

# *Board of Education*

## RESCHEDULED REGULAR MEETING

Thursday, July 28, 2022 – 5:30 p.m.  
Waterbury Arts Magnet School – Atrium  
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/VoV5-IOs5sQ>

## 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 June 6, 2022 from Civil Service to Julian Murta and Zachary Oyola regarding temporary and at will employment for the position of Temporary Maintainer I.
- b) Email communication dated June 13, 2022 from Drew Serrano regarding COVID update on nih.gov.
- c) Copy of communication dated June 13, 2022 from Civil Service certifying Emily Cortese for the position of Attendance Counselor.
- d) Copy of communication dated June 13, 2022 from Civil Service to Nigeria Minchenko regarding transfer as temporary Maintainer I.
- e) Copy of communications dated June 15, 2022 from Civil Service certifying Barry Frederic for the position of Electrician and Angelo Carballo for the position of Maintainer I.
- f) Copy of communication dated June 16, 2022 from Civil Service to Thomas Strachan regarding transfer to the position of Building Facility Coordinator.
- g) Copy of communication dated June 16, 2022 from Civil Service certifying Melissa Thompson for the position of Teaching Vice Principal, Regan School.
- h) Email communication dated June 24, 2022 from Tim Moynahan regarding breaking down of the Declaration.
- i) Email communication dated June 24, 2022 from CABA regarding Policy Highlights.
- j) Email communication dated June 28, 2022 from Tim Moynahan regarding America is more fragile than the left understands.
- k) Email communication dated June 30, 2022 from Tim Moynahan regarding video highlights from historic conference at Old Parkland.
- l) Copy of communication dated June 29, 2022 from Civil Service to Coleen Dutton regarding temporary and at will employment for the position of temporary Summer Program Site Supervisor.
- m) Copy of communication dated June 30, 2022 from Civil Service certifying Judith Booth for the position of Administrative Assistant I.
- n) Email communication dated July 7, 2022 from Tim Moynahan regarding the time is now for you to have the courage to speak out.
- o) Communication dated July 8, 2022 from the Finance and Audit Review Commission submitting the City of Waterbury Athletic Fund Audit dated April 30, 2022.
- p) Email communication dated July 8, 2022 from CABA regarding required Annual Due Process Notifications.
- q) Copy of communication dated July 15, 2022 from Civil Service to Ian Ring regarding temporary at will employment for the position of Temporary Maintainer I.

### **5. Approval of Minutes:** June 2, 2022 Workshop, June 7, 2022 Special Workshop, and June 15, 2022 Rescheduled Regular Meeting.

### **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. Superintendent's Announcements**

## **8. President's Comments**

## **9. Consent Calendar**

9.1 *Committee on Finance:* Request approval to apply for the Connecticut State Department of Education ESSER Supports for Pregnant and Parenting Teens Program Grant 2022-24.

9.2 *Committee on Policy & Legislation:* Request approval of the revised High School Grading/QPR Policy #6146.1.

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

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

## **10. Items removed from Consent Calendar**

## **11. Committee of the Whole**

11.1 Request approval of the appointment of Maria (Belen) Michelis as the Department of Education's representative to the Greater Waterbury Cable Council.

11.2 Request approval of a Facility/Equipment Use Agreement with Naugatuck Valley Community College.

## **12. Superintendent's Notification to the Board**

### **12.1 Grant funded appointments:**

<u>Name</u>	<u>Position/Location</u>	<u>FT/PT</u>	<u>Rate of Pay</u>	<u>Union</u>	<u>Funding Source</u>	<u>Effective</u>
Chisolm, Nancy	Language Assessor Manager/Bilingual Dept	FT	\$17.25	UPSEU 69	Title III 20-22	04/14/22
Espinal, Yesenia	Teacher Homebound	PT	\$33.00	NonBOE	Special Ed Pgm Exp	07/07/22
Farris, Christine	HR Generalist-Grants Human Capital	FT	\$55,000	NonBOE	Title II/A District 21-23	06/23/22
Gardiner, Tammee	Secretary 3 Office of Early Childh.	FT	\$17.56	UPSEU 69	Title I/A 21-23	06/23/22
Green, Joshua	Network Specialist I WSMS	FT	\$19.00	UPSEU 69	Title II/A District 21-23	04/28/22
Guerrera, Nina	Secretary 2 WSMS	FT	\$16.50	UPSEU 69	West Side SIG 20-22	06/02/22
Marshall, Michael	Promotion. Behavior Counselor/WSMS	FT	\$28.77	NonBOE	Priority Schools 21-22	05/31/22
Nakoneczny, Annemarie	Tutor/Children's Community School	PT	\$25.00	NonBOE	Title I/A 20-22	05/26/22
Pelletier, Laurie	Promotion to Classroom Aide/Adult Ed	PT	\$21.50	NonBOE	Adult Educ. Provider 21-22	04/26/22

Reese, Frank	Network Specialist I Generali/Duggan/Tinker	FT	\$19.00	UPSEU 69	Title II/A District 21-23	04/28/22
Rivera, Edgard	Hall Monitor Crosby	PT	\$91.00/day	NonBOE	Curr. Instr. Prog Exp	04/28/22
Wigglesworth, Vanessa	Classroom Assistant Rotella	FT	\$14.00	UPSEU 68	Magnet Op. Gr. 21-22	08/25/22

12.2 Summer Curriculum Committee appointments:

<u>Last Name</u>	<u>First Name</u>	<u>Subject</u>
Albert	Kristen	Library Media
Neff	Michele	Library Media
Bunko	Katherine	CTE
Jannetty	Dana	CTE
Lucas	Michele	CTE
Mucciacciaro	Kathryn	CTE
Valenti	Michele	CTE
Carpenter	Ryan	ELA
DePaolo	Victoria	ELA
DeVeau	Heather	ELA
Donohue	Kelly	ELA
Galpin	Lindsay	ELA
Kulesza	Kimberly	ELA
Nicholas	Stephanie	ELA
Ospalek	Patrick	ELA
Patnaude	Nicholaus	ELA
Riley	Kara	ELA
Rivera	Lucille	ELA
Sullivan	Brian	ELA
Vorio	Daniel	ELA
Williams	Patricia	ELA
Zupperoli	Robert	ELA
Ferreira	Daniel	Fine Arts/Music
Vagnini Dadamo	Marianna	Fine Arts/Music
Wojcik	Jennifer	Fine Arts/Music
Broughton	Dorothea	Fine Arts/Visual
Hodge	Jill	Fine Arts/Visual
Zareck	Corrin	Fine Arts/Visual
LaBonte	Stephanie	Fine Arts/Theatre
Smyth	Susan	Fine Arts/Theatre
Illian	Dea	Fine Arts/Dance
Wirth Santulli	Cheryl	Fine Arts/Dance
Banks	Melissa	Social Studies
Joyce	Angela	Social Studies
Byron	Danielle	Secondary Math
LeVasseur	Armand	Secondary Math
DeVeau	Nicole	Secondary Math
Poulter	Kara	Secondary Math
Shulenburg	Donald	Secondary Math

12.3 Wilby High School Summer Program appointments:

<u>Name</u>	<u>Assignment</u>	<u>Program</u>
Harris, Marquis	English Sub/Teacher	Recuperative Academy
McKirryher, Aimee	Physical Ed/Health Teacher	Recuperative Academy
Sinclair, Silvia	English Teacher (external)	Recuperative Academy
Jarret Jr., Don	Behavior Counselor	Transition Program
Ramos, Ligia	Attendance Counselor	Transition Program

12.4 Waterbury Arts Magnet School appointments to Summer Programs:

<u>Name</u>		<u>Assignment</u>
Betjemann	Eva Norinne	Grades 6, 7, 8 Teacher (in partnership w/Wtby. Symphony)
DiTillo	Lori	Grades 6, 7, 8 Teacher (in partnership w/Wtby. Symphony)
Farrell	Jaimie	Grades 6, 7, 8 Teacher (in partnership w/Wtby. Symphony)
Burrus	John	Gr 9 Behavior Tech
Lanza	Jessica	Gr 9 ELA Teacher/Site Coordinator
Thomas	Richard	Gr 9 Math Teacher

12.5 Crosby's Early College High School Summer Enrichment Program appointments:

<u>Name</u>		<u>Assignment</u>
DePaolo	Victoria	ELA Teacher

12.6 Voluntary Transfers effective 2022-2023 school year:

<u>Name</u>	<u>From</u>	<u>To</u>
Wainwright-Staton, Karen	WCA Math	WAMS Math and Department Chairperson appointment

12.7 Extended Academic Support (EAS)/Summer School appointments:

<u>Name</u>	<u>Position</u>	<u>Location</u>
Brown, Charlene	Grade 1	Duggan
Campbell, Lloyd	Counselor	Carrington
Damore, Christin	Secretary	Gilmartin
DeFeo, Sharon	Grade 1	Reed
Doolan, Heidi	Grade 1	Carrington
Garafola, Denise	Grade 2	Carrington
Garcia, Jesse	Grade K	Reed
Johnson, Domonique	Secretary	Duggan
McCloud, Tyneka	HS Hall Monitor	WAMS
Mikael-Chartouni, Tagrid	Counselor	Reed
Osagie, Nancy	Grade 3	Reed
Pratt, Lena	Math	NEMS
Reyes, Maximina	HS Secretary	WAMS
St. Pierre, Theodora	Secretary	Duggan
Samaroo, David	Substitute Teacher	WAMS
Thomas, Laura	Chemistry Teacher	WAMS
Thomas, Richard	Math Teacher	WAMS
Vaccaro, Blair	Sub. History Teacher	WAMS
Wehry, Nina	Secretary	Carrington

12.8 Extended Academic Support (EAS)/Summer School Non-WTA/External appointments:

<u>Name</u>	<u>Position</u>	<u>Location</u>
McCarthy, Monica	Grade 2 Teacher	Duggan

12.9 Extended School Year (ESY) appointments:

<u>Name</u>	<u>Position</u>	<u>Location for ESY</u>
Bernardini, James	Paraprofessional	State Street
Brinton, Mattias	Paraprofessional	Tinker
Cintron, Miriam	Paraprofessional	State Street
Comstock, Steven	Paraprofessional	CHS
Ferrao, Marlene	Paraprofessional	Sprague
Franks, Kendra	Paraprofessional	NEMS Resource
Perniciaro, Laura	Paraprofessional	TBD
Pittman, Alexie	Paraprofessional	TBD
Rodriguez, Lisa	Paraprofessional	Bucks Hill Annex
Zafar, Chazala	Paraprofessional	Washington
Forestier, Sarah	Special Ed Teacher	Bucks Hill Annex PreK
Gordon, Julievette	Special Ed Teacher	TBD
Murphy, Heather	Special Ed Teacher	Wilby CBT
Ruszcz-Maffia, Kimberly	Special Ed Teacher	Reed
Stevens, Christina	Sign Language Interpreter	Duggan
Verdura, Lidia	Social Worker	Early Childhood Eval. Team
Violante, Kaaren	Speech/Language Path.	Districtwide

12.10 Food Service Summer 2022 appointments:

<u>Employee</u>	<u>Positions</u>	<u>Site-Location</u>	<u>Rate</u>
Sherl Knight	Site Supervisor	Bags Foundation	\$14.00
Ciara Pedraza	Site Supervisor	Boys/Girls Club	\$14.00
Sylvia Lebron	Site Supervisor	Bucks Hill Annex	\$14.00
Marry Leopizzio	Site Supervisor	Carrington	\$14.00
Barbara Slogeris	Site Supervisor	Carrington	\$14.00
Carmen Gonzalez	Site Supervisor	Carrington	\$14.00
Kim Plude	Site Supervisor	Crosby/Wallace	\$14.00
Paris Lawlor	Site Supervisor	Crosby/Wallace	\$14.00
Mayra Acuna	Site Supervisor	Crosby/Wallace	\$14.00
Hayat Abouanni	Site Supervisor	Crosby/Wallace	\$14.00
Elizabeth Guisto	Site Supervisor	Duggan	\$14.00
Terri Brooks	Site Supervisor	Duggan	\$14.00
Martha Thomas	Site Supervisor	Duggan	\$14.00
Bernadette Donnelly	Site Supervisor	Gilmartin	\$14.00
Marilyn Smith-Pittman	Site Supervisor	Gilmartin	\$14.00
Monica Ramos	Site Supervisor	Gilmartin	\$14.00
Ines Quinones	Site Supervisor	Kennedy	\$14.00
Dalyes Sagarra	Site Supervisor	Kennedy	\$14.00
Paula Mucci	Site Supervisor	Lighthouse Daycare	\$14.00
Sue Lugo	Site Supervisor	Reed	\$14.00

Nola Santiago	Site Supervisor	Reed	\$14.00
Micki-Von Ivester	Site Supervisor	Reed	\$14.00
Elaine Greco	Site Supervisor	Rivera Memorial	\$14.00
Caroline Thorpe	Site Supervisor	Rotella	\$14.00
Mamie Parker	Site Supervisor	Rotella	\$14.00
Donna Synott-Hassinger	Site Supervisor	Waterbury Pal	\$14.00
Marcela Visciano	Site Supervisor	WCA	\$14.00
Lyz Rosas	Site Supervisor	WCA	\$14.00
Barbara Kazlauskas	Site Supervisor	West Side M.S.	\$14.00
Rose Sarandrea	Site Supervisor	West Side M.S.	\$14.00
Anele Genova	Site Supervisor	Wilby/NEMS	\$14.00
Coleen Dutton	Site Supervisor	Wilby/NEMS	\$14.00
Lubna Azam	Site Supervisor	Wilby/NEMS	\$14.00
Arellys Cruz	Site Supervisor	Wilby/NEMS	\$14.00
Maria Rivera	Site Supervisor	Willow Plaza	\$14.00
Seritha Anglin	Site Supervisor	WOW	\$14.00
Maria Rego	Monitor	WAMS	\$15.00
Patricia Lowe	Monitor	WAMS	\$15.00
Amy Daugerdas	Monitor	WAMS	\$15.00
Lakisha Beary	Prep	WAMS	\$14.50
Linda Generali	Prep	WAMS	\$14.50
Terra Saunders	Prep	WAMS	\$14.50
Chasity Hernandez	Prep	WAMS	\$14.50
Alice Pinto	Prep	WAMS	\$14.50
Robin Capozio	Prep	WAMS	\$14.50
Ivelisse Concepcion	Prep	WAMS	\$14.50
Debbie Finke	Program Manager	WAMS	\$35.00
Isabel DeSousa	Program Coord.	WAMS	\$30.00

12.11 New teacher hires:

<u>Name</u>		<u>Assignment</u>	<u>Location</u>	<u>Effective</u>
Collins	Brittney	Elementary School Teacher	Sprague	4/27/2022

12.12 Resignations:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Buda, Kevin (deceased)	KHS Tech Ed	07-11-22
Crossley, Cheryl	WAMS Math	06-30-22
DiChello, Kathleen	CHS Math	06-30-22
Fusco, Diomira	Walsh Grade 2	07-11-22
Gilmore, Brian	Washington PE/Health	07-25-22
Girolamo, Jamie	WAMS Visual Arts	07-20-22
Griffin, Karen	Gilmartin Grade 1	06-30-22
Grove, Melinda	WAMS Math Coach	06-30-22
Holden, Kimberly	WAMS Math	07-28-22
Iannantuoni, Jolee	Academic Academy (WMS) ELA	07-28-22
Kozlowski, Victoria	Sprague Grade 1	06-30-22
L'Heureaux, Amy	WAMS ELA	06-30-22

