Food Service Worker.
- j) Copy of communication dated February 5, 2025 from Civil Service to Carmen Gonzalez regarding acceptance of offer of employment as Food Service Worker.
- k) Copy of communications dated February 10, 2025 from Civil Service to George Smith and Shavonne Pollo regarding acceptance of offer of employment as Food Service Worker.
- l) Copy of communication dated February 11, 2025 from Civil Service certifying Stephanie Johnson for the position of Paraprofessional II.

5. Committee of the Whole – Vice President Brown

5.1 *Executive Session* – Receive report of Impartial Hearing Officer regarding the contract termination of Christina Moore.

5.2 Board Action on Contract Termination of Christina Moore.

6. 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.

7. Interim Superintendent's Announcements

8. President's Comments

9. Student Representative Comments

10. Consent Calendar

- 10.1 *Committee on Finance:* Request approval of Amendment Two (2) to the Construction Contract with Ferguson Mechanical Company, Inc. (RFP #7858) for HVAC Replacement at Kennedy High School.
- 10.2 *Committee on Finance:* Request approval of a Construction Contract with Union Flooring Installations, LLC for gymnasium floor replacement at Tinker School.
- 10.3 *Committee on Building & School Facilities:* Use of school facilities by school organizations and/or City departments.
- 10.4 *Committee on Building & School Facilities:* Use of school facilities by outside organizations and/or waiver requests.

11. Items removed from Consent Calendar

12. Committee on Finance – Commissioner Orso

- 12.1 Request approval of an Award Agreement with Special Olympics Connecticut, Inc. through the Connecticut Association of Schools for support of Unified Sports programming.
- 12.2 Request approval to transmit the proposed 2025-2026 Department of Education's Budget request to the Mayor.

13. Interim Superintendent's Notification to the Board

13.1 Athletic appointments:

<u>Name</u>	<u>Location/Assignment</u>	<u>Effective</u>
Carangelo, Casey	Wilby High/Head Girls Basketball Coach	01/15/25
Abate, Michael	Kennedy High/Freshman Boys Basketball Coach	01/17/25

13.2 Grant funded appointments:

<u>Name</u>	<u>Position/Location</u>	<u>FT/ PT</u>	<u>Rate</u>	<u>Union</u>	<u>Funding</u>	<u>Effective</u>
Alberto, Marisol	Attend.--Truancy Coord./WAMS	FT	\$18.14/hr	UPSEU 69	WAMS Magnet 24-25	01/23/25
Blitz, Shulamis	Tutor Bais Yaakov	PT	\$25.00/hr	Non BOE	Title 1 Part A 23-25	01/30/25
Carrero, Glendalis	Data Analyst (promotion)	FT	\$60,000/yr	FMAA	Alliance 24-25	01/21/25
Kociszewski, Kristina	Hall Monitor Wilby	PT	16.35/hr	Non BOE	SIG 8 Wilby 24-25	01/30/25

Majette, Brianna	Classroom Assist. Carrington	FT	\$21.96/hr	UPSEU 68	SR Priority 24-25	01/16/25
Sheps, Marcie	Tutor Yeshiva K'Tana	PT	\$25/hr	Non BOE	Yeshiva Title 1-A 23-25	01/23/25
Yates, Lashaun	Hall Monitor Wilby	PT	\$16.35/hr	Non BOE	Alliance 24-25	01/30/25

13.3 Extended School Hour (ESH) Appointments effective immediately:

<u>School</u>	<u>Last Name</u>	<u>First Name</u>	<u>Assignment</u>
Bucks Hill	Qosja	Blerina	Substitute Teacher

13.4 21st Century Appointments effective immediately:

<u>School</u>	<u>Last Name</u>	<u>First Name</u>	<u>Assignment</u>
Academic Academy	De Santis	Paula	Teacher
Duggan	D'Alessio	Jennifer	Administrator
	DiGiovanni	Melissa	Administrator
	Fidanza	Carla	Administrator
	Sanzari	Dina	Administrator
	DeFeo	Dawn	Teacher
	Osorio	Natalie	Teacher
	Pelletier	Allison	Teacher
	Tzepos	Ioulia	Teacher
Generali	Evans-Foster	Shernett	Administrator
	Copperthite (Gaudiosi)	Kristen	Administrator
	Hulteen	Lisa	Teacher
	Neibel	Amy	Teacher
	Ouellette	Katelynn	Teacher
	Tejada	Felizaida	Teacher
WAMS	Ferreira	Daniel	Administrator
	Milano	Regina	Administrator
	Rivera	Michael	Administrator
	King	Tracy	Teacher
	LeBlanc	Danielle	Teacher
	Lund	Melissa	Teacher
	Mendello	Joe	Teacher
	Milano	Regina	Teacher
	Machol	Cynthia	Teacher

13.5 Miscellaneous appointments:

<u>Employee</u>	<u>Position/Location</u>
Lloga, Era	Musical Director/WAMS Spring Show
Gilday, Michael	Esports Teacher/WMS
Lovell, Tom	Esports Teacher/NEMS
Perkins, Chris	Esports Teacher/KHS
Perusse, Joe	Esports Teacher/WHs
Thayer, Aaron	Esports Teacher/WMS

13.6 Teacher new hires:

<u>Last</u>	<u>First</u>	<u>Assignment</u>
Booker-Youngs	Imani	Brass City Charter Special Ed Gr K-5
Burstiner	Lillian	Wallace ELA Gr 8
Dixon	Ngalla	Districtwide Social Worker
Hindin	Matthew	WSMS Special Ed MS
LaBissoniere	Chloe	WAMS PE/Health Gr 6-12
Lucenti	Gia	NEMS Special Ed - ABA
Marcellus	Martine	Bunker Hill Special Ed - Resource Gr K-5
Martin	Riley	Rotella Music
Masters	Gail	Reed ELA Gr 7
McCord	Nicholas	Crosby ELA
Mcfarlane	Tiara	Wallace Science Gr 8
McKeever	K'Ehleyr	Kennedy Social Studies
Ocasio	Nesha	Generali Special Ed - Resource Gr 2-3
Oliviera	Sylvia	Bucks Hill Special Ed - CBL
Rivera	Luisa	Districtwide Social Worker
Rodriguez	Jasmely	Crosby Social Studies
Romaniello	Brittany	Kennedy Math
Spetrino	Louis	Kennedy Tech Ed - Video Production

13.7 Retirements:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Bussey, Jennifer	Maloney Magnet – PreK	06/30/25
Daly, Terri	Office of Early Childhood – PreK	06/30/25
Kalnins, Siobhan	Maloney Magnet – Grade K	06/30/25
Kozloski, June	North End Middle – Visual Arts	06/30/25
Krawczyk, Thustle	Waterbury Arts – Middle School Counselor	06/30/25
Mastrianni, GERALYN	North End Middle – Grade 8/ELA	06/30/25
Mayhew, Walter	Wallace Middle – Grade 8 Math/Algebra	06/30/25
O'Brien, Kathleen	West Side Middle – Special Education	02/28/25
Rynar, Lynn	North End Middle – Special Education	06/30/25
Tucker, Ann	Sprague – PE/Health	06/30/25
Wallace, Doreen	Driggs/Carrington – STEM Coach	06/30/25

13.8 Resignations:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Carroza, Jillian	Duggan – Special Education	02/20/25
Gopie, Jade	Assistant Superintendent	02/20/25
Heintz, Alice	Special Education Supervisor	02/18/25
Regan, Diane	Bunker Hill – Special Education	02/21/25

14. **Committee Chair Reports**

15. **Adjournment**

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #5.1

February 20, 2025

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE OF THE WHOLE

Item #5.2

February 20, 2025

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.1

February 20, 2025

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve Amendment Two (2) to the Construction Contract with Ferguson Mechanical Company, Inc. (RFP #7858) for HVAC Replacement at Kennedy High School.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #10.2

February 20, 2025

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve a Construction Contract with Union Flooring Installations, LLC for gymnasium floor replacement at Tinker School.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #10.3

February 20, 2025

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
L. Ferrari	Career Academy café: Tuesday, March 18, 5:00-8:00 pm (College Planning Night)
D. Bakewell	Maloney café: Thurs., Feb. 20, 5:00-8:00 pm (Book Bingo)
K. Siena	Rotella café: Tuesday, Feb. 11, Tuesday, Feb. 25, 8:15 am-3:00 pm (Support Training)
C. Machol	WAMS atrium: Thurs., Feb. 6, 5:45-8:00 pm (Open Mic Night)
V. Munoz	Crosby aud.: Wed., May 7, 7:30 am-6:00 pm (Rehearsal) Crosby aud.: Thurs., May 8, 7:30 am-2:30 pm (Concert)
M. Waters	Kennedy rm. 107: Mondays 2/24 thru 5/12/25, 4:00-9:05 pm (SCSU Adjunct professor's cohort for 092 Courses)
B. Nightingale	Wallace café: Wednesday, April 23, 5:00-7:00 pm (middle school Art Show)
D. Eason	W. Cross gym: Saturday, Feb. 22, 10:00 am-4:00 pm (Bridge to Success Pop Up Food Pantry Event)
D. Eason	W. Cross café: Wednesday, April 2, 4:30-8:00 pm (Boost Family STEAM Night)
D. Eason	W. Cross gym: Jan. 20, to April 18, Wednesdays & Fridays, 3-5:00 pm (Boost basketball program)
L. Maldonado	Enlightenment café: Monday, April 21, 5:00-6:30 pm (Literacy book Bingo)
D. Bakewell	Maloney café & library: Thursday, Feb. 6, 5:30-6:30 pm (Leader In Me parent session)
H. Sam	Kingsbury gym: Thursday, Feb. 13, 5:00-6:30 pm (Winter Dance)
M. Vagnini	WAMS atrium: Thursday, Feb. 13, 4:00-7:00 pm (Valentine Coffee House)
J. O'Toole	Career Academy café: Friday, Feb. 21, 4:00-8:00 pm (Softball Pasta dinner)