Labbe, Jennifer	Chase Music	07-19-22
Longo, Jessica	Driggs Grade 3	07-11-22
Malusa, Stephen	WHS Tech Ed	07-22-22
Mancini, Michaela	Bucks Hill Annex SLP	06-30-22
Manness, Cassidy	NEMS Grade 8 ELA	06-30-22
Marji, Samantha	Wilson Special Ed	06-03-22
Oliveira, Gustavo	W. Cross Social Studies	06-30-22
Osagie, Nancy	Wilson Grade 3	07-28-22
Patrick, Kenneth	WHS PE/Health	07-08-22
Pedalino, Rachel	CHS Science	07-29-22
Quinn, James	Carrington/Gilmartin Tech Ed	07-12-22
Reeve, Evelyn	Sprague Library Media	07-07-22
Richardson, Melissa	CHS Vice Principal	07-29-22
Richo, Cara	Wilson/Rotella K	06-30-22
Rodrigues, Lauren	NEMS Grade 6 ELA	06-30-22
Romano, Lisa	WMS Grade 8 ELA	07-28-22
Romano, Lisa M.	Academic Academy (WMS) Supervisor	08-12-22
Rothen, Kimberly	KHS Math	06-30-22
Rua, Stephanie	Washington Grade 2	07-01-22
Samuelsen, Kaitlyn	NEMS Social Studies	07-01-22
Scott, Evelyn	Carrington Essential Skills	07-25-22
Shweky, Jeffrey	WMS Special Ed	07-01-22
Stowe, Eileen	CHS Science	07-29-22
Sulzman, Dario	CHS ELA	06-30-22
Tamios, Linda	CHS Psychologist	06-30-22
Tansley, Stephen	NEMS PE/Health	07-14-22
Torres, Lianne	WMS Grade 8 Math	06-30-22
Traver, Jessica	NEMS Grade 6 Social Studies	07-11-22
Van Wyk, Cornelius	WHS Science	07-25-22
Wheeler, Kristin	Bucks Hill Grade K	07-02-22

12.13 Retirements:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Beitler, Karen	WAMS Science	06-30-22
Lee-Gorishti, Yolanda	WCA Science	07-01-22
Natoli, Jane	Walsh Kindergarten	07-07-22
Shulenburg, Donald	NEMS Math Coach	08-22-22

**13. Executive Session**

**14. Adjournment**

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON FINANCE**

Item #9.1

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Finance moves that the Waterbury Board of Education approve to apply for the Connecticut State Department of Education ESSER Supports for Pregnant and Parenting Teens Program Grant (2022-2024).



# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE ON POLICY & LEGISLATION**

Item #9.2

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Policy & Legislation moves that the Waterbury Board of Education approve the revised High School Grading/QPR Policy - #6146.1.

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## COMMITTEE ON BUILDING & SCHOOL FACILITIES

Item #9.3

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Building & School Facilities moves that the Waterbury Board of Education approve the use of school facilities, at no charge, by the following school organizations and/or City departments:

GROUP	FACILITIES AND DATES/TIMES
M. Bergin	Rotella auditorium, café: Wednesday, August 24, 8am-3pm, Professional Development (Creative Curriculum)
M. Bergin	Rotella auditorium, café: Monday, October 3, 8am-3pm, Professional Development (Pre-Kindergarten)
J. Sarja	Crosby auditorium and 7 classrooms: August 24 & 25, 8am-3pm (Professional Development)
J. Sarja	Wallace media center: June 29 & 30, 8am-3pm (Curriculum Meeting and Planning)
K. Nizzardo	Wallace café and 10 classrooms: Wednesday, August 24, 8am-3pm (Science Professional Learning – Supt's. Convocation)
<b>*M. Waters</b>	<b>WAMS atrium, auditorium, café: Aug. 22 &amp; 23, 8am-3pm (New Teacher Orientation)</b>
<b>*K. Maull</b>	<b>Rotella auditorium, café, parking area: Wednesday, July 27, 5-6:30 pm (Waterbury Promise Scholarship Celebration)</b>
<b>*M. Waters</b>	<b>W. Cross café: Tuesdays, 7/12, 7/19, 7/26, 8/2, 12pm-4pm (In-person teacher job fairs &amp; interviews)</b>
<b>*Supt. Office</b>	<b>Rotella auditorium: Wednesday, August 3, 12-1pm (High School Summer School Graduation Ceremony)</b>
<b>*P.T.A.</b>	<b>W. Cross café: Monthly meetings (Third Tuesday except for February/2-22)</b>
<b>M. Rocco</b>	<b>September, 2022 – May, 2023, 5:30-7:30pm</b>
<b>*J. Sarja</b>	<b>Crosby conference rm.: 7/27 &amp; 7/29, 12-3pm; 8/1 &amp; 8/3, 8:30am-3:30pm; 8/5, 8am-3pm (ELA Curriculum Team)</b>

Book

SCHOOL PERSONNEL USE ONLY

DATE: July 11, 2022

TO: SCHOOL BUSINESS OFFICE

FROM: Human Capital Department

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

NAME OF SCHOOL REQUESTED: Waterbury Arts Magnet School

Atrium

Auditorium  Gymnasium  Swimming Pool  Café/Rooms

DATES REQUESTED: August 22<sup>nd</sup> & August 23<sup>rd</sup>

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

FOR THE FOLLOWING PURPOSES:

New Teacher Orientation

Carli Carpentieri & 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.

Pool

SCHOOL PERSONNEL USE ONLY

DATE: 7/11/2022

TO: SCHOOL BUSINESS OFFICE

FROM: Kelonda Maull

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

NAME OF SCHOOL REQUESTED: Rotella Magnet School

Auditorium

Gymnasium

Swimming Pool

Café/Rooms

*Parking Area*

DATES REQUESTED: 07/27/2022

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

FOR THE FOLLOWING PURPOSES:

Waterbury Promise Scholarship Celebration

Kelonda Maull 7/11/2022

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: July 5, 2022

TO: SCHOOL BUSINESS OFFICE

FROM: Human Capital-Talent Office

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: Tuesdays (7/12, 7/19, 7/26, 8/2

FROM: 12:00 pm TO: 4:00pm

FOR THE FOLLOWING PURPOSES:

To host in-person teacher job fairs and conduct "on the spot" interviews.

Carli Carpentieri & Marissa Waters  
(Talent & Professional Development Supervisors)  
APPLICANTS

.....  
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: 7-13-22

TO: SCHOOL BUSINESS OFFICE

FROM: Supt.'s Office

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

NAME OF SCHOOL REQUESTED: Rotella

AUDITORIUM    GYMNASIUM    SWIMMING POOL    CAFE/ROOMS

DATES REQUESTED: Wed. Aug. 3, 2022

FROM 12:00 am/pm TO 1:00 am/pm

FOR THE FOLLOWING PURPOSES:

Summer School -  
High School Graduation Ceremony

\_\_\_\_\_  
APPLICANT [Signature]

Please note the following provisions:

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

*hook*

SCHOOL PERSONNEL USE ONLY

DATE: July 21, 2023

TO: SCHOOL BUSINESS OFFICE

FROM: M. Rocco - W. Cross

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: (Tuesday's- Except for the Feb. date) Sept. 20, Oct. 18, Nov. 15, Dec. 20, Jan. 17, Feb. 22, March 21, April 18, May 16

FOR THE FOLLOWING PURPOSES:

W. Cross PTA meeting to be held in the café 5:30 - 7:30 PM (meeting time 6-7)

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

Margaret 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.

Work

JUL 22 2022

SCHOOL PERSONNEL USE ONLY

DATE: \_\_\_\_\_

TO: SCHOOL BUSINESS OFFICE

FROM: Jennifer Sarja, 6-12 ELA

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

NAME OF SCHOOL REQUESTED: Crosby High School

Auditorium

Gymnasium  
Wed., July 27th @12-3pm  
Fri., July 29th @12-3pm

Swimming Pool

**conference room**  
Café/Rooms  
Wed., Aug. 3rd @8:30-3:30pm  
Fri., Aug. 5th @ 8am-3pm

DATES REQUESTED: Mon., Aug. 1st @ 8:30am-3:30pm

FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm

FOR THE FOLLOWING PURPOSES:

ELA Curriculum Editing Teams

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



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 #9.4

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee on Building & School Facilities moves that the Waterbury Board of Education approve the use of school facilities by groups and organizations subject to fees and insurance as required:

GROUP	FACILITIES AND DATES/TIMES
<b>*Valley Chordsmen</b>	<b>Rotella aud.: November 3 &amp; 5, 5-10 pm</b>
<b>G. Riccio</b>	<b>(Rehearsal and Performance of annual fall show)</b>
<b>*Dancers Inc.</b>	<b>Rotella aud., café, room, gym: 4/21/23, 5-8:30pm (set-up);</b>
<b>B. Hagaman</b>	<b>4/22, 7am-10:30pm, and 4/23, 7am-8:00pm (performances)</b>

### REQUESTING WAIVERS:

Hoops for Life	Reed gym: Saturday, July 9 & 16, 10am-1pm, Basketball games	(\$336.)
D. Fryer	West Side gym: Saturday, Aug. 6 & 13, Sunday, Aug. 7, 5pm-9pm	(\$756.)
CT. Rebound	Wilby gym: Saturdays, 7/9 – 8/20/22, 11am-3pm	(\$1,470.)
D. Parker	(Summer Basketball Program)	
<b>*Town Plot Sports</b>	<b>Duggan gym: Saturday &amp; Sunday 9/10/22 – 3/12/23, 8:30am-1:00pm</b>	
<b>D. Cronin</b>	<b>(Basketball program)</b>	<b>(\$11,550.)</b>

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

Hoops for Life	Reed gym: Weekdays, July 5- August 17. 5-9pm (basketball program)	
D. Fryer	West Side gym: Weekdays, July 5-August 17, 5-9pm (Basketball program)	
Rencely Basketball	Kennedy gym: July 5-July 29, 5:30-9:00pm, Monday – Friday	
T. Morrison	(Athletic Training)	
CT. Rebound	Wilby gym: Monday & Thursday, 7/7, 11, 14, 6:00-8:30pm and	
D. Parker	Fridays, 7/8 – 8/19/22, 6:00-8:30pm	
<b>*J. Ocasio</b>	<b>Duggan gym: July, 2022 thru June, 2023, Mon. thru Fri., 4:30-9:00 pm</b>	
<b>Rivera Foundation</b>	<b>(Rivera Memorial Foundation Health/Sports Programs)</b>	
<b>*Wtby. Ballers</b>	<b>Gilmartin gym: Mon. -Thurs. July 18 – August 11, 5-9:00 pm</b>	
<b>T. Lott</b>	<b>(Basketball program)</b>	
<b>*Town Plot Sports</b>	<b>West Side gym: Wednesdays, 9/7/22 – 3/8/23</b>	
<b>D. Cronin</b>	<b>5:30-8:30 pm (Basketball program)</b>	
<b>*Wtby. Y.M.C.A.</b>	<b>State Street Sch. café, gym, rooms, playscape: start &amp; end with school</b>	
<b>J. O'Rourke</b>	<b>calendar including half days, Mon. thru Fri. 2:00 pm until 6:00 pm.</b>	

DEPARTMENT OF EDUCATION - WATERBURY SUPERVISOR  
SCHOOL BUSINESS OFFICE  
236 GRAND ST. WATERBURY, CT 06703  
USE OF BUILDING PERMIT  
TYPE OR USE PEN AND PRESS FIRMLY

CONTRACT #

*Book*

Valley Chordsmen

APPLICANT: Gabriel F. Riccio NAME OF ORGANIZATION: Valley Chordsmen  
ADDRESS: 21 Redwood Ln. Southington, CT 06489 TELEPHONE: (203) 510-9834  
EVENT REQUESTED: Rotella DATES: 11/3/22, 11/5/22 ROOMS: Auditorium, back stage area  
STARTING TIME: 5:00 pm CLOSING TIME: 10:00 pm PURPOSE: Annual Fall Show  
FEE: \$200 CHARGE TO BE DEVOTED TO: Convention by non-profit expenses  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 250 CHILDREN 25  
SIGNATURE OF APPLICANT: [Signature] DATE: 7/18/22

APPLICANT MUST PROVIDE ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION  
Gabriel F. Riccio, 21 Redwood Lane, Southington, CT (203) 510-9834  
The event that the Board of Education should need to report to legal proceedings to collect  
any outstanding balances. The applicant is responsible for any and all attorney's fees, sheriff's  
fees and court costs associated with said proceedings. [Signature] (PLEASE INITIAL)

CHARGE OF DAYS: (2)  
COSTS: \$42/HR plus 1 HR. SERVICE PER CUST.  
GENERAL FEES: \_\_\_\_\_  
SPECIAL FEES: Tech. \$55/HR.

NUMBER OF SEATS: 250 (Circled)  
INSURANCE COVERAGE: \_\_\_\_\_ (Circled)

PLEASE READ THE FOLLOWING CAREFULLY  
1. ALL ACTIVITIES MUST BE APPROVED BY BOARD THREE OR MORE PRIOR TO THE ACTIVITY  
2. COPY OF YOUR RESUME MUST ACCOMPANY YOUR APPLICATION IF APPLICABLE  
3. BOARD IS CANCELLED FOR ANY OR ANY OTHER REASON. ALL ACTIVITIES ARE CANCELLED ALSO  
4. THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.  
5. BOARD IS RESPONSIBLE FOR SEATING AS SEATERS IN ADVANCE OR YOU WILL BE CHARGED  
6. SEATING AND FOOD SERVICE MUST BE ARRANGED AND NOT CANCELLED BY THE RENTER. PLEASE CALL EACH  
OFFICE FOR MORE INFORMATION. BOARD OFFICE: 236 GRAND ST. WATERBURY, CT 06703

7. THE BOARD IS RESPONSIBLE FOR AT LEAST ONE ADULT PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE:  
A. SEATING, UNIFORMS, ETC. FOR WHICH THERE WILL BE AN EXTRA CHARGE.  
8. FOOD SERVICE CAN NOT BE USED BY OWNERS WITHOUT SUPERVISION. PLEASE CALL THE FOOD SERVICE  
DEPT. AT 236 GRAND ST. WATERBURY FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE).  
9. ALL APPLICANTS MUST READ ALL RULES AND REGULATIONS.

10. APPLICANTS MUST READ REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS  
AND BE STRICTLY ENFORCED.  
11. SCHOOL DATE: \_\_\_\_\_  
SCHOOL BUSINESS OFFICE

12. ALL PAYMENTS INCLUDING FEES SHOULD BE MADE OUT TO THE BOARD OF EDUCATION AND MAILED TO THE  
SCHOOL BUSINESS OFFICE. NO CASH WILL BE ACCEPTED.

*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 Britt Haganan NAME OF ORGANIZATION Dancers Inc

ADDRESS 344-S Route 9 #321 Lanoka Harbor, NJ 08734 TELEPHONE # 732-685-8182  
(street) (city) (state) (zip code)

SCHOOL REQUESTED Notella Magnet DATES 4/21/23 - 4/23/23 ROOM(S) Auditorium, cafe, gym, classrooms

OPENING TIME 4/21 12:00pm CLOSING TIME 4/23 9:00pm PURPOSE Dance competition

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS approx 200 CHILDREN approx 300

SIGNATURE OF APPLICANT Britt Haganan DATE 7/15/22

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

Emily Sramaty 344-S Route 9 #321 Lanoka Harbor NJ 08734

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. ES (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR SERVICE PER CUST.

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

MISCELLANEOUS FEES: \$55/HR. Tech

SECURITY DEPOSIT \$ 500. INSURANCE COVERAGE YES \_\_\_\_\_ NO \_\_\_\_\_

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE \_\_\_\_\_ SCHOOL BUSINESS OFFICE \_\_\_\_\_

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

*Fri 5pm - 8<sup>30</sup> pm  
Sat. 7am - 10<sup>30</sup> pm  
Sun. 7am - 8 pm*

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 DENNIS CROWIN NAME OF ORGANIZATION TOWN PLOT SPORTS

ADDRESS 4 HUNTINGDON PL. WBY CT. 06708 TELEPHONE # 203-600-4700  
(street) (city) (state) (zip code)

SCHOOL REQUESTED DUGGAN DATES 9/10/22 - 3/12/23 ROOM(S) GYMNASIUM

OPENING TIME 8:30 AM CLOSING TIME 1:00 PM PURPOSE BASKETBALL

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 5 CHILDREN 20

SIGNATURE OF APPLICANT Dennis Crowin DATE 7/10/22

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. DC (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$42/HR plus 1 HR. SERVICE (\$11,550.00)

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: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

Saturdays  
&  
Sundays  
9/10/22 -  
3/12/23

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: TOWN PLOT SPORTS

Please check below specific item(s):

Building Usage Fees  Custodial Fees

SCHOOL/ROOMS REQUESTED: DUGGAN / GYMNASIUM

DATE(S): <u>SATURDAYS 9/10/22 - 3/10/23</u>	TIMES: <u>8:30 AM - 1:00 PM</u> \$755
DATE(S): <u>SUNDAYS 9/11/22 - 3/11/23</u>	TIMES: <u>8:30 AM - 1:00 PM</u> \$755
DATE(S): _____	TIMES: _____
DATE(S): _____	TIMES: _____
DATE(S): _____	TIMES: _____
DATE(S): _____	TIMES: _____

7/10/22

Date

Dennis C. Cronin

Signature

**OFFICE USE ONLY**

List total cost of fees being requested to be waived:

\$ _____	\$ <u>11,550.00</u>	\$ _____
Building Usage Fees	Custodial Fees	Security Deposit

**BOARD USE ONLY**

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

ATTEST: \_\_\_\_\_  
Clerk, Board of Education

*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 Jessica Ocasio NAME OF ORGANIZATION Rivera Memorial Foundation, Inc.

ADDRESS 186 Cherry Street Waterbury CT 06702 TELEPHONE # 475-21  
(street) (city) (state) (zip code)

SCHOOL REQUESTED Duggan DATES July 1, 2022-June 30, 2023 ROOM(S) Gym/Health Room

OPENING TIME 4:30pm CLOSING TIME 9:00pm PURPOSE Sports Programs

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 3 CHILDREN 30

SIGNATURE OF APPLICANT Jessica Ocasio DATE 7/5/22

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

Matthe

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. Jessica Ocasio (PLEASE INITIAL)

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

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

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

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

PLEASE READ THE FOLLOWING CAREFULLY

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

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

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

THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.

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

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

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

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

PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.

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

APPROVAL DATE \_\_\_\_\_ SCHOOL BUSINESS OFFICE \_\_\_\_\_

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

*Monday  
thru  
Friday*

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

CONTRACT#

*Book*

APPLICANT Terence Lott Jr NAME OF ORGANIZATION Waterbury Ballers  
ADDRESS 25 Girard Ave Waterbury CT 06704 TELEPHONE # 203-509-4757  
(street) (city) (state) (zip code) 203-805-1884  
SCHOOL REQUESTED Gilmanston DATES 7/18-8/15/22 ROOM(S) Gym  
OPENING TIME 5 pm CLOSING TIME 9 pm PURPOSE Basketball Program  
ADMISSION (if any) \_\_\_\_\_ CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 4 CHILDREN 20  
SIGNATURE OF APPLICANT [Signature] DATE 7-13-22

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. NA (PLEASE INITIAL)

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

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

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

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

PLEASE READ THE FOLLOWING CAREFULLY *OK*

- APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.
- A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION ( IF APPLICABLE)
- IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.
- THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.
- CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.
- POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452
- 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.

*Monday  
THRU  
Thursday  
\* Aug 9<sup>th</sup>  
NOT  
Available*

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.

*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 DENNIS CROWIN NAME OF ORGANIZATION TOWN PLOT SPORTS

ADDRESS 4 HUNTINGDON PL. WRBY CT. 06708 TELEPHONE # 203-600-4700  
(street) (city) (state) (zip code)

SCHOOL REQUESTED WEST SIDE DATES 9/12/22 - 3/8/23 ROOM(S) GYMNASIUM  
*WEDNESDAYS*

OPENING TIME 5:30 CLOSING TIME 8:30 PURPOSE BASKETBALL

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 5 CHILDREN 20

SIGNATURE OF APPLICANT Dennis Crowin DATE 7/10/22

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. DC (PLEASE INITIAL)

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

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

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

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

PLEASE READ THE FOLLOWING CAREFULLY *VOK*

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

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.

*Wednesdays*



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#

JUL 20 2022

APPLICANT Jim O'Rourke

NAME OF ORGANIZATION Greater Waterbury YMCA

ADDRESS 136 West Main Street Waterbury CT 06702 TELEPHONE# (203)754-9622  
(street) (city) (state) (zip code)

SCHOOL REQUESTED State Street DATES Start to end of school(ongoing) ROOM(S) Cafe, Gym, Classrooms, Play scape

OPENING TIME 2:30PM half days CLOSING TIME 6:00pm PURPOSE To provide state licensed aftercare

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 12 CHILDREN 120

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE 7/20/22

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

Kristen Jones 136 West Main Street Waterbury, CT 06702 203-754-9622 Ext 125

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.

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

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

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

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

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

KITCHEN FACILITIES CANNOT 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

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE OF THE WHOLE**

Item #11.1

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee of the Whole moves to approve the appointment of Maria (Belen) Michelis as the Department of Education's representative to the Waterbury Cable Council.

# **BOARD OF EDUCATION**

*Waterbury, Connecticut*

## **COMMITTEE OF THE WHOLE**

Item #11.2

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Committee of the Whole moves to approve a Facility/Equipment Use Agreement with Naugatuck Valley Community College, at no cost, for use facilities.

## FACILITY/EQUIPMENT USE AGREEMENT

This Facility/Equipment Use Agreement ("Contract") is entered into by and between **Naugatuck Valley Community College**, a constituent unit of the State of Connecticut System of Higher Education with an address of **750 Chase Parkway, Waterbury, Connecticut 06708** (hereinafter the "Institution"), and **Waterbury Public Schools** (hereinafter the "Contractor") with a principal place of business at **236 Grand Street Waterbury, CT 06706**.

I. **USE and TERM:**     **USE OF FACILITIES**    AND/OR     **USE OF EQUIPMENT**    (Check One or Both)

<b>Use Summary:</b>	The Institution agrees it will permit Contractor to use the following listed facilities, which may include but is not limited to specific buildings, rooms, rehearsal spaces, dressing areas, outdoor spaces, and / or equipment, Founders Hall Community Room and 1 to 5 Classrooms for the sole purpose of Waterbury Public Schools Professional Development for the time period specified below and subject to the terms and conditions specified within this Contract.		
<b>Term:</b>	<b>From:</b> <u>8/16/2022</u>	<b>To:</b> <u>8/17/2022</u>	
<b>Location:</b>	NVCC Founders Hall		
<b>Day(s) and Hours:</b>	<u>8/16-8/17; 7:30 am set-up; 8:00 am start time to 3:30 pm end time</u> Eastern Time		
<b>Reservation Number:</b>	<b>[Enter Reservation Number, if applicable]</b>		

II. **USE FEE:** Use Fee payment\* under this Contract is to be made as follows:

Deposit    \$ **[Enter Deposit Amount]** due on or before **[Enter Deposit Due Date]**.  
 Balance    \$ **[Enter Balance Amount]** due on or before **[Enter Balance Due Date]**.

**MAXIMUM AMOUNT OF CONTRACT \$ **[Enter Maximum Contract Amount]****

<b>Send Payment to:</b>	Name:	Naugatuck Valley Community College
	Department:	Administration
	Address:	750 Chase Parkway Waterbury, Connecticut 06708
	Phone:	(203) 575-8089
	Fax:	<b>[Institution Fax]</b>
	Institution Contact:	Patricia DaSilva
	Institution Contact Email:	PDaSilva@mvcc.commnet.edu

1. If Contractor is not an agency of the State of Connecticut, a deposit equal to **[Choose Percentage]** of said fee shall be submitted by Contractor to the Institution with this signed Contract. Said deposit shall be credited against the payment by Contractor of the full fee for use. This deposit shall be non-refundable unless the Institution terminates this Contract in accordance with subsection 8(b) of Section VIII hereof, the Institution is unable to deliver possession of the facility through no fault of the Contractor., or the Contractor cancels its reservation at least sixty (60) days in advance of the Event.
2. The Institution reserves the right to cancel this Contract if it is not returned with the appropriate deposit.
3. **Additional Fees or Services:** This Use Fee herein is the minimum cost of the Event, based on the Institution's evaluation of information provided by the Contractor and does not include any additional labor or equipment. The Use Fee includes, but is not limited to, custodial, security, equipment and / or materials fees as determined by the Institution. The Institution reserves the right to add, change, alter, or delete any rule, policy or procedure pertaining to the rental of, usage of, or fees charged for the facilities and/or equipment.
  - a. Any additional custodial overtime services, additional technical assistance, additional security services, or any other unforeseen and unavoidable expenses, resulting from the Event and not part of the estimated costs shall be borne by the Contractor.
  - b. In addition, the Institution shall make every effort to provide advance notice of at least five (5) calendar days to the Contractor or its authorized representative if any special service is required to support production of the event. This will not be the case with "day-of-the-event" personnel overtime charges assessed as a result of services to support the presentation of the Contractor's event.
  - c. The Institution shall not be responsible for providing, for use of the Contractor, any spaces or venues that are not subject to this Contract. If the Contractor should decide not to utilize the facilities or any portion thereof, the Institution shall not be obligated to reduce any fees that have been charged for their use.

4. **Notices:** All notices, demands or requests provided for or permitted to be given pursuant to this Contract must be in writing. All notices, demands and requests shall be deemed to have been properly served if given by personal delivery, or if transmitted by facsimile with confirmed receipt, or if delivered to Federal Express or other reputable express carrier for next business day delivery, charges billed to or prepaid by shipper; or if deposited in the United States mail, registered or certified with return receipt requested, proper postage prepaid, addressed as follows:

**MUST BE COMPLETED**

If to the Institution\*:  
Naugatuck Valley Community College  
750 Chase Parkway  
Waterbury, Connecticut 06708  
Attn: Patricia DaSilva |

If to the Contractor\*:  
Waterbury Public School  
236 Grand Street  
Waterbury, CT 06706  
Attn: Margaret Cherubini |

**[Note: \*Any party may change its Notice information in writing in accordance with this Section.]**

**III. GENERAL TERMS AND CONDITIONS:**

**1. Contractor Responsibilities:**

- a. The Contractor shall not include the name of the Institution and/or any of its institutional or athletic insignia or logos in any written materials, advertising or promotion without the prior written consent of the Institution other than as the location for the contracted event. The name of the Institution is not to be associated with any group that is not a bona-fide organization of the Institution.
- b. Contractor hereby warrants that it owns all rights, title and interest to, or is otherwise fully authorized to perform and display publicly, and to record, any and all parts of the event(s) covered by this Contract, including without limitation, all musical works, dramatic works, literary works, pictorial and graphic works and choregraphical works. Contractor shall have the sole obligation to obtain all permits, licenses and authorizations necessary from the holder of any copyright or other proprietary right of any and all parts of the event(s) covered by this Contract, and shall immediately upon the request of the Institution, deliver written proof of such to the Institution.
- c. The Institution reserves all commercial broadcasting, television, recording and filming rights, if available to be exercised by the Institution, for its own benefit. The Institution will consider releasing these rights under a mutually beneficial agreement with the Contractor. Bona fide news coverage shall remain exclusive of such agreement. The Contractor shall not permit the vending or distribution of any merchandise and/or service in the facilities or on the premises of the Institution except where specifically agreed upon as a part of this Contract.
- d. The Contractor may not assign any part or right of this Contract or sublet the Institution or any part thereof to any other party without the prior written consent of the Institution. The Institution will not be responsible for any agreement(s) made by the Contractor to Event participants or any other party unless such agreements are expressly made part of this Contract.
- e. The Contractor agrees to furnish the Institution Contact with a copy of any contract between the Contractor and other parties for review prior to final approval for the use of Institution facilities.
- f. The Contractor shall comply with all applicable rules, policies and procedures promulgated by the Institution and / or the Connecticut State Colleges and Universities governing the use of the Institution's property and equipment. Specific system and Institution policies and procedures will be made available to the Contractor upon request. The Contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this Contract which in any manner affect its conduct or its use of the facilities. The Institution shall not be required to observe or comply with any rules, regulations, or policies of the Contractor that are not specifically stated and agreed to as part of this Contract.
- g. In the event of weather-related or other closing announcements, please call the relevant Institution Campus's Weather Information Line. A list of regional campus numbers can be found at the following website: <http://www.ct.edu/connscu>. Information is also provided to local radio and television stations; however, the notifications are provided by the media as a courtesy and can be subject to inaccuracies. It is the responsibility of the Event coordinator to contact its attendees in the event of any cancellation. Please note that if the event is cancelled due to inclement weather, every effort will be made to reschedule your event. If that is not possible, your deposit will be refunded.
- h. The Contractor shall see that all refuse and waste will be deposited in proper receptacles each day.

- i. The Contractor shall utilize only the parking areas designated for all automotive parking of Event participants, parents, guests and spectators and agrees to instruct all Event participants, parents, guests and spectators to comply with this requirement.

## 2. **Security**

- a. The Contractor agrees that it shall be responsible for the cost of any security services so provided by the Institution, in accordance with Section II.3 above.. The official representative of the Institution on site during the contract period shall have full responsibility for the operation of the facility and the areas immediately adjacent thereto and shall act for and on behalf of the Institution in the management, supervision and control of the facilities.
- b. The Contractor shall be responsible for any and all loss of, or damage or injury to, any property owned by the Institution resulting from the negligent and/or intentional acts of its officers, employees, agents or attendees.
- c. The Contractor shall be responsible for the conduct of those in attendance at the Event and shall, at the Contractor's expense, provide for the necessary personnel, as determined by the Institution, to provide adequate and appropriate supervision of these attendees in accordance with and adherence to all of Institution policies and procedures which include but are not limited to the use of alcoholic beverages, consumption of food and the prohibition of smoking in all Institution facilities.
- d. Should there be a conflict during the presentation of the program; the Contractor agrees that the official representative of the Institution will have complete supervision, direction and operational control.
- e. The Contractor shall complete an Institution accident report for any incident requiring administration of first aid. Said accident reports shall be provided to the Institution's Public Safety Division within twenty-four (24) hours of any incident.
- f. The Institution shall revoke the privilege of any participant to use any Institution facility if, in the sole opinion of the Institution, the participant displays behaviors that are injurious or potentially injurious to themselves, others or property of the Institution.
- g. The Contractor shall not over-subscribe the Event in such a way as to exceed the legal fire capacity, of any of the facilities. If requested, the Contractor shall provide ticket manifests to verify that no over-subscriptions have occurred.