T. Afable	Gilmartin café: Saturday, March 22, 9:00 am-4:00 pm (Pop Up Food Pantry)
T. Afable	Gilmartin café, gym: Friday, March 28, 4:30-8:30 pm (PTO spring event for family engagement)
M. Rocco	W. Cross gym: Friday, February 28, 4:00-7:00 pm (Black History Walk)
D. Bakewell	Maloney café: Thurs. April 3, 5:00-7:00 pm (Family Math Night)
Dept. of Transp. J. Burns	Kennedy café: Thurs., March 27, 2:30-7:30 pm (public information meeting/New Mix Project) Maloney café: Wednesday, April 2, 4:00-8:30 pm (public information meeting/New Mix Project)
M. Harris	Career Academy: Saturdays, Feb. 1, 8, 15, 22 9:00 am-2:00 pm (Robotics Practice)
R. Pastore J. Francescino	Career Academy Cafe: Tuesday, April 29, 2:00-4:00 pm and Wed., April 30 th 6:00-9:00 pm (Talent Show)
A Simms	Bucks Hill gym & café: Saturday, March 15, 10 am-3 pm (Sock Hop)
D. LeBlanc	WAMS rm. 102: Thursday, Feb. 13, 5:30-7:30 pm National Arts Honor Society Family Paint Night
N. French-Graham	International School gym: Wednesday, March 5, 4:00-8:00 pm (STEAM Night)
*E. Devin	North End café: Tuesday, February 25, 5:00-7:30 pm (Black History Month Book Bingo)
*K. Punter	Career academy gym & café: Friday, Feb. 28, 7:00 am-10:30 am (Black History Month Celebration)
*N. Albin	West Side media center: Monday, February 24 th 3:00-5:00 pm (Health & Wellness Advisory Council)
*M. Cuevas	Walsh gym/café: Thurs., Feb. 27, 5:00-6:30 pm (Black History potluck dinner for Walsh families)

Book

SCHOOL PERSONNEL USE ONLY

DATE: 1/23/2025

TO: SCHOOL BUSINESS OFFICE

FROM: Waterbury Career Academy

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: Tuesday, March 18, 2025

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

FOR THE FOLLOWING PURPOSES:

College-Planning Night - event for 11th grade students
and their families

Lindsay Ferrari - Lindsay Ferrari
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.

Fax 8032

Book

SCHOOL PERSONNEL USE ONLY

DATE: 1/23/25

TO: SCHOOL BUSINESS OFFICE
FROM: Diane Bakewell

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

NAME OF SCHOOL REQUESTED: Malony Magnet

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: Feb. 20th 2025

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

FOR THE FOLLOWING PURPOSES:

Book Bingo.

Diane Bakewell
APPLICANT

Please note the following provisions:

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

1780X

SCHOOL PERSONNEL USE ONLY

DATE: 1/22/2025

TO: SCHOOL BUSINESS OFFICE

FROM: Kaitlyn Siena, Special Education Supervisor

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

NAME OF SCHOOL REQUESTED: Rotella School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ★ Café/Rooms

DATES REQUESTED: 2/11/2025 & 2/25/2025

FROM: 8:15 am/pm TO: 3:00 am/pm

FOR THE FOLLOWING PURPOSES:

Support Training

Kaitlyn Siena
APPLICANT

.....
Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

DATE: 1/22/2025

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS - Cynthia Machol

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

☒ Atrium
~~Cafe/Rooms~~

DATES REQUESTED: 2/6/2025

FROM: 5:45 am/pm

TO: 8:30 am/pm

FOR THE FOLLOWING PURPOSES:

Open mic Night -

Sound system, 3 microphones, podium

Cynthia Machol
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.

Date change from 1/23

Yook

SCHOOL PERSONNEL USE ONLY

DATE:

11/15/25

TO: SCHOOL BUSINESS OFFICE

FROM: Victoria Munoz

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

NAME OF SCHOOL REQUESTED: Crosby High School

☒ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

Wed May 7 Rehearsal 7:30am - 6pm

DATES REQUESTED: Thursday, May 8, 2025 *Concert*

FROM: 7:00am am/pm TO: 2:30pm am/pm

✓

FOR THE FOLLOWING PURPOSES:

Guitar Concert School Event During the School day. We will need the day for set up and dress rehearsal. (Students in these classes are having difficulty attending an evening concert and finding transportation. We're hoping this will be an easier option for them.) The Concert itself will take place 12:30-1:30pm

(The Chorus concert will be on the original date of May 1st, previously requested)

✓

Victoria Munoz
APPLICANT

Book

SCHOOL PERSONNEL USE ONLY

DATE: January 16, 2025
TO: SCHOOL BUSINESS OFFICE
FROM: Carli Carpentieri & Marissa Waters (Talent & Professional Development Supervisors) Human Capital Department

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

NAME OF SCHOOL REQUESTED: Kennedy High School (Room 107)

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Mondays (2/24/25, 3/3/25, 3/17/25, 4/7/25, 4/21/25, 4/28/25, 5/5/25, 5/12/25)

FROM: 4:00pm **TO:** 9:05pm

FOR THE FOLLOWING PURPOSES:

SCSU Adjunct professors will be delivering instruction to a cohort of WPS staff who are taking 092 (Educational Leadership) courses.

Marissa Waters

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.

Look

SCHOOL PERSONNEL USE ONLY

DATE: 1/13/25

TO: SCHOOL BUSINESS OFFICE

FROM: Wallace Middle School Art Department

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

NAME OF SCHOOL REQUESTED: Wallace Middle School

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED: 4/23/25

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

FOR THE FOLLOWING PURPOSES:

Art show for Wallace
middle school

Brenda Nightingale
APPLICANT

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

DATE: 1/15/25_____

TO: SCHOOL BUSINESS OFFICE

FROM: Devan Eason/Margaret Rocco_____

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

NAME OF SCHOOL REQUESTED: **Wendell Cross Elementary School**_____

☐

Auditorium

☒

Gymnasium

☐

Swimming Pool

☐

Café/Rooms

DATES REQUESTED: **Saturday Feb 22nd**_____

FROM: **10:00 am** TO: **4:00pm** FOR THE FOLLOWING

PURPOSES:

Bridge to Success Pop Up Food Pantry Event

APPLICANT

Please note the following provisions:

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

Cancel EMAA

York

SCHOOL PERSONNEL USE ONLY

DATE: 1/15/25 _____

TO: SCHOOL BUSINESS OFFICE

FROM: Devan Eason/ Margaret Rocco _____

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

NAME OF SCHOOL REQUESTED: **Wendell Cross Elementary School** _____

☐

Auditorium

☐

Gymnasium

☐

Swimming Pool

☒

Café/Rooms

DATES REQUESTED: Wednesday April 2nd

FROM: **4:30pm**

TO: **8:00pm**

FOR THE FOLLOWING

PURPOSES:

BOOST Family STEAM Night

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.

Yock

SCHOOL PERSONNEL USE ONLY

TO: SCHOOL BUSINESS OFFICE

DATE: 1/15/25

FROM: Devan Eason/ Margaret Rocco

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

NAME OF SCHOOL REQUESTED: Wendell Cross Elementary School

☐

Auditorium

☒

Gymnasium

☐

Swimming Pool

☐

Café/Rooms

DATES REQUESTED: Every Wednesday and Friday from January 20th April 18th

FROM: 3:00pm

TO: 5:00pm FOR THE FOLLOWING

PURPOSES:

BOOST! Basketball Program will be practicing in the gym on

APPLICANT

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

DATE: January 15th, 2005

TO: SCHOOL BUSINESS OFFICE

FROM: Ms. Lorenzo Maldonado

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

NAME OF SCHOOL REQUESTED: Enlightenment Alt Program

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED: April 21st, 2005 (Book Bingo)

FROM: 5:00 am/pm TO: 6:30 am/pm

FOR THE FOLLOWING PURPOSES:

This event encourages parents and Caregivers to actively participate in their children's education, Creating a Supportive Community for growth and development.