## 3. **Equipment**

- a. It is the responsibility of the Contractor to provide the Institution Contact listed in Section II subsection 4 herein with all necessary information with regard to set-up, audio/visual, and other specific information relating to the use of the facilities 30 business days prior to the event. Failure of the Contractor to provide the necessary information will relieve the Institution from any obligation to provide these services in the manner desired by the Contractor.
- b. Equipment provided to or rented by the Contractor as part of this Contract is for use only in the facilities herein contracted and under the supervision, and operation where appropriate, of Institution personnel. Under no circumstances shall any equipment be moved from the facilities and/or removed from campus without the express written approval of the Institution.
- c. The Contractor shall see that any equipment provided by the Institution pursuant to this Contract shall be used appropriately and returned in good working order to its proper location following use each day.
- d. The Contractor agrees that equipment not specified as part of this Contract shall not be used by the Contractor or Event participants.
- e. Contractor agrees that all electrical connections must be made by Institution personnel and shall not install or operate any equipment, fixture or device, or operate or permit to be operated any engine, motor or other machinery, or use gas, electricity or flammable substances except with prior written approval of the Institution, under such conditions and restrictions as Institution may specify.
- f. The Contractor agrees that no equipment, device or fixture may be used which, in the opinion of the Institution, endangers the structural integrity of Institution facilities.
- g. No candles are allowed in the facility and the hanging of decorations with tape or nails, to any woodwork, is prohibited.
- h. Any equipment or effects of the Contractor remaining on the premises for more than 48 hours after the expiration of this Contract without prior written permission of the Institution shall be deemed abandoned and disposed of by the Institution at its sole discretion.
- i. The Contractor shall use only its own mobile device or pay telephones to conduct any business while using the facilities, unless there is an emergency.

**IV. FOOD SERVICE / STATE SALES TAX:**

**1. If catering services are available at the Institution and requested by Contractor:**

- a. The Institution presently has a contract for the provision of food service with a food service vendor, pursuant to which the food service vendor provides catering services at the Institution. Requests for catering services shall be made through the Institution's food service vendor. Food orders must be placed a minimum of two (2) weeks prior to the Event. The Contractor shall provide an estimate of the number of expected attendees to the Institution's food service vendor at the time the service request is placed. The Contractor shall provide the Institution's food service vendor a guaranteed guest count no fewer than forty-eight (48) hours prior to the Event.
- b. If applicable, the Contractor shall pay, at a minimum, the per person cost for the number of guests designated in guaranteed guest count provided to the Institution's Event Management Office or the Institution's designated contact person, as well as the per person cost for any guests served in excess of the guaranteed count. Prices for catering services may be obtained from the Institution's food service vendor. The Institution's food service vendor shall prepare and submit an invoice for the catering service to the Contractor, which invoice shall provide for payment by the Contractor directly to the food service vendor.
- c. In all cases, all information pertaining to changes in food menus, guaranteed guest counts or any other related food service item, must be communicated directly to the Institution's food service vendor. The Contractor agrees that neither the Institution nor the Institution's food service vendor shall be responsible for changes in services required or the number of attendees for which the Contractor is charged if such changes are not communicated directly to the Institution's food service vendor within the time frames specified in subsection 1.c. of this Section IV.
- d. The Contractor shall cancel catering orders, by directly notifying the Institution's food service vendor, a minimum of forty-eight (48) hours (excluding weekends) in advance of the Event. Should the Contractor fail to do so, it shall be responsible for the full cost of the catering service requested, which cost shall be based on the guaranteed guest count provided in accordance with subsection 1 of this Section IV. Cancellations that are necessitated by inclement weather must be made by 9:00 a.m. eastern time on the day of the Event.

**2. If catering services are not provided by or not available at the Institution:**

- a. The Contractor may engage a properly licensed third-party food service vendor ("third-party vendor") to provide catering services in relation to the Event. Contractor shall provide a description of the food and beverages to be served and shall provide the caterer's name and contact information to the Institution. Contractor shall be responsible for removal of all waste from the Institution's facilities at the conclusion of the Event. If the rental of additional dumpsters is necessary for large parties or events, a fee may be charged for each required dumpster. The Institution reserves the right to approve any third-party vendor providing catering services at the Institution's facilities. Approval of such third-party vendor must be given by the Institution in advance of the Term specified in Section I, above.

**3. State Sales Tax:**

- a. Under the Connecticut General Statutes, all sales of food and/or beverages for events held on campus are subject to the Connecticut state sales tax in effect at the time the Event occurs, unless the Contractor provides one of the following approved certifications for tax exemption for the program:
  - i. The organization is not reimbursed, in whole or in part, by donation or otherwise, for its payment for the meal by those consuming the meals, and the Contractor has provided an approved CERT-112 or CERT-123 from the Connecticut State Department of Revenue Services listing the Institution as the retailer. Such exemptions take a minimum of six (6) weeks to process through the Connecticut State Department of Revenue Services. Request forms are available from the Connecticut State Department of Revenue Services either at their office or website, <http://www.ct.gov/drs>.
  - ii. The Contractor is a nonprofit organization and is collecting a donation or leveling a charge for admission as a fundraiser and has supplied a completed CERT-119 or CERT-134 indicating that the Event is one (1) of the five (5) fundraisers or social events covered by the exemption the organization has for that calendar year, under the Special Notice 98(11) Exemption from the Connecticut State Department of Revenue Services, and listing the Institution as the retailer. Under no circumstances shall more than five (5) CERT-119 or CERT-134 forms be accepted from any one contractor in a given calendar year.
- b. In all cases, the Contractor shall submit the appropriate documentation to the Institution's Event Manager when the Contract is executed or, in cases where a CERT-112 or CERT-123 is being requested, no later than two (2) weeks prior to the Event. If a CERT-112 or CERT-123 is to be utilized, the Contractor shall submit the request to the Connecticut State Department of Revenue Services no later than eight (8) weeks prior to the Event.
- c. In all cases where the appropriate documentation for tax exemption is not provided within the specified time, the Contractor will be charged all appropriate Connecticut state sales tax.

**V. SPECIFIC TERMS AND CONDITIONS APPLICABLE TO ANY PROGRAM INVOLVING MINORS:**

1. Connecticut General Statutes §§ 17a-101 through 17a-103a, inclusive, currently set forth Connecticut's mandatory reporting laws concerning known or suspected abuse or neglect of a minor.
2. The Contractor will ensure that all of its employees or volunteers who will supervise or otherwise come into contact with minor attendees of any of the Contractor's programs using the Institution facilities are fully aware of and have been sufficiently trained to comply with, their reporting obligations pursuant to §§ 17a-101 through 17a-103a, as may be amended from time to time.
3. The Contractor's failure, including the failure of any of the Contractor's employees or volunteers, to comply with this Section may result in immediate termination of this Contract. In addition, the Contractor may be disqualified from entering into further contracts with the Institution.

**VI. SPECIFIC TERMS AND CONDITIONS APPLICABLE TO PARTICULAR VENUES:**

1. **If theater facilities are reserved:**

- a. The Institution shall provide essential stage equipment, lighting and sound, technicians, house management, and custodial services as it deems necessary for the Event, as well as any additional services mutually agreed upon by the Institution and the Contractor. The cost of such services shall be borne by the Contractor and are reflected in the fee for use specified in Section II of this Contract.
- b. When applicable, the Contractor shall provide, at its own expense, such event staff including, but not limited to ushers, ticket sellers, and ticket collection personnel, as deemed necessary by the Institution's Event Manager. These services may either be arranged through the Institution's Event Manager or provided by the Contractor, by mutual agreement of the parties. Personnel provided by the Contractor for ushering, ticket selling and ticket taking shall be under the general direction of the Institution's house management staff and shall arrive at the Event venue for a general training session regarding policies and procedures governing these activities one (1) hour prior to the doors opening for the Event. The Contractor acknowledges and agrees that the failure of such personnel to arrive for this training session on time will delay the opening of the doors for the Event.
- c. Any additional rehearsal and/or dressing room facilities must be specifically included in Section I of this Contract and the arrangements for set-up or special services in these areas must be made through the Institution's Event Manager. The cost of such services shall be borne by the Contractor and are reflected in the fee for use specified in Section II of this Contract.

2. **If a gymnasium or other sports facility is reserved:**

- a. All participants, parents, guests and spectators associated with the Event shall be limited to use of the lobby, venue and spectator stands associated with the venue(s) specified in this Contract.
- b. If locker rooms and showers are used, they shall be limited to the "student" locker facilities, unless otherwise specified. The Contractor shall supply or have participants supply their own locks for the lockers and agrees that all lockers shall be cleaned out of all clothing, equipment and supplies after each use, and that all locks shall be removed.
- c. The Contractor shall not permit street shoes to be worn on gym courts or pool decks.
- d. The Contractor shall not permit gum chewing on gym courts or in pool areas.
- e. If the facilities include an Institution pool, Contractor shall provide, at its sole expense, a minimum of one (1) Red Cross certified lifeguard for each thirty (30) participants engaged in swimming activities. Contractor shall provide the Institution with a copy of the Red Cross certification held by each lifeguard providing life-guarding services.
- f. The Contractor shall bear the entire expense for any and all officials, referees and timekeepers it requires for the Event.

**VII. INSURANCE REQUIREMENTS:**

1. **Commercial General Liability:** Contractor shall provide the Institution a certificate of insurance, from its insurance provider, thirty (30) days prior to the Event, which states that the Contractor is insured for the period of time covered by this Contract with minimum Commercial General liability coverage established at: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage coverage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Fire Legal Liability, Contractual liability and Broad Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply separately to the project or the general aggregate limit shall be twice the occurrence limit. The Institution and its Board of Regents and their agents, officers and employees shall be named as Additional Insured. Said certificate of insurance shall indicate the specific dates covered by this Contract and reference the Event set forth in Section I of this Contract. The coverage shall contain no special limitations on the scope of protection afforded to the State.



- a. If alcoholic beverages are served, but not sold, then host liquor liability coverage should be included within the Commercial General Liability coverage. If alcoholic beverages are sold, then a separate Liquor Liability policy (\$1,000,000 limit) is required.
  - b. If a caterer is providing alcoholic beverages, then the caterer is required to have insurance coverage in the amount of \$1,000,000. A Liquor Liability policy is required of the entity that is either serving or providing the alcohol.
2. **Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the Contractor does not own a vehicle used in the execution of the Contract, then only hired and non-owned coverage is required. *[If a vehicle is not used in the execution of the Contract then automobile coverage is not required.]*
  3. **Workers' Compensation and Employers Liability:** *[If any employees of Contractor are involved in the use of facilities]* Statutory coverage in compliance with the Compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 Policy Disease Limit, \$100,000 each employee.
  4. **Additional Provisions:**
    - a. The Contractor shall assume any and all deductibles in the described insurance policies.
    - b. The Contractor's insurer shall have no right of recovery or subrogation against the State and the described insurance shall be primary coverage.
    - c. Any failure to comply with the reporting provisions of the policy shall not affect coverage provided to the State.
    - d. Each required insurance policy shall not be suspended, voided, cancelled or reduced except after 30 days prior written notice by certified mail return receipt, has been given to the Institution.
    - e. All coverage is to be written on an "Occurrence" policy form.
    - f. The insurance companies providing coverage must have an A-, VII or better rating in the current edition of Best's Key Rating Guide and be licensed to do business in the State of Connecticut.
    - g. Contractor shall provide the Institution with a certificate of insurance thirty (30) days prior to the event, which states that the Contractor is insured for the period of time covered by this Contract and reference the event and event dates set forth in Section I of this Contract.
    - h. If Contractor claims to be a nonprofit agency, it must provide a copy of the appropriate official state or federal certification of that status, thirty (30) days prior to the Event. Failure to provide such certification will result in appropriate changes in Event pricing or cancellation of the reservation. Any documentation and/or certification provided for substantiation that an organization is a nonprofit agency under Connecticut state law shall only constitute verification of eligibility for nonprofit facility use rates, and shall not cover any exemption for Connecticut state sales tax for food purchases related to the Event.

#### VIII. **GENERAL STATE CONTRACT PROVISIONS:**

1. **Statutory Authority.** Connecticut General Statutes §§ 10a-6, 10a-1b, 4a-52a, and/or 10a-151b provide the Institution with authority to enter into contracts in the pursuit of its mission.
2. **Forum and Choice of Law.** The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.
3. **Indemnification.** The Contractor hereby indemnifies and shall defend and hold harmless the State, its officers and its employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands, liabilities, monetary loss, interest, attorneys' fees, costs and expenses of whatsoever kind or nature arising out of the performance of this Contract, including those arising out of injury to or death of Contractor's employees or subcontractors, whether arising before, during or after completion of the services hereunder and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any intentional, reckless or negligent act or omission of the Contractor or its employees, agents or subcontractors.
4. **Sovereign Immunity.** The parties acknowledge and agree that nothing in this Contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of this Contract. To the extent that this section conflicts with any other section, this section shall govern.

5. **Claims Against the State.** The Contractor agrees that the sole and exclusive means for the presentation of any claim against the State of Connecticut or the Institution arising from this Contract shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate any legal proceedings in any state or federal court in addition to, or in lieu of, said Chapter 53 proceedings.
6. **Nondiscrimination.** Each party agrees, as required by sections 4a-60 and 4a-60a of the Connecticut General Statutes, not to discriminate against any person on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, sexual orientation, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such party that such disability prevents performance of the work involved. Each party agrees to comply with all applicable federal and state of Connecticut nondiscrimination and affirmative action laws, including, but not limited to, sections 4a-60 and 4a-60a of the Connecticut General Statutes.
7. **Executive Orders and Other Enactments.**
  - (a) All references in this Contract to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the Contract at any time during its term, or that may be made applicable to the Contract during its term. This Contract shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. At the Contractor's request, the Client Agency shall provide a copy of these Enactments to the Contractor. Unless otherwise provided by Enactments, the Contractor is not relieved of its obligation to perform under this Contract if it chooses to contest the applicability of the Enactments or the Client Agency's authority to require compliance with the Enactments.
  - (b) This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this Contract as if they had been fully set forth in it.
  - (c) This Contract may be subject to (1) Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; and (2) Executive Order Nos. 13F and 13G of Governor Ned Lamont, promulgated September 3, 2021 and September 10, 2021, respectively, concerning protection of public health and safety during COVID-19 pandemic, as extended by Executive Order No. 14A of Governor Ned Lamont, promulgated September 30, 2021. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this Contract as if fully set forth in it.
8. **Termination.**
  - a. **Termination for Cause.** In the event that the Contractor shall fail to perform, keep or observe any of these terms, covenants or conditions of this Contract, the Institution may terminate this Contract for cause by providing a written Notice to Cure to the Contractor citing the instances of noncompliance with the contract. The Contractor will have ten (10) days to reply to the Notice to Cure and indicate why the contract should not be terminated and recommend remedies to be taken.
    - i. If the Contractor and the Institution reach an agreed upon solution, the Contractor will then have thirty (30) days after such agreement is reached to cure the noncompliance cited in the Notice to Cure.
    - ii. If a mutually agreed upon solution cannot be reached within ten (10) days after receipt of Notice to Cure by Contractor, the Institution reserves the right to terminate the Contract at that time by written notice of such termination.
    - iii. If the mutually agreed upon solution is not implemented within thirty (30) days from the date of agreement, the Institution reserves the right to terminate the Contract at that time by written notice of such termination.
    - iv. The Institution will be obligated only for those goods or Services rendered and accepted prior to the date of Notice of Termination.
    - v. Remedies for Default: If the solution mutually agreed upon pursuant to subsection (a) of this Section is not implemented within the thirty (30) days provided in said subsection, the Contractor shall forfeit all rights under this Contract, to any monies paid to the Institution, in the form of deposits, advance payments, etc., and be further responsible for any additional monies owed which the Institution deems necessary to cover expenses incurred due to the cancellation of the Contractor's event.
  - b. **Termination for Convenience.**
    - i. The Institution may terminate this Contract in whole or in part whenever, for any reason, the Institution shall determine that such termination is in the best interest of the Institution and/or the State of Connecticut.
    - ii. If this Contract is terminated by the Institution pursuant to this section, the Institution will provide the Contractor **seven** days written notice of such intention. In the event of such termination, the Contract Administrator and/or designee will notify the Contractor by certified mail, return receipt requested. Termination will be effective as of the close of business on the date specified in the notice.
9. **Force Majeure.** If the performance of obligations under this Contract are rendered impossible or hazardous or is otherwise prevented or impaired due to illness, accident, Act(s) of God, riots, strikes, labor difficulties, epidemics, earthquakes, and/or any other cause or event, similar or dissimilar, beyond the control of the Contractor, then each party's

obligations to the other under this Contract shall be excused and neither party shall have any liability to the other under or in connection with this Contract.