Ms. Lorenzo Maldonado
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
11C*

SCHOOL PERSONNEL USE ONLY

DATE: 1-15-25

TO: SCHOOL BUSINESS OFFICE

FROM: Diane Bakwell

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

NAME OF SCHOOL REQUESTED: Maloney Magnet

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café Rooms

*and
library*

DATES REQUESTED: Feb. 6, 2025

FROM: 5:30 am/pm TO: 10:30 am/pm

FOR THE FOLLOWING PURPOSES:

Leader in Me- Parent Session

Diane Bakwell
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: 1/14/25

TO: SCHOOL BUSINESS OFFICE

FROM: Hannah Sam

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

NAME OF SCHOOL REQUESTED: Kingsbury School

☐ Auditorium

☒ Gymnasium

☐ Swimming Pool

☐ Café/Rooms

DATES REQUESTED: Thursday, 2/13/25

FROM: 5:00 am/pm TO: 6:30 am/pm

FOR THE FOLLOWING PURPOSES:

Winter Dance


APPLICANT

.....
Please note the following provisions:

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

Hook

SCHOOL PERSONNEL USE ONLY

DATE: Jan 10, 2025

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS - M Vaginn

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 ATRIUM

DATES REQUESTED: Thurs Feb 13

FROM: 4 ~~8~~ am/pm TO: 7 am/pm

FOR THE FOLLOWING PURPOSES:

Tri M Valentine Coffee House

[Signature]
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: 1/8

TO: SCHOOL BUSINESS OFFICE

FROM: John O'rook

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

NAME OF SCHOOL REQUESTED: WCA

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: 2/21

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

FOR THE FOLLOWING PURPOSES:

Softball Pasta dinner

[Signature]
APPLICANT

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

DATE: 1/13/2025

TO: SCHOOL BUSINESS OFFICE

FROM: Jaylor Atable - Gilmartin Elementary School
BOOST! Community School Coordinator

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: Saturday, March 22nd 2025

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

FOR THE FOLLOWING PURPOSES:

Pop-up food pantry with BTS + The Gathering
Place Cafeteria req

Jaylor Atable
APPLICANT

Please note the following provisions:

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

12/8/25

SCHOOL PERSONNEL USE ONLY

DATE:

1/15/25

TO: SCHOOL BUSINESS OFFICE

FROM:

Jaylor Atable - Gilmartin Elementary School
BOOST! Community School Coordinator

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, March 28th, 2025

FROM:

4:30 am/pm

TO:

8:30 am/pm

FOR THE FOLLOWING PURPOSES:

Gilmartin PTO Spring event for family engagement
4:30pm - 6pm Set up
6pm - 8pm Event
8pm - 8:30pm Clean up

APPLICANT

Please note the following provisions:

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

Cancel Catholic Academy

Hook

SCHOOL PERSONNEL USE ONLY

DATE: 1/23/2025

TO: SCHOOL BUSINESS OFFICE

FROM: Margaret Rocco

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

NAME OF SCHOOL REQUESTED: Wendell Cross School

☐

Auditorium



Gymnasium

☐

Swimming Pool

☐

Café/Rooms/Library

DATES REQUESTED: Friday, 2/28/25

FOR THE FOLLOWING PURPOSES:

Black History Walk Through 4-7:00 (Event from 5-6:15)

Maragaret Rocco

APPLICANT

.....
Please note the following provisions:

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

Cancel EMAN

Book

SCHOOL PERSONNEL USE ONLY

DATE: 1-24-25

TO: SCHOOL BUSINESS OFFICE

FROM: Diane Bakerell

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

NAME OF SCHOOL REQUESTED: Maloney Magnet

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Cafeteria/Rooms

DATES REQUESTED: Thursday, April 3, 2025

FROM: 5:00 am/pm ☒ TO: 7:00 am/pm ☒

FOR THE FOLLOWING PURPOSES:

Family Math Night

Diane Bakerell
APPLICANT

Please note the following provisions:

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

Hook

SCHOOL PERSONNEL USE ONLY

DATE: 1/30/2025

TO: SCHOOL BUSINESS OFFICE
FROM: Jennifer Burns - HNTB Corporation

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

NAME OF SCHOOL REQUESTED: JFK High School

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: 3/27/25

FROM: 2:30 am ☐ pm TO: 7:30 am ☐ pm

FOR THE FOLLOWING PURPOSES:

New Mix project public information meeting. Public hours 4:30 pm - 6:30 pm.

JFK High School (cafeteria)

Equipment needed:

- at least 3 rolling TVs
- at least 11 tables
- at least 30 chairs

Jennifer Burns

APPLICANT

.....
Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

DATE: 1/30/2025

TO: SCHOOL BUSINESS OFFICE

FROM: Jennifer Burns - HNTB Corporation

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

NAME OF SCHOOL REQUESTED: Maloney Elementary School

☒ Auditorium ☐ Gymnasium ☐ Swimming Pool ☒ Café/Rooms

DATES REQUESTED: 4/2/25

FROM: 3:30 4:00 am (pm) TO: 8:30 am (pm)

FOR THE FOLLOWING PURPOSES:

New Mix project public information meeting. Public hours 5:30 pm - 7:30 pm.

Maloney Elementary School *CAFE* (auditorium room with projector)

Equipment needed:

- at least 2 rolling TVs
- at least 11 tables
- at least 30 chairs

Jennifer Burns

APPLICANT

.....

Please note the following provisions:

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

Hook

SCHOOL PERSONNEL USE ONLY

DATE: 1.30.25

TO: SCHOOL BUSINESS OFFICE

FROM: WCU - Mike Harris

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 Room - 113

DATES REQUESTED: 2/1, 2/8, 2/15, 2/22

FROM: 9:00 am/pm TO: 2:00 am/pm

FOR THE FOLLOWING PURPOSES:

Robotics Practice - Sorry for the late notice: I
had no computer access on Tuesday: I was out
of work yesterday.

Mike Harris
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: 1/30/25

TO: SCHOOL BUSINESS OFFICE

FROM:

Rich Pastore / Jen Franceschini

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: April 29, 2025 and April 30, 2025

FROM: April 29 (2-4) am/pm TO: April 30 (6-9) am/pm

FOR THE FOLLOWING PURPOSES:

Talent show

Jennifer Franceschini
APPLICANT

Please note the following provisions:

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

Hook

SCHOOL PERSONNEL USE ONLY

DATE: January 29, 2025

TO: SCHOOL BUSINESS OFFICE

FROM: Bucks Hill Preschool

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

NAME OF SCHOOL REQUESTED: Bucks Hill Elementary

☐ Auditorium

☒ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED: Saturday, March 15th

FROM: 10 am pm

TO: 3 am pm

FOR THE FOLLOWING PURPOSES:

Sock Hop - All Inclusive
Event

Amy Simms
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.

740016

SCHOOL PERSONNEL USE ONLY

DATE: 12/20/24

TO: SCHOOL BUSINESS OFFICE

FROM: Danielle LeBlanc

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 102

DATES REQUESTED: 2/13/25

FROM: 5:30pm am/pm

TO: 7:30 am/pm

FOR THE FOLLOWING PURPOSES:

National Arts Honor Society
Family Paint Night


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.

Track

SCHOOL PERSONNEL USE ONLY

DATE: 2/3/25

TO: SCHOOL BUSINESS OFFICE

FROM: Nadia French-Graham
Boost! Site Coordinator

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

☒ Gymnasium

☐ Swimming Pool

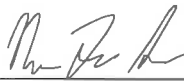
☐ Café/Rooms

DATES REQUESTED: 3/5/25

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

FOR THE FOLLOWING PURPOSES:

On march 5th, STEAM Night will feature engaging activities and presentations
focused on Science, Technology, Engineering, Arts, and Math (STEAM). Food will
be served from 5:30-6:00 PM, and the activities and presentations will run from
6:00-7:30 PM. Cleanup will take place immediately following the event.


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.

1700k

SCHOOL PERSONNEL USE ONLY

DATE: 2/10/25

TO: SCHOOL BUSINESS OFFICE

FROM: North End

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

NAME OF SCHOOL REQUESTED: North End

☐ Auditorium

☐ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED: Tuesday, Feb. 25, 2025

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

FOR THE FOLLOWING PURPOSES:

Black History Month Book BINGO

Evelyn Devin
APPLICANT

Please note the following provisions:

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

Hook

SCHOOL PERSONNEL USE ONLY

DATE: Jan 28, 2025

TO: SCHOOL BUSINESS OFFICE

FROM: WCA / Keisha Punter

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

NAME OF SCHOOL REQUESTED: WCA

☐ Auditorium

☒ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED: Feb 28, 2025

FROM: 7 am/pm TO: 10:30 am/pm

FOR THE FOLLOWING PURPOSES:

Black History Month Celebration
* * Stage Request - Due to Basketball Practices
Stage setup on Feb 27 after 6pm and stage
broken down Feb 28 @ 12pm before 2pm.
Keisha Punter
APPLICANT

Please note the following provisions:

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

Hook

SCHOOL PERSONNEL USE ONLY

DATE: February 14, 2025

TO: SCHOOL BUSINESS OFFICE

FROM: Nicholas J. Albini, Chief Operating Officer

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

NAME OF SCHOOL REQUESTED: West Side Middle School Media Center

☐ Auditorium ☐ Gymnasium ☐ Swimming Pool ☐ Café/Rooms

DATES REQUESTED: Monday, February 24, 2025

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

FOR THE FOLLOWING PURPOSES:

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


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: 2-19-25

TO: SCHOOL BUSINESS OFFICE

FROM: Ms. Cuentas

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

NAME OF SCHOOL REQUESTED: Walsh School

☐ Auditorium

☒ Gymnasium

☐ Swimming Pool

☒ Café/Rooms

DATES REQUESTED: 2-27-25

FROM: 5 am/pm TO: 6:30 am/pm

FOR THE FOLLOWING PURPOSES:

Black History, Potluck Dinner for
Walsh School families.