10. **Campaign Contribution Restrictions.** For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this Contract represents that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice, as set forth in "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" referenced herein as Exhibit A.
11. **Entire Agreement and Amendment.** This Contract is the entire agreement between the Contractor and the Institution and supersedes and rescinds all prior agreements relating to the subject matter hereof. This Contract may be amended only in writing signed by both the Contractor and the Institution and approved by the Connecticut Attorney General, if applicable. The Contractor indicates it has read and freely signed this Contract, which shall take effect as a sealed instrument. The Contractor further certifies that the terms of this Contract are legally binding and its duly authorized representative has signed this agreement after having carefully read and understood the same.

**IX. ACCEPTANCE OF AGREEMENT**

If a signed original of this Contract has not been received by the Institution 2 weeks prior to the Event, the Institution shall have the right to contract with other parties for the use of the space without notice to the Contractor.

IN WITNESS WHEREOF, the parties have executed this Contract by their duly authorized representatives with full knowledge of and agreement with its terms and conditions.

**Naugatuck Valley Community College**

**Waterbury Public School**

By: <u>  </u>	By: <u>  </u>
Print Name: <u>  </u>	Print Name: <u>Neil M. O'Leary</u>
Title: <u>  </u>	Title: <u>Mayor, City of Waterbury</u>
Date: <u>  </u>	Date: <u>  </u>

**By the Connecticut Attorney General**

This contract template, having been reviewed and approved as to form by the Connecticut Attorney General, is exempt from review pursuant to a Memorandum of Agreement between the Connecticut State Colleges and Universities, Board of Regents for Higher Education and the Connecticut Attorney General dated March 25, 2019. Therefore, no signature is required below.




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## NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

This notice is provided under the authority of Connecticut General Statutes §9-612(f)(2) and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined below):

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### CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract or state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly solicit** contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor or principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

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### DUTY TO INFORM

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

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### PENALTIES FOR VIOLATIONS

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

**Civil penalties** - Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

**Criminal penalties** - Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

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### CONTRACT CONSEQUENCES

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information may be found on the website of the State Elections Enforcement Commission, [www.ct.gov/seec](http://www.ct.gov/seec). Click on the link to "Lobbyist/Contractor Limitations."

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**DEFINITIONS**

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"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

"Subcontractor" means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. "Subcontractor" does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a subcontractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #12.1

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following grant funded appointments:

Name	Position/Location	FT/PT	Rate of Pay	Union	Funding Source	Effective
Chisolm, Nancy	Language Assessor Manager/Bilingual Dept	FT	\$17.25	UPSEU 69	Title III 20-22	04/14/22
Espinal, Yesenia	Teacher Homebound	PT	\$33.00	NonBOE	Special Ed Pgm Exp	07/07/22
Farris, Christine	HR Generalist-Grants Human Capital	FT	\$55,000	NonBOE	Title II/A District 21-23	06/23/22
Gardiner, Tammee	Secretary 3 Office of Early Childh.	FT	\$17.56	UPSEU 69	Title I/A 21-23	06/23/22
Green, Joshua	Network Specialist I WSMS	FT	\$19.00	UPSEU 69	Title II/A District 21-23	04/28/22
Guerrera, Nina	Secretary 2 WSMS	FT	\$16.50	UPSEU 69	West Side SIG 20-22	06/02/22
Marshall, Michael	Promotion. Behavior Counselor/WSMS	FT	\$28.77	NonBOE	Priority Schools 21-22	05/31/22
Nakoneczny, Annemarie	Tutor/Children's Community School	PT	\$25.00	NonBOE	Title I/A 20-22	05/26/22
Pelletier, Laurie	Promotion to Classroom Aide/Adult Ed	PT	\$21.50	NonBOE	Adult Educ. Provider 21-22	04/26/22
Reese, Frank	Network Specialist I Generali/Duggan/Tinker	FT	\$19.00	UPSEU 69	Title II/A District 21-23	04/28/22
Rivera, Edgard	Hall Monitor Crosby	PT	\$91.00/day	NonBOE	Curr. Instr. Prog Exp	04/28/22
Wigglesworth, Vanessa	Classroom Assistant Rotella	FT	\$14.00	UPSEU 68	Magnet Op. Gr. 21-22	08/25/22

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #12.2

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Summer Curriculum Committee appointments:

<u>Last Name</u>	<u>First Name</u>	<u>Subject</u>
Albert	Kristen	Library Media
Neff	Michele	Library Media
Bunko	Katherine	CTE
Jannetty	Dana	CTE
Lucas	Michele	CTE
Mucciacciaro	Kathryn	CTE
Valenti	Michele	CTE
Carpenter	Ryan	ELA
DePaolo	Victoria	ELA
DeVeau	Heather	ELA
Donohue	Kelly	ELA
Galpin	Lindsay	ELA
Kulesza	Kimberly	ELA
Nicholas	Stephanie	ELA
Ospalek	Patrick	ELA
Patnaude	Nicholaus	ELA
Riley	Kara	ELA
Rivera	Lucille	ELA
Sullivan	Brian	ELA
Vorio	Daniel	ELA
Williams	Patricia	ELA
Zupperoli	Robert	ELA
Ferreira	Daniel	Fine Arts/Music
Vagnini Dadamo	Marianna	Fine Arts/Music
Wojcik	Jennifer	Fine Arts/Music
Broughton	Dorothea	Fine Arts/Visual
Hodge	Jill	Fine Arts/Visual
Zareck	Corrin	Fine Arts/Visual
LaBonte	Stephanie	Fine Arts/Theatre
Smyth	Susan	Fine Arts/Theatre

Illian	Dea	Fine Arts/Dance
Wirth Santulli	Cheryl	Fine Arts/Dance
Banks	Melissa	Social Studies
Joyce	Angela	Social Studies
Byron	Danielle	Secondary Math
LeVasseur	Armand	Secondary Math
DeVeau	Nicole	Secondary Math
Poulter	Kara	Secondary Math
Shulenburg	Donald	Secondary Math

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools



# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #12.3

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Wilby High School Summer Program appointments:

<u>Name</u>	<u>Assignment</u>	<u>Program</u>
Harris, Marquis	English Sub/Teacher	Recuperative Academy
McKirryher, Aimee	Physical Ed/Health Teacher	Recuperative Academy
Sinclair, Silvia	English Teacher (external)	Recuperative Academy
Jarret Jr., Don	Behavior Counselor	Transition Program
Ramos, Ligia	Attendance Counselor	Transition Program

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #12.4

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Waterbury Arts Magnet School appointments to summer programs:

<u>Name</u>		<u>Assignment</u>
Betjemann	Eva Norinne	Grades 6, 7, 8 Teacher (in partnership w/Wtby. Symphony)
DiTillo	Lori	Grades 6, 7, 8 Teacher (in partnership w/Wtby. Symphony)
Farrell	Jaimie	Grades 6, 7, 8 Teacher (in partnership w/Wtby. Symphony)
Burrus	John	Gr 9 Behavior Tech
Lanza	Jessica	Gr 9 ELA Teacher/Site Coordinator
Thomas	Richard	Gr 9 Math Teacher

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #12.5

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Crosby's Early College High School Summer Enrichment Program appointments:

<u>Name</u>		<u>Assignment</u>
DePaolo	Victoria	ELA Teacher

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #12.6

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following voluntary transfers effective 2022-2023 school year:

<u>Name</u>	<u>From</u>	<u>To</u>
Wainwright-Staton, Karen	WCA Math	WAMS Math and Department Chairperson appointment

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #12.7

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Extended Academic Support (EAS)/Summer School appointments:

<u>Name</u>	<u>Position</u>	<u>Location</u>
Brown, Charlene	Grade 1	Duggan
Campbell, Lloyd	Counselor	Carrington
Damore, Christin	Secretary	Gilmartin
DeFeo, Sharon	Grade 1	Reed
Doolan, Heidi	Grade 1	Carrington
Garafola, Denise	Grade 2	Carrington
Garcia, Jesse	Grade K	Reed
Johnson, Domonique	Secretary	Duggan
McCloud, Tyneka	HS Hall Monitor	WAMS
Mikael-Chartouni, Tagrid	Counselor	Reed
Osagie, Nancy	Grade 3	Reed
Pratt, Lena	Math	NEMS
Reyes, Maximina	HS Secretary	WAMS
St. Pierre, Theodora	Secretary	Duggan
Samaroo, David	Substitute Teacher	WAMS
Thomas, Laura	Chemistry Teacher	WAMS
Thomas, Richard	Math Teacher	WAMS
Vaccaro, Blair	Sub. History Teacher	WAMS
Wehry, Nina	Secretary	Carrington

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #12.8

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Extended Academic Support (EAS)/Summer School Non-WTA/External appointments:

<u>Name</u>	<u>Position</u>	<u>Location</u>
McCarthy, Monica	Grade 2 Teacher	Duggan

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #12.9

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Extended School Year (ESY) appointments:

<u>Name</u>	<u>Position</u>	<u>Location for ESY</u>
Bernardini, James	Paraprofessional	State Street
Brinton, Mattias	Paraprofessional	Tinker
Cintron, Miriam	Paraprofessional	State Street
Comstock, Steven	Paraprofessional	CHS
Ferrao, Marlene	Paraprofessional	Sprague
Franks, Kendra	Paraprofessional	NEMS Resource
Perniciaro, Laura	Paraprofessional	TBD
Pittman, Alexie	Paraprofessional	TBD
Rodriguez, Lisa	Paraprofessional	Bucks Hill Annex
Zafar, Chazala	Paraprofessional	Washington
Forestier, Sarah	Special Ed Teacher	Bucks Hill Annex PreK
Gordon, Julievette	Special Ed Teacher	TBD
Murphy, Heather	Special Ed Teacher	Wilby CBT
Ruszcz-Maffia, Kimberly	Special Ed Teacher	Reed
Stevens, Christina	Sign Language Interpreter	Duggan
Verdura, Lidia	Social Worker	Early Childhood Eval. Team
Violante, Kaaren	Speech/Language Path.	Districtwide

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #12.10

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

The Superintendent of Schools notifies the Board of Education of the following Food Service Summer 2022 appointments:

<u>Employee</u>	<u>Positions</u>	<u>Site-Location</u>	<u>Rate</u>
Sherl Knight	Site Supervisor	Bags Foundation	\$14.00
Ciara Pedraza	Site Supervisor	Boys/Girls Club	\$14.00
Sylvia Lebron	Site Supervisor	Bucks Hill Annex	\$14.00
Marry Leopizzio	Site Supervisor	Carrington	\$14.00
Barbara Slogeris	Site Supervisor	Carrington	\$14.00
Carmen Gonzalez	Site Supervisor	Carrington	\$14.00
Kim Plude	Site Supervisor	Crosby/Wallace	\$14.00
Paris Lawlor	Site Supervisor	Crosby/Wallace	\$14.00
Mayra Acuna	Site Supervisor	Crosby/Wallace	\$14.00
Hayat Abouanni	Site Supervisor	Crosby/Wallace	\$14.00
Elizabeth Guisto	Site Supervisor	Duggan	\$14.00
Terri Brooks	Site Supervisor	Duggan	\$14.00
Martha Thomas	Site Supervisor	Duggan	\$14.00
Bernadette Donnelly	Site Supervisor	Gilmartin	\$14.00
Marilyn Smith-Pittman	Site Supervisor	Gilmartin	\$14.00
Monica Ramos	Site Supervisor	Gilmartin	\$14.00
Ines Quinones	Site Supervisor	Kennedy	\$14.00
Dalyes Sagarra	Site Supervisor	Kennedy	\$14.00
Paula Mucci	Site Supervisor	Lighthouse Daycare	\$14.00
Sue Lugo	Site Supervisor	Reed	\$14.00
Nola Santiago	Site Supervisor	Reed	\$14.00
Micki-Von Ivester	Site Supervisor	Reed	\$14.00
Elaine Greco	Site Supervisor	Rivera Memorial	\$14.00
Caroline Thorpe	Site Supervisor	Rotella	\$14.00
Mamie Parker	Site Supervisor	Rotella	\$14.00
Donna Synott-Hassinger	Site Supervisor	Waterbury Pal	\$14.00
Marcela Visciano	Site Supervisor	WCA	\$14.00



Lyz Rosas	Site Supervisor	WCA	\$14.00
Barbara Kazlauskas	Site Supervisor	West Side M.S.	\$14.00
Rose Sarandrea	Site Supervisor	West Side M.S.	\$14.00
Anele Genova	Site Supervisor	Wilby/NEMS	\$14.00
Coleen Dutton	Site Supervisor	Wilby/NEMS	\$14.00
Lubna Azam	Site Supervisor	Wilby/NEMS	\$14.00
Arellys Cruz	Site Supervisor	Wilby/NEMS	\$14.00
Maria Rivera	Site Supervisor	Willow Plaza	\$14.00
Seritha Anglin	Site Supervisor	WOW	\$14.00
Maria Rego	Monitor	WAMS	\$15.00
Patricia Lowe	Monitor	WAMS	\$15.00
Amy Daugerdas	Monitor	WAMS	\$15.00
Lakisha Beary	Prep	WAMS	\$14.50
Linda Generali	Prep	WAMS	\$14.50
Terra Saunders	Prep	WAMS	\$14.50
Chasity Hernandez	Prep	WAMS	\$14.50
Alice Pinto	Prep	WAMS	\$14.50
Robin Capozio	Prep	WAMS	\$14.50
Ivelisse Concepcion	Prep	WAMS	\$14.50
Debbie Finke	Program Manager	WAMS	\$35.00
Isabel DeSousa	Program Coord.	WAMS	\$30.00

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #12.11

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

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

<u>Name</u>		<u>Assignment</u>	<u>Location</u>	<u>Effective</u>
Collins	Brittney	Elementary School Teacher	Sprague	4/27/2022