APPLICANT

Please note the following provisions:

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

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #10.4

February 20, 2025

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

GROUP	FACILITIES AND DATES/TIMES
Yeshiva Boys Choir	Rotella auditorium: Sunday, February 16, 1:00-5:00 pm
Elisha Freedman	(Choir performance)

REQUESTING WAIVERS:

Wtby. Patriots Cheerleaders	Hopeville gym: Saturdays 2/1/25-5/5/25, 10 am-1 pm	
M. Ricci	(Cheer practice)	(\$1,680.)
Waterbury Ballers	Generali gym: Sunday, February 9, 12:00 pm-5:00 pm	
T. Lott	(basketball program)	(\$252.)
Para Conn	Crosby gym: July 12, 9 am-5 pm & July 13, 10 am-5 pm	
Charles F. Rosenay	(Paranormal Convention)	(\$2,142.)
K'Tana of Waterbury	Wilby aud.: Sunday, June 15, 9:30 am-3:30 pm	
Y. Karr	(Graduation Ceremony)	(\$882.)
Special Olympics	Duggan café & gym: Saturday, March 22, 7:30 am-5:00 pm	
Derrick Ford	(annual Special Olympics Event)	(\$1,323.)

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

*Bridge to Success	Reed café: Thursday, February 20, 5:30-7:30 pm
H. Ventura	(STEM Night) (snow date: 2/27/25)
	Reed gym: Wednesdays, February 12 to March 26, 3-5 pm
	(open gym/basketball)

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#

Hook
APPLICANT Elisha Freedman NAME OF ORGANIZATION Waterbury Yeshiva Boys Choir
ADDRESS 60 Stephana Ln, Waterbury, CT 06710 TELEPHONE # 917-533-0758
(street) (city) (state) (zip code)
SCHOOL REQUESTED Rotella DATES Feb 16th 2025 ROOM(S) Auditorium
OPENING TIME 1:00 CLOSING TIME 5:00 PURPOSE Childrens Choir Performance
ADMISSION (if any) \$25 CHARGE TO BE DEVOTED TO Childrens Choir
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 125 CHILDREN 250
SIGNATURE OF APPLICANT E. Freedman DATE Jan 28, 2025
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

RENTAL FEES:

MISCELLANEOUS FEES:

IT \$55/HR

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

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

CONTRACT#

book
APPLICANT Meagan Ricci NAME OF ORGANIZATION Waterbury Patriots
ADDRESS 29 Arch St Waterbury CT 06710 TELEPHONE # 203-802-8612
(street) (city) (state) (zip code)
SCHOOL REQUESTED Heperville DATES 2/1 - 5/5/25 ROOM(S) Gym
OPENING TIME 10 am CLOSING TIME 1 PM PURPOSE Cheer Practice
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO N/A
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS _____ CHILDREN _____
SIGNATURE OF APPLICANT Meagan Ricci DATE 1-23-25
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. (MR) (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$4A/MR plus 1 HR SERVICE (\$1,680)
RENTAL FEES: _____
MISCELLANEOUS FEES: _____

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

PLEASE READ THE FOLLOWING CAREFULLY

Saturdays

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE _____

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

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



APPLICANT/ORGANIZATION: Patriots Cheerleaders

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Hopkville Gym

DATE(S): 2/1 - 5/5/25 Saturday TIMES: 10 AM - 1 PM

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

1-23-25

Date

Megan Rice

Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$

Building Usage Fees

\$

1,680.

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 Terence Lott NAME OF ORGANIZATION Waterbury Baller

ADDRESS 25 Grand Ave Waterbury CT 06709 TELEPHONE# 203-509-4757
(street) (city) (state) (zip code) 203-805-1884

SCHOOL REQUESTED General DATES 2-9-25 ROOM(S) Gym

OPENING TIME 12pm CLOSING TIME 5pm PURPOSE Basketball Program

ADMISSION (if any) CHARGE TO BE DEVOTED TO

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS CHILDREN

SIGNATURE OF APPLICANT [Signature] DATE 1-22-25

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

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

In the event that the Board of Education should need to resort to legal proceedings to collect any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's fees and court costs associated with said proceedings. NO (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR service (\$250.00)

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: A 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 SHALL BE RIGIDLY ENFORCED.

APPROVAL DATE SCHOOL BUSINESS OFFICE

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

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



APPLICANT/ORGANIZATION: W4by Ballers

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Generali Gym

DATE(S): Sunday, Feb. 9

TIMES: 12pm - 5pm

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

1-22-25
Date

[Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____
Building Usage Fees

\$ 252.
Custodial Fees

\$ _____
Security Deposit

BOARD USE ONLY

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

ATTEST: _____
Clerk, Board of Education

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

CONTRACT#

Book
APPLICANT CHARLES F. ROSENAY NAME OF ORGANIZATION PARA CONN
ADDRESS 315 DERBY AVE. ORANGE CT 06477 TELEPHONE # 203.641.6805
(street) (city) (state) (zip code)
SCHOOL REQUESTED CROSBY HS DATES JULY 12-13 ROOM(S) GYMNASIUM
OPENING TIME 11AM CLOSING TIME 5PM PURPOSE CT'S PARANORMAL CONVENTION
ADMISSION (if any) TBD CHARGE TO BE DEVOTED TO PROMOTIONS/ ADVERTISING
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 150-200 CHILDREN 50
SIGNATURE OF APPLICANT Charles F. Rosenay DATE NOVEMBER 6 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. (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1HR service per cust 3(\$2,142)
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. 574-6863 FIRE DEPT. 597-3482

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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

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

APPLICANT/ORGANIZATION: CT PARA CONN V

Please check below specific item(s):

Building Usage Fees ☐

Custodial Fees ☐

SCHOOL/ROOMS REQUESTED: CROSBY HIGH SCHOOL GYM

DATE(S): SATURDAY JULY 12 2025

TIMES: EVENT RUNS NOON - 5PM

DATE(S): _____

TIMES: (SET UP IS AT 9AM)

DATE(S): SUNDAY JULY 13 2025

TIMES: EVENT RUNS NOON - 5PM

DATE(S): _____

TIMES: (SET UP IS AT 10AM)

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

1/27/25

Date

Charles F. Rosenau, II
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____
Building Usage Fees

\$ 2,142.00
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

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#

1900K
APPLICANT Yerachmiel Kurr NAME OF ORGANIZATION Congregation Kithon of Waterbury
ADDRESS 32 Hillside Ave Waterbury CT 06710 TELEPHONE # 203-528-4147
(street) (city) (state) (zip code)

SCHOOL REQUESTED Willy DATES 6/15/85 ROOM(S) Auditorium

OPENING TIME 9:30 CLOSING TIME 3:30 PURPOSE Graduation

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 200 CHILDREN 100

SIGNATURE OF APPLICANT [Signature] DATE 11/15/85

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

Yerachmiel Kurr 32 Hillside Ave Waterbury CT 06710 203-528-4147

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. YK (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES:

\$42/HR plus 1 HR SERVICE PER CUST (\$882.)

RENTAL FEES:

MISCELLANEOUS FEES:

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES _____ NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE _____

SCHOOL BUSINESS OFFICE

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

White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

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



APPLICANT/ORGANIZATION: Congregation K'tza of Wadsworth

Please check below specific item(s):

Building Usage Fees ☒

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Auditorium

DATE(S): 6/15/25

TIMES: 9:30 - 3:30

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

1/27/25
Date

[Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____
Building Usage Fees

\$ 882.
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 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 Duggan Middle 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 OF APPLICANT Derrick Ford DATE 11-28-2024
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

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THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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 State Building Permit)



APPLICANT/ORGANIZATION: Special Olympics

Please check below specific item(s):

Building Usage Fees ☒

Custodial Fees ☒

SCHOOL/ROOMS REQUESTED: Duggan Middle

DATE(S): March 22, 2025

TIMES: _____

DATE(S): March 23, 2025 (rain/snow date)

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

DATE(S): _____

TIMES: _____

11-25-2025
Date

[Signature]
Signature

OFFICE USE ONLY

List total cost of fees being requested to be waived:

\$ _____
Building Usage Fees

\$ 1,323.-
Custodial Fees

\$ _____
Security Deposit

BOARD USE ONLY

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

ATTEST _____
Clerk, Board of Education

Book

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

CONTRACT#

APPLICANT Hermy Ventura NAME OF ORGANIZATION Bridge to Success
ADDRESS 83 Prospect St, Waterbury CT TELEPHONE # 203-200-0174
(street) (city) (state) (zip code) 06702
SCHOOL REQUESTED Jonathan Reed DATES 2/20 Thursday ROOM(S) Cafeteria
OPENING TIME 5:30 CLOSING TIME 7:30 PURPOSE STEM Night
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 50 CHILDREN 50
SIGNATURE OF APPLICANT Hermy Ventura DATE 2-20-25