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #12.12

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Buda, Kevin (deceased)	KHS Tech Ed	07-11-22
Crossley, Cheryl	WAMS Math	06-30-22
DiChello, Kathleen	CHS Math	06-30-22
Fusco, Diomira	Walsh Grade 2	07-11-22
Gilmore, Brian	Washington PE/Health	07-25-22
Girolamo, Jamie	WAMS Visual Arts	07-20-22
Griffin, Karen	Gilmartin Grade 1	06-30-22
Grove, Melinda	WAMS Math Coach	06-30-22
Holden, Kimberly	WAMS Math	07-28-22
Iannantuoni, Jolee	Academic Academy (WMS) ELA	07-28-22
Kozlowski, Victoria	Sprague Grade 1	06-30-22
L'Heureaux, Amy	WAMS ELA	06-30-22
Labbe, Jennifer	Chase Music	07-19-22
Longo, Jessica	Driggs Grade 3	07-11-22
Malusa, Stephen	WHS Tech Ed	07-22-22
Mancini, Michaela	Bucks Hill Annex SLP	06-30-22
Manness, Cassidy	NEMS Grade 8 ELA	06-30-22
Marji, Samantha	Wilson Special Ed	06-03-22
Oliveira, Gustavo	W. Cross Social Studies	06-30-22
Osagie, Nancy	Wilson Grade 3	07-28-22
Patrick, Kenneth	WHS PE/Health	07-08-22
Pedalino, Rachel	CHS Science	07-29-22
Quinn, James	Carrington/Gilmartin Tech Ed	07-12-22
Reeve, Evelyn	Sprague Library Media	07-07-22
Richardson, Melissa	CHS Vice Principal	07-29-22
Richo, Cara	Wilson/Rotella K	06-30-22
Rodrigues, Lauren	NEMS Grade 6 ELA	06-30-22
Romano, Lisa	WMS Grade 8 ELA	07-28-22
Romano, Lisa M.	Academic Academy (WMS) Supervisor	08-12-22
Rothen, Kimberly	KHS Math	06-30-22

Rua, Stephanie	Washington Grade 2	07-01-22
Samuelson, Kaitlyn	NEMS Social Studies	07-01-22
Scott, Evelyn	Carrington Essential Skills	07-25-22
Shweky, Jeffrey	WMS Special Ed	07-01-22
Stowe, Eileen	CHS Science	07-29-22
Sulzman, Dario	CHS ELA	06-30-22
Tamios, Linda	CHS Psychologist	06-30-22
Tansley, Stephen	NEMS PE/Health	07-14-22
Torres, Lianne	WMS Grade 8 Math	06-30-22
Traver, Jessica	NEMS Grade 6 Social Studies	07-11-22
Van Wyk, Cornelius	WHS Science	07-25-22
Wheeler, Kristin	Bucks Hill Grade K	07-02-22

Respectfully submitted,

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Dr. Verna D. Ruffin  
Superintendent of Schools

# BOARD OF EDUCATION

*Waterbury, Connecticut*

## SUPERINTENDENT'S NOTIFICATION TO THE BOARD

Item #12.13

July 28, 2022

To the Board of Education  
Waterbury, CT

Ladies and Gentlemen:

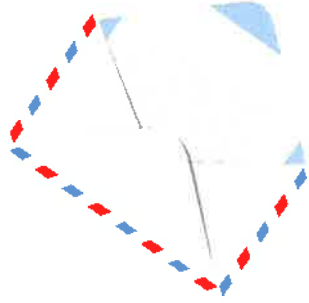
The Superintendent of Schools notifies the Board of Education of the following retirements:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Beitler, Karen	WAMS Science	06-30-22
Lee-Gorishti, Yolanda	WCA Science	07-01-22
Natoli, Jane	Walsh Kindergarten	07-07-22
Shulenburg, Donald	NEMS Math Coach	08-22-22

Respectfully submitted,

---

Dr. Verna D. Ruffin  
Superintendent of Schools



# COMMUNICATIONS



**July 6, 2022 through  
July 26, 2022**



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

June 29, 2022

Coleen Dutton  
1 Highpoint Court  
Woodbury, CT 06798

Dear Mr. Dutton:

We are pleased to receive your acceptance of our offer of temporary and at will employment for the position of Temporary Summer Program Site Supervisor for the Department of Education – Food Service (REQ #2023074).

In this position your starting compensation will be \$14.00 per hour. Please be advised that this offer is for a period of time not to exceed twelve (12) months in duration.

Your first day reporting to the Department of Education – Food Service will be June 30, 2022.

We look forward to working with you.

Again, welcome to the City of Waterbury.

Sincerely,

A handwritten signature in cursive script, appearing to read "Nicholle West".

Nicholle West  
Human Resources Generalist

NW/sd

Cc: Board of Education  
Dr. Ruffin, Supt of Schools  
Linda Franzese, Fd 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

June 30, 2022

Judith Booth  
36 Mountain Laurel Dr.  
Waterbury, CT 06704

Dear Ms. Booth:

Welcome to employment with the City of Waterbury. Your name is being certified to the Department of Education – Food Service for the position of Administrative Associate I (Req. # 2022997) at \$15.06 per hour. Please contact Linda Franzese, Food Service Director at (203) 574-8195 with any questions you may have in regards to this position.

We have scheduled your orientation for Thursday, July 21, 2022 at 9:00 a.m. via zoom. Please refer to your email regarding instructions for the orientation via zoom. You must participate in this orientation session in order to work for the City. Your first day reporting to your new department/supervisor will be July 14, 2022 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  
Human Resources Generalist

NW/sd

cc Board of Education  
Dr. Ruffin, Supt. of Schools  
Linda Franzese, Fd Serv Director  
file



## Carrie Swain

---

**From:** Tim Moynahan <tconstant@moynahanlawfirm.com>  
**Sent:** Thursday, July 7, 2022 4:50 PM  
**To:** Tim Moynahan  
**Subject:** The time is NOW for you have the courage to speak out!

**EXTERNAL MAIL- Think before you Click. More than 90% of successful cyber attacks start with a phishing email. This email originated from outside the District.**

I have a treat for you..” no strings attached,” no fee for attendance: only introductions and the stimulating conversations with other freedom loving people like yourself. Enjoy the welcoming attitudes of all attendees in a light and bright atmosphere with refreshments. Yes, information will abound, but in a spirit of utmost congeniality . Relaxation is the order of the day. No pressure or commitments are either expected or necessary. “Meet and greet,” says it all.

I'll be one of your hosts in Southington and elsewhere so if you have any questions don't hesitate to call me at 203- 597-6364. Take a look at my video and be convinced that this is an event not to be missed [https://www.youtube.com/watch?v=9jE\\_YA1WrSg](https://www.youtube.com/watch?v=9jE_YA1WrSg)

Sincerely,

Tim Moynahan

**Timothy C. Moynahan, Esq.**

The Moynahan Law Firm, LLC

255 Bank St., Suite 2-A

P.O. Box 2242

Waterbury, CT 06722

Phone: (203) 597-6364

Fax: (203) 597-6365

Email: [tconstant@moynahanlawfirm.com](mailto:tconstant@moynahanlawfirm.com)

Website: [www.moynahanlaw.com](http://www.moynahanlaw.com)

**CONFIDENTIALITY NOTICE:** This e-mail transmission (and/or the attachments accompanying it) may contain confidential information, protected by the attorney-client and/or attorney work product privileges. The information is only for the use of the intended recipient. If you are not the intended recipient, you are hereby notified that any disclosure, copying or distribution of any information in this transmission is strictly prohibited. Any unauthorized interception of this transmission is illegal under the law. If you have received this transmission in error, please promptly notify the sender by reply e-mail, and then destroy all copies of this transmission. Thank you.

**Meet 'n Greet | Thursday, July 14 | Southington**

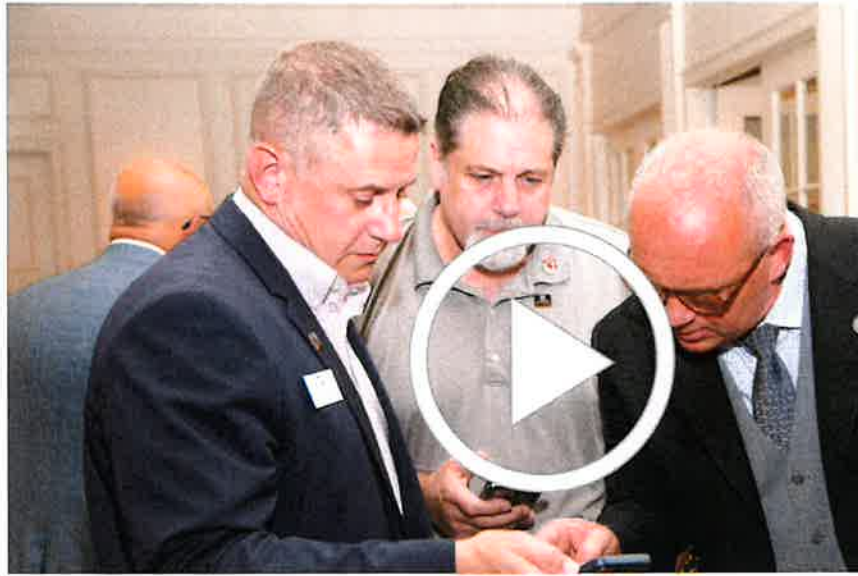
**Meet n' Greet | Monday, July 18 | Zoom**

**Meet n' Greet | Wednesday, July 20 | Manchester**

**The Charter Oak Leadership  
Program needs leaders  
like **YOU** who want to put  
power back into the American  
citizens' hands!**

**[Click here to RSVP for July 14th, July 18th, or July 20th!](#)**





*In this video, Charter Oak Leadership Program alumni explain how the program has changed each of their lives and why the Charter Oak Leadership Program is the solution to making an impactful difference in the culture of Connecticut and beyond.*

---

## **Confidence. Courage. Connections.**

### **That's Why Charter Oak Leadership Program Graduates Are So Effective.**

**If you're a natural leader and influencer, and stand determined to see Connecticut and America embrace freedom's principles and get back on track, find out how the Charter Oak Leadership Program will help YOU make that happen.**

### **Class of 2023 Recruitment Drive.**

You'll discover at our July 14th, 18th, and 20th Meet 'n Greet that the Charter Oak Leadership Program is a close, vibrant family — a reflection of Connecticut's thriving oak, rooted in the principles of freedom, with stout branches engaging the most formidable issues of our time. **Once you join the Charter Oak Leadership Program, you're family. When you're family, neither you nor your cause stand alone.**

---

**Southington Meet 'n Greet**

**Thursday, July 14th**

**7:00 - 8:30 p.m. EDT**

**Paul Gregory's Bistro**

**148 Center Street**

**Southington, CT**

**RSVP FOR JULY 14th TODAY!**

---

**Zoom Meet 'n Greet**

**Monday, July 18th**

**7:00 - 8:00 p.m. EDT**

**link provided upon registration**

**RSVP FOR JULY 18th TODAY!**

---

# Manchester Meet 'n Greet

Wednesday, July 20th

7:00 - 8:30 p.m. EDT

Elicit Brewing Company

165 Adams St.

Manchester, CT

**RSVP FOR JULY 20th TODAY!**

---

## How you'll change Connecticut

Focused on the ideals of the Declaration of Independence, free enterprise, and the responsibilities of citizenship, this unique program identifies influencers from diverse fields, grounds them in founding principles, gives them the skills to articulate and persuade, and connects them to a network of like-minded leaders.

Your influence and leadership will combine with the Charter Oak Leadership Program's unique methodology to bring change to Connecticut. But the fall class is limited, competition is stiff, and not everyone gets in.



*Connecticut's once sweeping passion for freedom is today a mere flicker of hope by way too few.*



*TIME FOR A CHANGE! Who will reignite Connecticut's passion for freedom? Once the leading defender of freedom and independence, Connecticut is now failing financially, losing population, and straining under some of the nation's highest taxes and most burdensome regulations.*

This we *can* promise.

When you graduate, your life will change. You will become a contemporary founder in Connecticut's renewal — informed, well networked, influential. You will be equipped to fight and win, and be instrumental in reigniting the spirit of liberty in Connecticut and America.

**R.S.V.P. and Register for an event TODAY!**

**The Class of 2023 starts this September!**



**CHARTER OAK  
LEADERSHIP PROGRAM**

**[Click here to R.S.V.P. for the July 14th, July 18th or July 20th event!](#)**

To apply for the the Charter Oak Leadership Program Class of 2023 visit [charteroakleadership.org](http://charteroakleadership.org) or call 303-488-0018 for more information.

Connect with us



Charter Oak Leadership Program | 1777 South Harrison Street, Suite 807, Denver, CO 80210  
[charteroakleadership.org](http://charteroakleadership.org)

[Unsubscribe tconstant@moynahanlawfirm.com](mailto:tconstant@moynahanlawfirm.com)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by [info@leadershipprogram.org](mailto:info@leadershipprogram.org) powered by





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

---

July 8, 2022

Honorable Board of Education:

We respectfully submit the City of Waterbury Athletic Fund Audit for your review and comments.

A handwritten signature in cursive script, reading "P. Buzzelli". The signature is written in dark ink and is positioned above the printed name and title.

Paul Buzzelli, Chairman  
Finance and Audit Review Commission





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

---

July 8, 2022

Finance and Audit Review Commission:

The Audit Department has completed the City of Waterbury Athletic Fund Audit. Our objective was to determine if Athletic Funds were adequately controlled, accounted for and reported in accordance with any applicable laws, policy and regulations.

We would like to thank the employees of the Waterbury Public Schools and the Finance Department for their cooperation during the process. This report was completed with the assistance of Caroline Perri.

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 Neil O'Leary, Mayor  
David Lepore, Advisor to the Mayor  
Ali DeGirolamo, Mayoral Aide  
Mike LeBlanc, Director of Finance  
Dr. Verna D. Ruffin, Superintendent of Schools  
Doreen Biolo, Chief Financial Officer  
Carrie Swain, Board of Education

# City of Waterbury Athletic Fund Audit

April 30, 2022

Joseph J Garvis, CPA  
Director of Internal Audit

## **Contents**

Authorization	3
Objectives and Methodology	3-4
Background	4
Athletic Funds Overview	4-5
Findings and Recommendations	5-7

## **Exhibits**

Game Sales Report	A
Athletic Guidelines – School Business Office	B
Athletic Revolving Fund	C
CIAC Fee Schedule	D
Rental Fees	E
School Business Office -- Responses	F

**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) Athletic Funds (AF).

**II. Objectives and Methodology**

A. The objectives of our audit were to:

- Obtain an understanding of the various AF 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 AF process.

To develop an understanding of relevant control structure policies and procedures, we examined department reports, analyzed data, observed operating procedures, analyzed historical results, and also had discussions with CIAC officials.

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 game sales reports
6. Reviewed and summarized bank statements
7. Compared bank statements to game sales reports and Quicken ledger
8. Reviewed bank account reconciliations
9. Tested cash disbursements
10. Tested check endorsements

- 11. Reviewed Management Oversight
- 12. Reviewed and analyzed Quicken data

- C. Internal Audit examined the duties of personnel concerned with cash inflows, outflows and accounting.
- D. Interviewed WPSS employees.
- E. Reviewed the City-Wide Cash Control Policy and Procedure.

### **III. Background Information**

Local school boards typically pay for school athletic programs as part of the local school budget, in addition ticket sales to athletic events provide some funding. In their mission statement the CIAC (Connecticut Interscholastic Athletic Conference) states they believe that interscholastic athletic programs and competition are an integral part of a student's academic, social, emotional and physical development.