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: Hermy Ventura, 4 Court St
914-448-8243 2. Brown / principal

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

SCHEDULE OF RATES: CUSTODIAL FEES: _____

RENTAL FEES: _____

MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE YES NO

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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APPROVAL DATE _____ SCHOOL BUSINESS OFFICE

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

Thursday
Feb. 20th

SNOW
DATE
2/22/25

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

CONTRACT#

Book

APPLICANT Hermy Ventura NAME OF ORGANIZATION Bridge to Success
ADDRESS 83 prospect st, waterbury CT TELEPHONE # 203-200-0174
(street) (city) (state) (zip code) 06702
SCHOOL REQUESTED Jonathan Reed DATES Every Wednesday ROOM(S) Gymnasium
OPENING TIME 3 pm CLOSING TIME 5pm PURPOSE Open gym/basketball
ADMISSION (if any) _____ CHARGE TO BE DEVOTED TO _____
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 2 CHILDREN 15
SIGNATURE OF APPLICANT _____ DATE 1/23/2025

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION: Hermy Ventura, 4 court st
914-498-8243 Eric Brown / Principal
In the event that the Board of Education should need to resort to legal proceedings to collect
any outstanding balances, the lessee is responsible for any and all attorney's fees, sheriff's
fees and court costs associated with said proceedings. _____ (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: _____
RENTAL FEES: _____
MISCELLANEOUS FEES: _____

SECURITY DEPOSIT \$ _____ INSURANCE COVERAGE _____ YES ☒ NO

PLEASE READ THE FOLLOWING CAREFULLY

- APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.
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- CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PLUMBING, ELECTRICAL, 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.

Feb 12th To Mar 26th

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.

BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #12.1

February 20, 2025

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Board of Education approve Award Agreement with Special Olympics Connecticut, Inc. through the Connecticut Association of Schools for support of Unified Sports programming.



DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

Joseph R. Gorman
Supervisor of Health & Physical Education
(203) 574-8051, Ext. 11261
jgorman@waterbury.k12.ct.us
Health. Moves. Minds.

Date: February 14, 2025

To: WPS Board of Education
Mayor Paul Pernerewski

RE: Executive Summary – Elementary Unified Sports MOA with CAS/CIAC Trainers

Dear Board Commissioners, and Mr. Mayor:

The Waterbury Public Schools seeks to execute a one-time Memorandum of Agreement with the Connecticut Association of Schools / Connecticut Interscholastic Athletic Conference in order for WPS to accept targeted grant funding to sponsor a six (6) week Elementary Unified Sports program for disabled students and non-disabled peers at Chase, Washington, Gilmartin and Reed Schools from April 28th through June 7th, 2025.

The total up front award offered to WPS by the CAS/CIAC is \$18,600

The total projected cost to implement the 2025 program will be \$18,600 or less

I am requesting your approval of this MOA which:

1. Acknowledges that the district accepts the funding for the exclusive purpose of establishing after-school Elementary Unified Sports programs at Chase, Washington, Gilmartin and Reed.
2. The after-school program will be scheduled for the period of April 28th to June 6, 2025,
3. The program will conclude with a district-wide Culminating Event (modeled after Special Olympics) on Saturday, June 7, 2025 at Gilmartin School.
4. The Culminating Event will be held on 6/7/25 rain or shine (indoors if need be)
5. Acknowledges that CAS/CIAC will deliver all funding for the program prior to the program start date. (Delivery date TBD subject to BOE approval).

I respectfully request approval.

Thank you,

Joe

Cc: Darren Schwartz, Doreen Biolo, Janet Frenis, Joseph Johnson, Jerry Gay



AWARD AGREEMENT 2024-2025

Jerry Gay, BOE Contracts Manager
Waterbury Board of Education
236 Grand Street, Rm 263
Waterbury, CT. 06702

Dear Jerry,

Waterbury Schools will be awarded funding from Special Olympics Connecticut, Inc. (SOCT)—sub-awarded through the Connecticut Association of Schools (CAS)—totaling \$18,600.00 (see specific distribution below) for the purpose of supporting your Unified Sports® and education related programs.

Award funding, as administrated by the CAS/CIAC/Unified Sports® staff, will be distributed to Waterbury Schools *specifically for the following:*

Sport season stipends for coaches
Transportation fees (to attend practices, games and tournaments),
Uniforms/equipment, banner and supplies, video and printing
Youth activation-school based programs which foster and support social inclusion and whole school engagement
Other expenses directly related to Special Olympics Unified Sports as approved by CAS/CIAC Unified Staff

Total: \$18,600.00

By signing this Grant Award Agreement, The Waterbury School District and the participating schools agree to fulfill the obligations of the award in accordance with the terms and conditions set forth by the CAS/CIAC Unified® Sports staff. Funds are awarded solely for the purposes set forth in the recommendation detailed above, and for the type expenses outlined. Any changes to the budget must be approved by the CAS/CIAC/Unified® Sports staff. All expenses must be documented and submitted to CAS/CIAC/Unified® Sports staff as requested. Required reports (financial and programmatic) will be provided in a timely manner, meeting deadlines and timetables as provided by CAS/CIAC/Unified® Sports staff (Final Report Due 7/31/25)

Paul K. Pernerewski, Jr. Mayor
City of Waterbury
236 Grand Street, Rm 263
Waterbury, CT. 06702

Robert Hale
Director of Unified® Sports
Connecticut Association of Schools
30 Realty Drive Cheshire, CT 06410
250-1111 www.casciac.org

Mike Mason
President
Special Olympics
2666 State Street, Hamden
203-250-1201 www.soct.org



BOARD OF EDUCATION

Waterbury, Connecticut

COMMITTEE ON FINANCE

Item #12.2

February 20, 2025

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

I move that the Waterbury Board of Education approve to authorize the Superintendent of Schools to transmit the 2025-2026 Department of Education's budget request in the amount of \$158,375,000.00, to the Mayor.



WATERBURY
PUBLIC SCHOOLS

BOE Finance Committee
Budget Presentation 2025-2026
February 10, 2025



WATERBURY
PUBLIC SCHOOLS

The Mission

The Mission of Waterbury Public Schools is to inspire and prepare every student to be successful in and beyond school.

The Vision

All Waterbury Public Schools students will graduate ready to transform their world.



WATERBURY
PUBLIC SCHOOLS

Core Values

- Holds high expectations for excellence in teaching and learning.
- Promotes equity in policy, practice and resources
- Provides students quality learning experience aligned to our Portrait of the Graduate
- Acts as stewards for community resources, managing our assets to ensure equity and excellence.
- Recognizes that meaningful relationships are the foundations of a high-quality education.
- Commits to embracing a diverse community.
- Commits to civility, honesty, responsibility and transparency.

WATERBURY PUBLIC SCHOOLS

Strategic Plan Model





WATERBURY
PUBLIC SCHOOLS

Student Enrollment

School Year	Student Count	English Learners	Students with Disabilities
2019 – 2020	18,674	2,919	3,747
2020 – 2021	18,353	2,965	3,763
2021 – 2022	18,562	3,188	3,824
2022 – 2023	18,595	3,393	3,850
2023 – 2024	18,827	3,907	3,836
2024 – 2025	18,664	3,934	3,810



WATERBURY PUBLIC SCHOOLS

Diverse Student Population

School Year	American Indian or Alaska Native	Asian	Black or African American	Hispanic or Latino	Two or More Races	White	Islander
2019 - 2020	108	297	4,036	10,745	648	2,838	2
2020 - 2021	108	285	3,945	10,758	665	2,591	1
2021 - 2022	102	292	3,956	11,232	704	2,275	1
2022 - 2023	98	285	3,943	11,459	756	2,053	1
2023 - 2024	92	299	3,969	11,779	790	1,898	0
2024 - 2025	77	289	3,847	11,897	758	1,776	0
Difference *	-31	-8	-189	1152	110	-1062	-2
% Difference *	-28.70%	-2.69%	-4.68%	10.72%	16.98%	-37.42%	-100.00%

* % Difference compared from FY 2020 to FY 2025



WATERBURY

PUBLIC SCHOOLS

Our Students' First Language

January 2024	January 2025	Difference
Spanish - 4,621	Spanish - 4,974	353
Portuguese - 337	Portuguese - 365	28
Albanian - 135	Albanian - 125	-10
Urdu - 53	Urdu - 54	1
Haitian Creole - 29	Haitian Creole - 72	43
Arabic - 35	Arabic - 39	4



WATERBURY
PUBLIC SCHOOLS

Goals:

- ☐ **Academic Excellence**
- ☐ **Safe and Healthy Schools**
- ☐ **Financial Stability and Sustainability**



WATERBURY PUBLIC SCHOOLS



2025 - 2026 BUDGET PROCESS

Fall through January:

- Planning and Preparation

January-February:

- Review by Board of Education and Recommendation to Mayor

First week of April:

- Mayor's Budget to Board of Aldermen

April to first week of June:

- Board Of Aldermen Holds Meetings, Hearings, Considers Actions, Adopts Budget

Early June:

- Board of Education makes Line Item Changes, Adopts Final Budget

2025 - 2026 BUDGET PRIORITIES

Strategic Plan : Fiscal Responsibility

- **Goal 1 Aligned Budget** - Increase the capacity of the district and decision-makers to build a budget aligned to its strategic priorities for increasing access to equitable opportunities for all students.
- **Goal 2 Consolidated Long Range Planning** - Develop and consolidate long-range plans prioritizing programmatic, facilities, and infrastructure needs in order to support a stable and sustainable district

EDUCATION COST SHARING GRANT

EDUCATION COST SHARING GRANT

FISCAL YEAR	TOTAL ECS (WATERBURY)	CITY	ALLIANCE
2017-2018	\$133,356,066	\$113,367,182	\$19,988,884
2018-2019	\$136,201,264	\$113,617,182	\$22,584,082
2019-2020	\$143,020,652	\$113,617,182	\$29,403,470
2020-2021	\$150,090,541	\$113,617,182	\$36,473,359
2021-2022	\$157,222,797	\$113,617,182	\$43,605,615
2022-2023	\$164,355,045	\$113,617,182	\$50,737,863
2023-2024	\$170,363,118	\$113,617,182	\$56,745,936
2024-2025	\$189,654,075	\$113,617,182	\$76,036,893
2025-2026*	\$200,109,332**	\$ 113,617,182	\$ 86,492,150 *

***ECS Preliminary Numbers - Per the Governors Proposed Biennial Budget**

****Total ECS FY26 \$200,816,321 (\$706,989 – Increasing Educator’s Diversity Grant)**

GENERAL FUND & ALLIANCE EDUCATION BUDGET

FISCAL YEAR	APPROVED CITY BUDGET	STATE APPROVED ALLIANCE BUDGET	COMBINED YEARLY BUDGET
2017-2018	\$158,375,000	\$19,988,884	\$178,363,884
2018-2019	\$158,375,000	\$22,584,082	\$180,959,082
2019-2020	\$158,375,000	\$29,403,470	\$187,778,470
2020-2021	\$158,375,000	\$36,473,359	\$194,848,359
2021-2022	\$158,375,000	\$43,605,615	\$201,980,615
2022-2023	\$158,375,000	\$50,737,863	\$209,112,863
2023-2024	\$158,375,000	\$56,745,936	\$215,120,936
2024-2025	\$158,375,000	\$76,036,893	\$234,411,893
2025-2026	\$158,375,000*	\$86,492,150	\$244,867,150

*Minimum Budget Requirement - MBR



WATERBURY
PUBLIC SCHOOLS

Federal Stimulus Funds

From March 2020 through September of 2024 the Waterbury Public Schools Received a Total of **\$ 149,197,129** in ESSER & ARP ESSER Funds.

-These Funds are Fully Exhausted and No Longer Available for FY 2026-

Education Department

2025-2026 Proposed Budget Summary

	Expenditures 2023-2024	Approved Budget 2024-2025	Proposed Budget 2025-2026	Inc/Dec
Salaries	\$91,194,757	\$153,117,858	\$160,210,589	\$7,092,731
Health Benefits Expense	\$9,143,776	\$10,090,000	\$11,119,800	\$1,029,800
Instructional Expense	\$2,407,553	\$2,616,090	\$2,769,090	\$153,000
Purchased Services Expense	\$44,094,532	\$43,775,558	\$50,569,292	\$6,793,734
Property Expense	\$8,763,034	\$9,199,732	\$9,554,468	\$354,735
Miscellaneous Expense	\$2,512,803	\$755,150	\$765,150	\$10,000
New Items	\$0	\$130,000	\$126,000	(\$4,000)
Gross Budget Proposal	\$158,116,454	\$219,684,388	\$235,114,387	\$15,430,000
<i>Alliance Year 13 (Operating Budget)</i>		(\$57,684,387)		\$57,684,387
<i>Alliance Year 14 (Operating Budget)</i>			(\$60,472,884)	(\$60,472,884)
<i>Alliance Year 14 (Portion of ECS / Alliance Increase for Operating Budget)</i>			(\$10,455,257)	(\$10,455,257)
General Fund 2016-2017 Surplus		(\$450,000)	(\$450,000)	\$0
General Fund 2015-2016 Surplus		(\$1,000,000)	(\$1,000,000)	\$0
General Fund 2014-2015 Surplus		(\$1,000,000)	(\$1,000,000)	\$0
City Non Lapsing Account		(\$500,000)	(\$500,000)	\$0
Contingency Surplus		(\$675,000)	(\$675,000)	\$0
Total Budget Proposal	\$158,116,454	\$158,375,000	\$160,561,246	\$2,186,246

Major Account Increase/Decrease

EDUCATION DEPARTMENT BOE Proposed Budget 2025-2026 Major Account Increase/Decrease

2025-26 BOE Proposed Gross Budget	\$235,114,387
<i>2024-2025 BOA Approved Budget (Same for FY26)</i>	<i>\$158,375,000</i>
DIFFERENCE	\$76,739,387
<i>Alliance Non Reform Year 14</i>	<i>(\$60,472,884)</i>
Contingency/ General Fund Surplus	(\$3,625,000)
<i>Alliance Year 14 (Full ECS / Alliance Increase for Operating Budget)</i>	<i>(\$10,455,257)</i>
BUDGET INCREASE	\$2,186,246
CONTRACTUAL SALARY INCREASES	\$6,470,356
SAW (Step Increase)	\$243,055
WTA (Step Increase)	\$5,502,525
Blue Collar (Step Increase)	\$287,352
WMAA -contract ends 6/30/25 -(estimated 3%)	\$53,225
White Collar -contract ends 6/30/25 -(estimated 2%)	\$277,456
Other (Crossing Guards 3.50% GWI increase; Non-Union; SRO)	\$106,743
Salary Difference from Operating Budget to Alliance	(\$2,788,497)
PROJECTED RESIGNATIONS - ATTRITION	\$400,000
Certified Attrition	\$200,000
Non Certified Attrition	\$200,000
HEALTH BENEFIT CONTRIBUTION	\$1,000,000
PUPIL TRANSPORTATION	\$2,505,881
OUT OF DISTRICT TUTION	
Special Education & Regular Ed School Choice	\$3,600,856
PURCHASED SERVICES - SPECIAL EDUCATION	\$830,000
GENERAL REPAIRS and MAINTANANCE	\$258,830
ELECTRICITY	\$500,000
NATURAL GAS	(\$400,000)
MISCELLANEOUS ITEMS	\$264,077
ALLIANCE YEAR 14 (Alliance Increase for Operating Budget)	(\$10,455,257)
BUDGET INCREASE	\$2,186,246

Education Department

New Items		Proposed Budget 2025-2026
511	Roberto Clemente International School (2) Teachers; English & Spanish Grade 5	\$126,000
Total New Items		\$126,000

Education Department

	Expenditures	Approved Budget	Proposed Budget	Inc/Dec
Salaries	2023-2024	2024-2025	2025-2026	
511 Instructional Regular Payroll	\$42,965,970	\$104,348,699	\$108,537,157	\$4,188,458
511 Special Education Payroll	\$31,400,069	\$35,556,048	\$37,344,956	\$1,788,908
511 Administration Payroll	\$1,456,916	\$1,450,168	\$1,565,743	\$115,575
511 Fiscal Administration Payroll	\$470,842	\$796,194	\$811,101	\$14,906
511 Operation and Maintenance Payroll	\$7,399,751	\$9,432,630	\$9,767,898	\$335,268
511 Human Resources Payroll	\$562,180	\$843,950	\$854,846	\$10,897
511 Student Transportation Payroll	\$908,810	\$858,410	\$874,754	\$16,344
511 Adult Education Payroll	\$1,220,139	\$1,350,000	\$1,350,000	\$0
511 Operation and Maintenance Overtime	\$1,023,972	\$600,000	\$700,000	\$100,000
511 Outside Activities Overtime	\$318,530	\$245,000	\$300,000	\$55,000
511 Administration Overtime	\$263,155.09	\$40,000	\$75,000	\$35,000
511 Athletic & Extra Compensatory	\$914,186	\$875,000	\$929,000	\$54,000
511 Extra Police Protection	\$314,902	\$250,000	\$300,000	\$50,000
511 Substitute Teacher Payroll	\$568,567	\$350,000	\$520,000	\$170,000
511 Education Longevity	\$7,135	\$5,620	\$5,620	\$0
511 Projected Resignations/Attrition Certified	\$0	(\$2,700,000)	(\$2,500,000)	\$200,000
511 Projected Resignations/Attrition Non-Certified	\$0	(\$2,500,000)	(\$2,300,000)	\$200,000
511 Certified Early Incentive & Vacation Sick Time Buyout	\$1,399,633	\$1,316,139	\$1,074,514	(\$241,625)
Total Salaries	\$91,194,757	\$153,117,858	\$160,210,589	\$7,092,731

Education Department

Benefit Expense	Expenditures 2023-2024	Approved Budget 2024-2025	Proposed Budget 2025-2026	Difference
522 Health Benefit Fund	\$9,000,000	\$10,000,000	\$11,000,000	\$1,000,000
529 Car & Meal Allowance	\$143,776	\$90,000	\$119,800	\$29,800
Total Benefits	\$9,143,776	\$10,090,000	\$11,119,800	\$1,029,800

Education Department

Instructional Expense	Expenditures 2023-2024	Approved Budget 2024-2025	Proposed Budget 2025-2026	Difference
561 Instructional Supplies	\$1,344,263	\$1,620,000	\$1,595,000	(\$25,000)
561 Office Supplies	\$62,044	\$75,590	\$75,590	\$0
561 Emergency/Medical Supplies	\$0	\$2,000	\$0	(\$2,000)
561 Intake Center Supplies	\$3,469	\$3,500	\$3,500	\$0
561 Recruitment Supplies	\$44,007	\$50,000	\$50,000	\$0
561 Medicaid Supplies	\$6,384	\$8,000	\$8,000	\$0
561 Janitorial Supplies	\$388,025	\$300,000	\$465,000	\$165,000
561 Buildings & Grounds Supplies	\$368,642	\$370,000	\$370,000	\$0
567 Clothing	\$40,534	\$40,000	\$50,000	\$10,000
567 Crossing Guard Uniforms	\$1,990	\$2,000	\$2,000	\$0
569 Recreational Supplies	\$11,162	\$15,000	\$15,000	\$0
569 Athletic Supplies	\$137,034	\$130,000	\$135,000	\$5,000
Total Instructional Expense	\$2,407,553	\$2,616,090	\$2,769,090	\$153,000

Education Department

Purchased Services Expense	Expenditures 2023-2024	Approved Budget 2024-2025	Proposed Budget 2025-2026	Difference
533 Professional Services	\$0	\$4,200,000	\$4,200,000	\$0
533 Evaluation and Testing	\$0	\$2,500	\$0	(\$2,500)
533 Consulting	\$515,965	\$406,658	\$269,796	(\$136,862)
533 Auditing	\$58,000	\$62,000	\$64,000	\$2,000
539 Sport Officials	\$13,610	\$25,000	\$25,000	\$0
539 Report Cards	\$0	\$0	\$0	\$0
539 Messenger Service	\$37,488	\$33,600	\$40,000	\$6,400
551 Pupil Transportation	\$20,332,980	\$18,790,000	\$21,295,881	\$2,505,881
553 Postage	\$44,191	\$45,000	\$45,000	\$0
553 Telephone	\$222,440	\$200,000	\$200,000	\$0
553 Wide-area Network	\$77,955	\$93,600	\$100,408	\$6,808
556 Out of District Tuition	\$17,152,583	\$16,000,000	\$19,600,856	\$3,600,856
556 Purchased Services - Outside Special Ed	\$5,532,198	\$3,825,000	\$4,655,000	\$830,000
557 Tuition Reimbursement	\$42,916	\$10,000	\$15,000	\$5,000
558 Travel Expenses	\$4,700	\$5,000	\$5,000	\$0
559 Advertising	\$24,230	\$32,500	\$13,000	(\$19,500)
559 Printing & Binding	\$15,424	\$23,000	\$18,000	(\$5,000)
559 Insurance - Athletics	\$19,851	\$21,700	\$22,351	\$651
Total Purchased Services Expense	\$44,094,532	\$43,775,558	\$49,569,292	\$6,793,734

Education Department

Property Expense	Expenditures 2023-2024	Approved Budget 2024-2025	Proposed Budget 2025-2026	Difference
543 General Repairs & Maintenance	\$1,375,889	\$1,288,000	\$1,546,830	\$258,830
543 Maintenance - Service Contracts	\$783,310	\$975,000	\$920,000	(\$55,000)
544 Building Rental	\$573,171	\$587,642	\$605,560	\$17,918
545 Water	\$272,580	\$250,000	\$275,000	\$25,000
545 Electricity	\$3,077,831	\$3,000,000	\$3,500,000	\$500,000
545 Security & Safety	\$352,389	\$100,000	\$100,000	\$0
561 Diesel/Propane/heating oil	\$440,834	\$578,424	\$576,284	(\$2,140)
561 Gasoline	\$206,142	\$210,667	\$205,794	(\$4,873)
561 Natural Gas	\$1,492,747	\$2,000,000	\$1,600,000	(\$400,000)
575 Furniture	\$12,725	\$15,000	\$15,000	\$0
575 Office Equipment	\$135,457	\$155,000	\$170,000	\$15,000
575 Plant Equipment	\$39,960	\$40,000	\$40,000	\$0
Total Property Expense	\$8,763,034	\$9,199,732	\$9,554,468	\$354,736

Education Department

Miscellaneous Expense	Expenditures 2023-2024	Approved Budget 2024-2025	Proposed Budget 2025-2026	Difference
589 Mattatuck Museum	\$12,660	\$12,000	\$12,000	\$0
589 Board of Ed Commissioners	\$20,801	\$20,700	\$20,700	\$0
589 Emergency Fund	\$9,299	\$9,450	\$9,450	\$0
589 Waterbury Promise	\$500,000	\$500,000	\$500,000	\$0
589 Mileage	\$10,194	\$10,000	\$10,000	\$0
589 Coaches Reimbursements	\$4,098	\$3,000	\$3,000	\$0
589 Dues & Publications	\$64,707	\$65,000	\$65,000	\$0
591 Athletic Revolving Fund	\$127,104	\$135,000	\$145,000	\$10,000
591 Sinking Fund	\$1,763,940	\$0	\$0	\$0
Total Miscellaneous Expense	\$2,512,803	\$755,150	\$765,150	\$10,000

2025 - 2026 BUDGET INCREASE

2025-2026 Proposed Budget	\$160,561,246
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2024-2025 Approved Budget	\$158,375,000
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Total Increase	\$ 2,186,246
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Percentage Increase	1.38%
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2025-2026 BOA Budget Assumption	\$158,375,000
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2025-2026 Budget Gap	\$ 2,186,246
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2025 – 2026 Budget Summary

2025-2026 BOE Proposed Budget	\$160,561,246
2025-2026 BOA Budget Assumption*	\$158,375,000
2025-2026 Proposed Budget Gap	\$2,186,246
2025-2026 Budget Mitigation Plan (TBD)**	(\$2,186,246)
2025-2026 Net Budget Gap	\$0

***BOA Education Budget (Meets the Minimum Budget Requirement - MBR)**

**** Based on FY26 Budget Assumption - Develop Budget Mitigation Plan**

Questions and Answers



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

December 4, 2024

Honorable Board of Education:

We respectfully 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

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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

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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 and 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.

POLICYStudent 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.

POLICYStudent 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.

BUSINESS & NON-INSTRUCTIONAL OPERATIONS

3453.3

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.

POLICYStudent 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

**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



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



**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



**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			LETTER TO 6 SCHOOLS Adjust	BOOK BALANCE			Add O/C	Less DIT	Bank Bal. June 30, 2021	Bank Bal. June 30, 2021	
				QUICKEN July 1, 2020	Receipts	Disbursements		QUICKEN 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 Interdistrict 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.

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

	Special Revenue												Total Nonmajor Governmental Funds
	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		
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:													
Unavallable 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

CITY OF WATERBURY
DEPARTMENT OF AUDIT

Procedure B-7
Page 6 of 6

[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

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.1

February 20, 2025

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:

<u>Name</u>	<u>Location/Assignment</u>	<u>Effective</u>
Carangelo, Casey	Wilby High/Head Girls Basketball Coach	01/15/25
Abate, Michael	Kennedy High/Freshman Boys Basketball Coach	01/17/25

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.2

February 20, 2025

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:

<u>Name</u>	<u>Position/Location</u>	<u>FT/ PT</u>	<u>Rate</u>	<u>Union</u>	<u>Funding</u>	<u>Effective</u>
Alberto, Marisol	Attend.--Truancy Coord./WAMS	FT	\$18.14/hr	UPSE U 69	WAMS Magnet 24-25	01/23/25
Blitz, Shulamis	Tutor Bais Yaakov	PT	\$25.00/hr	Non BOE	Title 1 Part A 23-25	01/30/25
Carrero, Glendalis	Data Analyst (promotion)	FT	\$60,000/yr	FMAA	Alliance 24-25	01/21/25
Kociszewski , Kristina	Hall Monitor Wilby	PT	16.35/hr	Non BOE	SIG 8 Wilby 24-25	01/30/25
Majette, Brianna	Classroom Assist. Carrington	FT	\$21.96/hr	UPSE U 68	SR Priority 24-25	01/16/25
Sheps, Marcie	Tutor Yeshiva K'Tana	PT	\$25/hr	Non BOE	Yeshiva Title 1-A 23-25	01/23/25
Yates, Lashaun	Hall Monitor Wilby	PT	\$16.35/hr	Non BOE	Alliance 24-25	01/30/25