### **IV. WPSS Athletic Funds Overview of Operations**

#### 1. Management of Athletic Funds

At the time of our review there was one Webster Bank checking account in use. All bank reconciliations were prepared by a staff member in the Waterbury Public School System school business office. Automated checks payments were being prepared by the school business office. Game Sales Reports and Sports Payment Vouchers were being prepared manually on site at athletic events showing detail ticket sales and expense information (Exhibit A). CIAC fee schedules (Exhibit D) were used to determine the amount of compensation paid to various athletic event officials.

#### 2. Type of Funds collected

- a. Athletic fund receipts included:
  - i. Cash
  - ii. Check

3. Athletic Fund approvals

One authorization was required for check withdrawals.

4. Software Systems used to manage Athletic Funds

Quicken software was being used to record deposits, print check disbursements and prepare bank reconciliations.

5. Athletic Fund policies, documents and forms

The WPSS has Athletic guidelines and forms (Exhibit A and B)

## V. Findings and Recommendations

1. Game Sales Reports and Sports Payment Vouchers

Game Sales Reports and Sports Payment Vouchers (GSR) were being prepared manually on site at athletic events showing the contestants, sport, date of event, detail ticket sales reconciliation and expense payments. (Exhibit A)

We conducted various tests of GSR ticket reporting, expense reporting and authorizations and found:

1. There was a process used to prepare GSR forms however the process was not fully documented. There was no documented process being used that showed a review of GSR forms for authorization and approval was always being done. Although a review may have been performed of the GSR forms it is unclear what procedures may have been performed during the review, when a review was done and who may have performed the review if one was done.
2. During our tests of GSR forms for authorization and approval signatures we noted two GSR forms were not signed by an Athletic Director as required.

### Recommendations

---

- We recommend that GSR forms are always signed by Athletic Directors and School Business Office (SBO) Athletic Guidelines are reinforced with Athletic Directors.
- Documented review process is established that shows a review of the GSR was performed, what procedures were performed during the review, when the review was done and who performed the review.

2. Athletic Guidelines

WPSS has Athletic Guidelines for preparing Sports Payment Vouchers, Game Sales

Reports and Deposits. (Exhibit B) As noted in item 1. above our testing revealed two areas in need of some improvement.

#### Recommendations

---

- We recommend that School Business Office Athletic Guidelines are updated to include documented review process and procedures for GSR.
- We recommend that a review is performed of School Business Office Athletic Guidelines to determine if any other update or revision of the Athletic Guidelines is needed.

### 3. Athletic Facilities Rentals

Waterbury School District has various athletic facilities available for use for a rental fee (Exhibit E). Local private schools incur rental charges for athletic facilities used and are invoiced by SBO for the rentals.

#### Pool Use Fees

We reviewed West Side Middle School Pool Use Fees billed from November, 2021 to February, 2022 for \$5,110 and found:

1. There was a process used to prepare invoices for pool use fees however the process was not fully documented. There was no documented process currently being used to show how the number of rental hours being charged was determined. In the past SBO personnel had been getting detail payroll reports to determine the hours incurred by maintenance personnel related to swimming events and this payroll information was used to determine the number of rental hours for an event. However recently the process used to determine the number of hours pools are used by renters has become informal and was not fully documented. If the process used to determine the number of rental hours pool facilities were being used is not documented risk increases that facilities could be used and that rental fees were not always billed to users and timely paid to the City

#### Recommendations

---

- We recommend that a review is performed of the process to determine what records are needed by SBO in order to accurately generate invoices for Athletic Facilities pool use fees.

### Other Athletic Facilities Rentals

- We recommend that a documented process is developed for billing other Athletic Facilities Rentals and the process is added to the Athletic Guidelines.



# Exhibit A

## Game Sales Report

Wilby vs. WCA SPORT Football DATE 10/1/21

### TICKETS

PRICE	<u>\$5.00</u>	<u>\$3.00</u>	<u>\$1.00</u>	PRICE	<u>\$5.00</u>	<u>\$3.00</u>	<u>\$1.00</u>
END #	<u>1000</u> ✓	<u>4239</u> ✓	<u>1000</u> ✓	END #	<u>0109</u> ✓		<u>422359</u> ✓
START #	<u>997</u> ✓	<u>4239</u> ✓	<u>850</u> ✓	START #	<u>0008</u> <small>new 10/1</small>		<u>422001</u> ✓
TOTAL	<u>3</u>	<u>0</u>	<u>150</u>	TOTAL	<u>101</u>		<u>358</u>
TOT. SALE	<u>3</u> @ \$ <u>5</u> = <u>15.00</u> ✓			TOT. SALE	<u>101</u> @ \$ <u>5</u> = <u>505.00</u> ✓		
TOT. SALE	<u>0</u> @ \$ <u>3</u> = <u>0</u> ✓			TOT. SALE	<u>0</u> @ \$ <u>3</u> = <u>0</u> ✓		
TOT. SALE	<u>150</u> @ \$ <u>1</u> = <u>150.00</u> ✓			TOT. SALE	<u>358</u> @ \$ <u>1</u> = <u>358.00</u> ✓		
GRAND TOTAL:		TICKETS	<u>612</u> ✓	AMOUNT	<u>1038.00</u> ✓		

### EXPENSES

NAME	SERVICE	AMOUNT
Bryan Baker	Announcer	35.00
Thomas O'Neil	Timer	66.15
Jim Shore	Timer	66.15
Theodore Oczkowski	Ref	99.49
Ronald Herrick	Ref	99.49
Michael Bystryk	Ref	99.49
David Salvati	Ref	99.49
Bill Manion	Ref	99.49
Joseph Parris	Site Supervisor	41.00
Aurwilda Tirado	Tickets	35.00


  
 \_\_\_\_\_  
 Athletic Director

## Exhibit B

**SPORTS PAYMENT VOUCHER**  
**GAME SALES REPORT & DEPOSIT**  
**GUIDELINES**

**Sports Payment Voucher**

- Please complete in **BLUE PEN ONLY**
- All city employees must check yes or no and the location at which they work.
- Complete all information on the sheet. This includes contact phone number, date of birth and social security number. This information is needed for year-end reporting.
- **Please print clearly.**
- All forms must be signed by the athletic director.

 **Game Sales Report & Deposits**

- Teams must be listed on top as well as sport played and must include date of the game. If it's a scrimmage or playoff this also must be listed.
- If tickets are sold complete the section with total of tickets and amounts. Also, tickets must be in numerical order from the last game.
- Please attach all deposit slips to match.
- List each individual, the service they performed and dollar amount. Please attach this to the sports payment voucher.
- All reports must be signed by athletic director.
- All gate receipts must be deposited the day after, no exceptions.

## Exhibit C

Company: 1 City of Waterbury  
 Accounting Unit: 55090  
 Account Number: 101004  
 Year, Periods: 2021 01 - 12  
 Reconcile: OS/Equipmt  
 Filter: Total

USD  
 Athletic Revolving Fund (Educ)  
 Operating Cash Account  
 Begin bal 38,853.58 USD  
 Posted 63,527.94  
 Ending bal 102,381.52

SC	Ptd	Sys	Journal	Description	Stat	Amount	Rev
	1	GL	73 N	July Expense	Hi	1,360.33-	N
	2	GL	82 N	August Expense	Hi	348.47-	N
	3	GL	68 N	Sept Expense	Hi	200.00-	N
	4	GL	56 N	Oct Expense	Hi	4,398.01-	N
	5	GL	77 N	Nov Revenue	Hi	10,000.00	N
	5	GL	77 N	Nov Expense	Hi	13,959.64-	N
	6	GL	89 N	Dec Expense	Hi	14,058.56-	N
	7	GL	35 N	Jan Expense	Hi	667.55-	N
	8	GL	58 N	Feb Revenue	Hi	60,000.00	N
	8	GL	58 N	Feb Expense	Hi	934.70-	N
	9	GL	75 N	March Expense	Hi	11,131.42-	N
	10	GL	62 N	April Expense	Hi	8,254.93-	N

CITY OF WATERBURY, CONNECTICUT  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 GOVERNMENTAL FUNDS  
 FOR THE YEAR ENDED JUNE 30, 2021  
 (In Thousands)

	General	Debt Service Fund	General Capital Improvement	Education Capital Improvement	Educational Grants	Housing and Development Programs	Nonmajor Governmental Funds	Total Governmental Funds
<b>Revenues:</b>								
Property taxes	\$ 250,901	\$	\$	\$	\$	\$	\$	\$ 250,901
Intergovernmental	178,925		11,773	5,617	102,223	3,950	13,329	316,717
Investment income	428		1				799	1,229
Charges for services	8,571						5,366	13,937
Reimbursements	10,006							10,006
Other	579		1,042		787	126	1,136	3,678
Total revenues	460,412		12,816	5,617	103,020	3,977	20,629	606,471
<b>Expenditures:</b>								
Current:								
General government:								
Public works	10,304						413	10,717
Public safety	19,140							19,140
Development and community affairs	55,635					4,012	4,361	59,996
Human services	1,130							5,142
Education	7,126						7,795	14,921
Culture and recreation	162,332				100,529		10,036	292,897
General financial	1,822						1,843	3,665
Capital outlay	116,286		26,192	31,922				116,286
Debt service:								
Principal		26,412						26,412
Interest		24,578						24,578
Total expenditures	393,787	50,990	26,192	31,922	100,529	4,012	24,446	631,880
Excess (Deficiency) of Revenues Over Expenditures	66,625	(50,990)	(13,376)	(26,305)	2,491	(95)	(3,819)	(26,409)
<b>Other Financing Sources (Uses):</b>								
Transfers in		46,145	15,853	125	1,211		5,950	71,284
Transfers out	(65,622)	(203)	(17)		(3,500)		(842)	(70,184)
Total other financing sources (uses)	(65,622)	47,942	15,836	125	(2,289)		5,108	1,100
Net Change in Fund Balances	1,003	(3,048)	2,460	(26,180)	202	(35)	1,289	(24,309)
Fund Balance, July 1, 2020, as restated	24,042	12,403	27,575	(2,733)	8,820	442	6,556	75,207
Fund Balance, June 30, 2021	\$ 25,045	\$ 9,355	\$ 30,035	\$ (28,913)	\$ 7,022	\$ 407	\$ 7,947	\$ 50,898

(Continued on next page)

## Exhibit D



## 7.0 FEES AND FINANCE

directors should always work through their local interpreter and should not contact the state interpreter directly. The state interpreter is responsible for communicating with CIAC regarding all requests for rulings that result from an actual game situation. Contact information for local and state interpreters can be accessed on the [www.ciacofficialassociation.org](http://www.ciacofficialassociation.org) web site.

### CIAC STATE RULE INTERPRETERS

Baseball --	Ryan Gobstein	W -- (203) 598-8372
Basketball --	Charley Harbach	C -- (860) 307-0567
Field Hockey --	Cindy Fabian	C -- (860) 306-7338
Football --	Bill Riccio	C -- (475) 988-7593
Gymnastics --	Lori Buggee	C -- (860) 803-9702
Ice Hockey --	Scott Klapik	C -- (860) 983-1199
Boys Lacrosse --	Steven Hinchey	C -- (860) 930-4585
Girls Lacrosse --	Patti Klecha-Porter	C -- (860) 922-4169
Soccer --	John Shirley	C -- (203) 640-0348
Softball --	Hank Koritkoski	C -- (860) 803-3012
Swimming --	Chris Burns	C -- (203) 772-5755
Volleyball --	James Borbas	C -- (203) 233-6438
Wrestling --	Carmen Delvecchio	C -- (860) 982-9656

### FEE SCHEDULES -- 2021-22 \*

\*All CIAC member schools will only pay the fees published in this Handbook.

#### 7.3.H. BASEBALL

##### Fee Schedule -- All Classifications

Varsity	\$ 97.49
Sub varsity	63.39
Playdown -- Quarter-final	110.31
Semi-final	117.79
Finals	130.42

If only one official is used the cost for that official is equal to 1 ½ times regular fee.

#### 7.3.I. BASKETBALL

##### Fee Schedule -- All Classifications

Varsity	\$101.69
Sub varsity	65.99
Playdown -- Qualifying -- Quarter-final	114.40
Semi-final	121.71
Final	141.09
Alternate	108.00

If three man crew is used each official receives a regular fee. If only one official is used the cost for that official is equal to 1 ½ times regular fee.

## 7.0 FEES AND FINANCE

### 7.3.J. FIELD HOCKEY

#### Fee Schedule – All Classifications

Varsity	\$ 94.99
Sub varsity	61.76
Playdown – Quarter-final	107.66
Semi-final	115.36
Final	128.18
Alternate	99.49

If only one official is used the cost for that official is equal to 1 ½ times regular fee.

### 7.3.K. FOOTBALL

#### Fee Schedule – All Classifications

Varsity	\$ 99.49
Sub varsity	64.70
Clock Operator	66.15
Thanksgiving Day and Post Season *	146.34
Clock Operator Thanksgiving Day & Post Season	93.40
Chain Crew Playoffs	33.06

If only two officials are used for a sub varsity game, the cost of each official is equal to 1.33 times the regular sub varsity fee.

\*Thanksgiving Day and post season fees are used for all games played during Thanksgiving week, including postponements.

### 7.3.L. GYMNASTICS

#### Fee Schedule

Varsity Dual	\$ 95.99
Varsity Tri	110.03
Varsity Quad League	124.07
Sub varsity	75.17
Divisional and State	149.36

(1 to 6 athletes) \$3.50 / judge / 4 event athlete or combination of athletes  
(Greater than 6 athletes) Full sub varsity fee

\*\*There is a \$25 fee increase added to above fees for schools opting to use the full "warm-up compete" procedures.

Team of One -- \$12 per individual athlete representing a team of one, i.e. \$6 per official, per individual athlete. Maximum fee \$12 per contest.

## Exhibit E

**WATERBURY SCHOOL DISTRICT  
RENTAL FEES 2015 - 2016**

Revised 4/1/2016

Facility	For Profit	Non-Waterbury Tax Exempt	Waterbury Non-profit & Tax Exempt	City Department
Auditorium/Gymnasium & Cafeteria with Kitchen <sup>1</sup>	\$1,000 for 4 hours \$200 ea addt hour \$42.00 an hour (maintainer)	\$750 for 4 hours \$150 ea addt hour \$42.00 an hour (maintainer)	\$0 \$0 \$42.00 an hour (maintainer)	\$0 \$0
Sound & Lighting Fees <sup>2</sup>	\$55.00 an hour (electrician)	\$55.00 an hour (electrician)	\$55.00 an hour (electrician)	\$0
Cafeteria/Classroom <sup>3</sup>	\$52.00 an hour	\$52.00 an hour	\$52.00 an hour	\$0
Pool	\$73.00 an hour	\$73.00 an hour	\$73.00 an hour	\$0
Security Deposit <sup>4</sup>	\$500	\$500	\$250	\$0

Maintainer rate includes overhead factor. No shows will pay any cost incurred by district.

<sup>1</sup> Cafeteria worker required for cafeteria with kitchen rental.

<sup>2</sup> Sound & Lighting - City electrician(s) as needed must be on hand, even if performers, musicians, etc. have their own lighting person.

<sup>3</sup> Cafeteria/Classroom - Cafeteria/Classroom rate for profit and non-Waterbury categories is comprised of a \$10.00 fee per classroom plus maintenance rate.

<sup>4</sup> In the event of multiple building or event use, one security deposit per organization is sufficient. Certificate of Insurance is also required.