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.3

February 20, 2025

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Interim Superintendent of Schools notifies the Board of Education of the following Extended School Hour (ESH) Appointments effective immediately:

<u><i>School</i></u>	<u><i>Last Name</i></u>	<u><i>First Name</i></u>	<u><i>Assignment</i></u>
Bucks Hill	Qosja	Blerina	Substitute Teacher

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.4

February 20, 2025

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Interim Superintendent of Schools notifies the Board of Education of the following 21st Century appointments effective immediately:

<u>School</u>	<u>Last Name</u>	<u>First Name</u>	<u>Assignment</u>
Academic Academy	De Santis	Paula	Teacher
Duggan	D'Alessio	Jennifer	Administrator
	DiGiovanni	Melissa	Administrator
	Fidanza	Carla	Administrator
	Sanzari	Dina	Administrator
	DeFeo	Dawn	Teacher
	Osorio	Natalie	Teacher
	Pelletier	Allison	Teacher
	Tzepos	Ioulia	Teacher
Generali	Evans-Foster	Shernett	Administrator
	Copperthite (Gaudiosi)	Kristen	Administrator
	Hulteen	Lisa	Teacher
	Neibel	Amy	Teacher
	Ouellette	Katelynn	Teacher
	Tejada	Felizaida	Teacher
WAMS	Ferreira	Daniel	Administrator
	Milano	Regina	Administrator
	Rivera	Michael	Administrator
	King	Tracy	Teacher
	LeBlanc	Danielle	Teacher
	Lund	Melissa	Teacher
	Mendello	Joe	Teacher
	Milano	Regina	Teacher
	Machol	Cynthia	Teacher

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.5

February 20, 2025

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:

<u>Employee</u>	<u>Position/Location</u>
Lloga, Era	Musical Director/WAMS Spring Show
Gilday, Michael	Esports Teacher/WMS
Lovell, Tom	Esports Teacher/NEMS
Perkins, Chris	Esports Teacher/KHS
Perusse, Joe	Esports Teacher/WHS
Thayer, Aaron	Esports Teacher/WMS

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.6

February 20, 2025

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:

<u>Last</u>	<u>First</u>	<u>Assignment</u>
Booker-Youngs	Imani	Brass City Charter Special Ed Gr K-5
Burstiner	Lillian	Wallace ELA Gr 8
Dixon	Ngalla	Districtwide Social Worker
Hindin	Matthew	WSMS Special Ed MS
LaBissoniere	Chloe	WAMS PE/Health Gr 6-12
Lucenti	Gia	NEMS Special Ed - ABA
Marcellus	Martine	Bunker Hill Special Ed - Resource Gr K-5
Martin	Riley	Rotella Music
Masters	Gail	Reed ELA Gr 7
McCord	Nicholas	Crosby ELA
Mcfarlane	Tiara	Wallace Science Gr 8
McKeever	K'Ehleyr	Kennedy Social Studies
Ocasio	Nesha	Generali Special Ed - Resource Gr 2-3
Oliviera	Sylvia	Bucks Hill Special Ed - CBL
Rivera	Luisa	Districtwide Social Worker
Rodriguez	Jasmely	Crosby Social Studies
Romaniello	Brittany	Kennedy Math
Spetrino	Louis	Kennedy Tech Ed - Video Production

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.7

February 20, 2025

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

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

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
Bussey, Jennifer	Maloney Magnet – PreK	06/30/25
Daly, Terri	Office of Early Childhood – PreK	06/30/25
Kalnins, Siobhan	Maloney Magnet – Grade K	06/30/25
Kozloski, June	North End Middle – Visual Arts	06/30/25
Krawczyk, Thustle	Waterbury Arts – Middle School Counselor	06/30/25
Mastrianni, Geralyn	North End Middle – Grade 8/ELA	06/30/25
Mayhew, Walter	Wallace Middle – Grade 8 Math/Algebra	06/30/25
O'Brien, Kathleen	West Side Middle – Special Education	02/28/25
Rynar, Lynn	North End Middle – Special Education	06/30/25
Tucker, Ann	Sprague – PE/Health	06/30/25
Wallace, Doreen	Driggs/Carrington – STEM Coach	06/30/25

Respectfully submitted,

Dr. Darren Schwartz
Interim Superintendent of Schools

BOARD OF EDUCATION

Waterbury, Connecticut

INTERIM SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #13.8

February 20, 2025

To the Board of Education
Waterbury, CT

Ladies and Gentlemen:

The Interim Superintendent of Schools notifies the Board of Education of the following _____ Resignations:

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>
<u>Carroza, Jillian</u>	<u>Duggan – Special Education</u>	<u>02/20/25</u>
<u>Gopie, Jade</u>	<u>Assistant Superintendent</u>	<u>02/20/25</u>
<u>Heintz, Alice</u>	<u>Special Education Supervisor</u>	<u>02/18/25</u>
<u>Regan, Diane</u>	<u>Bunker Hill – Special Education</u>	<u>02/21/25</u>

Respectfully submitted,

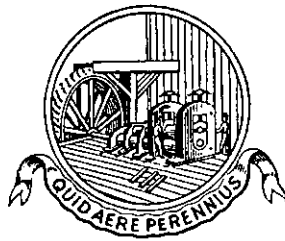
Dr. Darren Schwartz
Interim Superintendent of Schools



COMMUNICATIONS



February 5, 2025 through
February 18, 2025



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

February 3, 2025

Marimar Casanova
57 Madison St., 3rd Fl.
Waterbury, CT 06706

Dear Ms. Casanova:

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 #20250446) 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, February 13, 2025 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. Your first day reporting to your new department/supervisor will be February 14, 2025 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.

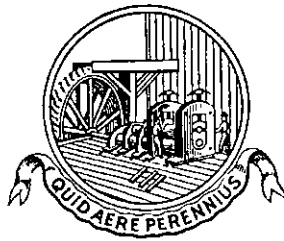
Again, welcome to the City of Waterbury.

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

February 3, 2025

Arieles Feliciano
295 Raymond St.
Waterbury, CT 06706

Dear Ms. Feliciano:

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 #20250446) 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.

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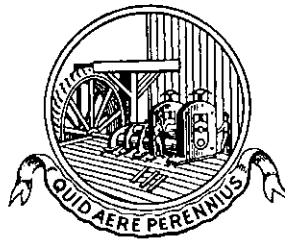
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Sincerely,

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

February 5, 2025

Carmen Gonzalez
48 Hill St.
Waterbury, CT 06704

Dear Ms. Gonzalez:

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 #20250454) 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 February 13, 2025 at your regular scheduled time.

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

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We look forward to working with you.

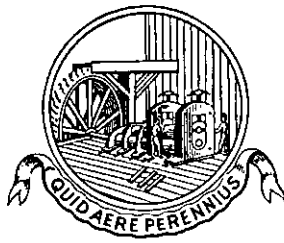
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Sincerely,

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

February 10, 2025

George Smith
67 Eastern Ave., Apt. 55
Waterbury, CT 06708

Dear Mr. Smith:

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 #20250448) 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, February 13, 2025 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. Your first day reporting to your new department/supervisor will be February 14, 2025 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.

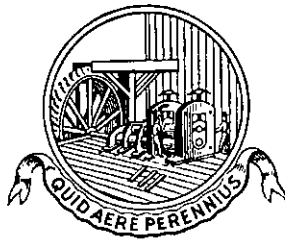
Again, welcome to the City of Waterbury.

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

February 10, 2025

Shavonne Pollo
110 Stonefield Dr., Apt. 1
Waterbury, CT 06705

Dear Ms. Pollo:

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 #20250457) 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, February 13, 2025 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. Your first day reporting to your new department/supervisor will be February 14, 2025 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

February 11, 2025

Stephanie Johnson
612 Meriden Wtby Tpke
Southington, CT 06489

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. #20250203) at \$20.76 per hour. Please contact Wendy Johns, Director of Pupil Services at (203) 574-8019 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, February 27, 2025 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 February 28, 2025 at your regular scheduled time.

At the orientation, we will provide you with a brief overview of the City, review its employment practices and complete all required paperwork. In addition, if you are an employee eligible for benefits, it is useful to bring the social security numbers and birth dates of your spouse and children in order to complete the insurance enrollment forms.

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

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

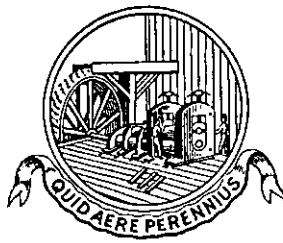
Again, welcome to the City of Waterbury.

Sincerely,

Nicholle West

Nicholle West
Human Resources Generalist
NW/sd

cc Board of Education
Darren Schwartz, Interim Supt. of Schools
Wendy Johns, Director of Pupil Serv.
file



236 Grand Street
Waterbury, CT 06702

(203) 574-6761

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

February 11, 2025

Vincent Hunter
159 Harris Circle, Apt. 1A
Waterbury, CT 06704

Dear Mr. Hunter:

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 #20250455) 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, February 13, 2025 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. Your first day reporting to your new department/supervisor will be February 14, 2025 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
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