# Exhibit F

## School Business Office, Responses to Findings and Recommendations

We will resubmit directions on the GSR.

School is not in session, directions will be resent in September when school starts.

I perform the review. I check to make sure the tickets used at the games are in numerical order. They usually use the same roll of tickets per year. I go back to the prior game to make sure the end ticket is the start ticket of the new game.

I also make sure that the math is correct for the deposits.

I will review the current sheet i have and evaluation for changes.

A new sheet will be sent to all AD's when school starts.

I will review and determine if any updates are needed.

We will discuss with the School Inspectors office on how to report overtime for pool use by school.

We will work on developing the process for billing other Athletic Facility rentals for the beginning of school.

**Carrie Swain**

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**From:** noreply@cabe.myenotice.com on behalf of CABA Policy Highlights <noreply@cabe.myenotice.com>  
**Sent:** Friday, July 8, 2022 7:01 AM  
**To:** Carrie Swain  
**Subject:** CABA Policy Highlights 7-8-2022

**EXTERNAL MAIL- Think before you Click. More than 90% of successful cyber attacks start with a phishing email. This email originated from outside the District.**



## **CABA Policy Highlights**

July 8, 2022

Volume 22 Issue 1 & 2

### **Required Annual Due Process Notifications (Updated)**

Below you will find a link to the Required Annual Due Process Notifications.

The required due-process notifications should be given annually usually at the beginning of each school year and to new enrollees at the time they register in the district. Links are provided, in some cases, to documents that may be used in writing some of the required notices. Relevant policies are also listed.

**[Click Here for a PDF file of this Notification.](#)**

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# Connecticut Association of Boards of Education

## PRESENTS POLICY HIGHLIGHTS

July 8, 2022

Volume 22 – Issue #1 & #2

**Required Annual Due Process Notifications (Updated):** School districts are required by federal and state laws and regulations to provide parents, guardians, students, employees in some cases, and the public with information which affect them pertaining to board policies or public notices, some of which must be provided at the beginning of the school year. Additional changes may be necessary based upon any special session of the General Assembly and/or regulatory changes at the state and federal levels.

School districts have some discretion in how this information can be distributed. Commonly distributed in the fall, some forms include letters, booklets, mailings, inclusion in a student or parent handbook, district calendar, posting on the district and/or school's website, adding to student portals, district newsletters and in an annual notification manual. Also consider the creation of a dedicated annual notice page on the district's website where all notices are compiled and maintained. It is recommended that districts use multiple modes of delivery; a combination of the above.

Student handbooks, hard copy and/or electronic, remain one of the most direct means of implementing board policies and meeting this important annual obligation. Handbooks should be reviewed and updated annually to assure consistency with changes or additions in board policies, administrative regulations, new or revised state and federal requirements, judicial decisions and changes in local procedures and practices. Student handbooks, which should be shared with parents/guardians, provide information about the school district, individual schools and most importantly, about the rules and regulations with which students are expected to conform and of which parents/guardians need to be aware.

In order to protect themselves regarding the required due process notifications, school districts should consider requiring parents/guardians to sign and return to school a form that signifies they have read and reviewed the handbook with their students. This helps to ensure parental knowledge about board policies. However, handbooks should not be viewed and used as the only way to provide this knowledge. Many districts also provide this needed information on district and school websites, in school calendar publications and in a specific handbook-type publication which addresses the required notifications and also contain related policy language. Further, some legislation specifically requires notification to be posted on district and/or school websites.

Listed below are the required due-process notifications which should be given annually usually at the beginning of each school year and to new enrollees at the time they register in the district. Links are provided, in some cases, to documents that may be used in writing some of the required notices. Relevant policies are also listed.



### *Notifications Required by Federal Legislation*

- A. Notifications required by the **Elementary & Secondary Education Act (ESEA)**, reauthorized as the Every Student Succeeds Act of 2015, P.L. 114-95, pertaining to:
1. Homeless students and children in foster care (choice of school, transportation and educational services, contact info.) ESSA requires a description of services the district will provide to support the enrollment, attendance, and success of homeless and foster children and youth. The district must disseminate public notice of McKinney-Vento Act rights in locations frequented by parents/guardians and unaccompanied youth in a manner and form understandable to parents/guardians and youth. **Policy #5118.1 and Policy #5118.3** (See "F" McKinney-Vento Act)
  2. Title I school, parent and family engagement (including required informational meeting). Parents and family members required to be involved in developing district plans and providing assistance to schools on planning and implementing effective family and parent involvement activities to improve student academic performance and school performance. An outreach to parents of English learners is required and to hold regular meetings with such parents. *Section 1116(a)(2) &(b)(1)*, **Policy #6172.4**.  
**Access:** <https://www2.ed.gov/about/inits/ed/earlylearning/files/policy-statement-on-family-engagement>.
  3. Teacher and paraprofessional qualifications. Inform parents/guardians of their right to request information at the beginning of the school year to request information about whether the student's teacher has met state qualifications (certification) and licensing criteria for the grade levels and subject areas in which the teacher is providing instruction; whether the teacher is under an emergency or other provisional status, and whether the teacher is teaching in the field of discipline covered by the teacher's certification. Parents/guardians also to be notified of their right to know whether their children are provided services by a paraprofessional and such person's qualifications. Also parents/guardians must be provided "timely notice" that the student in a Title I school has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification for the grade level or subject to which the teacher has been assigned. *Section 1112(c)(1)(A)(1-11)*, **Policy #4111/4211**.
  4. English Learners (EL) students (re: placement in program, selection process etc.) Parents/guardians must be notified within first 30 days of school if their child has been identified as an English learner, when the child was not identified prior to the beginning of the school year.) *Section 1112 (c)(3)(A-B)*, **Policy #6141.311**.
  5. Individual achievement on state assessments (as soon as practicably possible after tests taken & results received). *Section 1112(e)(1)(B)(i)*, **Policy #6146.2**.
  6. Academic assessment and local education agency and school improvement (annual report cards, progress reviews, School Accountability Index as soon as practicable after the assessment is given). *Section 1111(h)(2)(A-B)(i-111)*, **Policy #5124, 5124.1, 6146.2**.
  7. Participation in NAEP assessment (re: required permission). **Policy #5124.1**.

8. Military recruiters access to directory information (names, addresses, & phone numbers, including opt-out procedure This notice may be provided as part of the required FERPA notice). *Section 9528(a)(2)*, **Policy #5145.14**. (Also required by C.G.S.10-221b)
  9. Surveys of student's/student privacy issues. (See item "C") **Policy #6162.51**.
  10. Schools identified under ESSA for "comprehensive support and improvement" or "targeted support and improvement" **if and when applicable**, given in an understandable and uniform format and to the extent practicable in a language parents/guardians understand. (Provided to parents directly, by regular mail or e-mail, media, Internet or public agencies serving the student population and their families). In addition to the notification that the school has been identified as such, also provide the reasons for the identification and how parents can become involved in the needs assessment and in developing a comprehensive support and improvement plan. **Policy #6172.4**.
  11. ESSA requires the publishing of state and local report cards on their websites. Such reports should be concise and in an accessible format. **District and School Profile Reports**.
- B. Notification of student and parental/guardian rights required by the **Federal Educational Rights and Privacy Act (FERPA)** including the local definition of "directory information," district transfer of records, rights to inspect, review and amend education records, how to file a complaint with the U.S. Department of Education and the manner in which parents/guardians can challenge record content or how to opt-out of allowing the district to release directory data. The statement should define a school official and also what constitutes a legitimate educational interest when it comes to accessing a student's educational records. The model "Notification of Rights under FERPA" reflects the federal regulations. Notice may be provided in any way that is reasonably likely to inform parents of their rights and must effectively notify parents who have a primary or home language other than English and parents or eligible students who are disabled. The U.S. Department of Education recommends that districts post its FERPA notices on their websites. FERPA regulations permit LEAs and schools to adopt limited directory information policies that allow the disclosure of directory information to specific parties, for specific purposes. *34 C.F.R. § 99.7 (a)(2)*, *34 C.F.R. § 99.37(d)*, **Policy #5125**; **Policy #5145.15**

Access:<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html> (model FERPA notice)

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/mndirectoryinfo.html> (model directory information notice)

- C. The **Protection of Pupil Rights Amendment (PPRA)** requires school districts to adopt policies regarding student surveys, instructional materials, physical examinations which are not legally required and not necessary to protect immediate health and safety of student or others, and personal information used for marketing. Parents must be offered an opportunity to opt out their child from these activities. Parents must be notified of the student privacy policy at least annually at the beginning of the school year and within a reasonable time period after any substantial change is made to the policy. The U.S. Department of Education recommends that districts also post their PPRA notices on their websites. *20 U.S.C. § 1232h. (c)(2)(A)*, **Policy #5145.15, #6162.51**.

Access: <https://www2.ed.gov/policy/gen/guid/fpco/ppra/modelnotification.html> (model PPRA notification of rights notice)  
<http://www2.ed.gov/policy/gen/guid/fpco/pdf/ppraconsent.pdf> (model PPRA model notice & consent/opt-out for specific activities)

- D. Districts participating in the **National School Lunch Program**, the **School Breakfast Program** or the **Special Milk Program** must provide information at the beginning of the school year about free and reduced price meals and/or free milk. Districts must also provide parents/guardian an application form and information pertaining to completing such application. The U.S. Department of Agriculture's document, Eligibility Manual for School Meals contains all needed information. The district's policy pertaining to lunch charging must also be disseminated. The manual contains relevant notices. *7 C.F.R. §245.5, Policy #3542.31, #3542.33, #3542.43.*

Access: <http://www.fns.usda.gov/sites/default/files/english.pdf> (application forms available in 34 translations)

Access: the Eligibility Manual for School Meals which contains relevant notice in the appendices at: <https://www.fns.usda.gov/eligibility-manual-school-meals>

**Note:** In schools where at least 80% of enrolled students have free or reduced price meal eligibility, annual notification of program availability and certification only needs to occur once every two consecutive years.

- E. The **Healthy, Hunger Free Kids Act of 2010**, as amended, requires districts to inform and update parents/guardians, students, community annually about the content and implementation of the local wellness policy and discuss any updates. Districts must also periodically measure and report on the implementation of the local wellness policy including the extent to which local schools are in compliance with the local school wellness policy and the extent to which the local wellness policy compares to model school wellness policies and a description of the progress made in attaining the goals of the local school wellness policy. This requirement can be met by disseminating printed or electronic material at the beginning of the school year and posting the local wellness policy and an assessment of its implementation on district/school websites. **Policy #6142.101.**

With the help of school food services staff, districts must implement procedures to enable parents and guardians to request modifications to meal services for their children with disabilities. The district must notify parents/guardians of the process to request meal modifications that accommodate the child's needs and the process for resolving disputes. *42 U.S.C §1758b(b)(4), 42 U.S.C §1758b(b)(5)(A), 7 C.F.R. Parts 210 & 220, 7 C.F.R. §§15b.25, 15b.6(b).*

Access: [Policy Memorandum on Modifications to Accommodate Disabilities in the School Meal Programs](#)

- F. The **McKinney Vento Act**, as reauthorized by ESSA, requires school districts through their homeless student liaisons to provide public notice of the education rights of homeless students disseminated in places where homeless students receive services under the Act, including schools, family shelters and soup kitchens. The notice must be in a manner and form understandable to homeless students and their parents/guardians and to the extent possible, in their native language. *42 U.S.C. §11432(e)(3)(C)(i), 42 U.S.C. §11432(e)(3)(C)(iii), Policy #5118.1.* (Also see item A.1)

Access: <https://www2.ed.gov/policy/elsec/guid/secletter/160726.html>  
<https://www.gpo.gov/fdsys/pkg/FR-2016-03-17/pdf/2016-06073.pdf>

- G. The **Asbestos Hazard Emergency Response Act (AHERA)** requires districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. Parents, teachers, and employee organizations must be notified annually, in writing, of the availability of the asbestos management plan and planned or in progress inspections, re-inspections, response actions and post-response actions, including periodic re-inspections and surveillance activities. *40 C.F.R. §§763.84(c),(f), 763.93 (g)(2), Policy #3516.12.*

Access: <http://www2.epa.gov/asbestos>.  
<https://www.epa.gov/asbestos/asbestos-and-school-buildings>.

- H. **Notice of Non-Discrimination under Title VI, Title IX, Section 504, Age Discrimination Act, Title II of the ADA and the Boy Scouts of America Equal Access Act** prohibits discrimination in programs or activities receiving federal and/or state financial assistance. The regulations implementing these statutes require school districts to notify students, parents and others that they do not discriminate on the basis of race, color, ethnicity, national origin, sex, pregnancy, disability or age. Equal access to the Boy Scouts and other designated youth groups is also required. Title IX regulations require districts to have a Title IX coordinator, to notify all students, parents/guardians, employees, applicants for admission and employment, and all union/bargaining units of the name or title, office address, email address and telephone number of the designated Title IX coordinator(s) and to adopt and publish a grievance procedure to resolve student and employee complaints under Title IX. The required contact information must also be prominently displayed on the District website. A notice must also be published that the district does not discriminate on the basis of sex in admissions or employment. The nondiscrimination notice must be displayed prominently in each announcement, bulletin, catalog, or application used to recruit students or employees and on the district's website. *34 C.F.R. §106.8 (b), Policy #5145.4, 5145.44, 4000.1.*

Access: <http://www2.ed.gov/print/about/offices/list/ocr/docs/nondisc.html> (sample notice that meets the requirements of these statutes) The notice must include the identity and contact information of the coordinators designated to handle complaints under Title IX, Section 504, the ADA, and the Age Discrimination Act.

- I. The **Individuals with Disabilities Act (IDEA)** requires that parents of a child with disabilities be given a copy of procedural safeguards one time a year and also upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing, upon a disciplinary action constituting a change in placement, or upon request of a parent. The procedural safeguards may be posted on the district's website. The notice must fully explain IDEA's procedural safeguards in an easily understandable manner and in the parent's native language unless it's clearly not feasible to do so. Parents may choose to receive the safeguard notice and other notices under IDEA by e-mail if the district makes this option available. *20 U.S.C. §1415(d)(1)(a), 34 C.F.R. §300.504(a), Policy #'s 6171, 5144.3, 6159.*

Under the IDEA parents must also be informed when the personally identifiable information contained in a student's records is no longer needed to provide services.

Access: [www.portal.ct.gov/SDE/Services/Special-Education](http://www.portal.ct.gov/SDE/Services/Special-Education)  
<https://sites.ed.gov/idea/files/idea/policy/speced/guid/idea/memosdcltrs/osep-letter-to-zacchini-2-27-17.pdf>

PPTs are also required to notify parents at each PPT meeting of “any relevant information and resources relating to IEPs created by the CT SDE, including, but not limited to, information relating to secondary transition resources, including for autistic students, and services for high school students.

Access: <http://www2.ed.gov/policy/speced/guid/idea/modelform-safeguards.pdf> (model Safeguards Notice)

The procedural safeguards notice requirements in the IDEA also apply to parents of homeless children with disabilities.

Parents/guardians must be informed at the time the district intends to destroy a student’s records containing personally identifiable information when such personally identifiable information is no longer needed to provide services.

#### **Notification Regarding Use of Public Benefits or Insurance**

Districts, after determining as required a child’s Medicaid enrollment status, must provide a written notification to a child’s parent/guardian before accessing a child’s or parent’s public benefits or insurance (Medicaid) for the first time and annually thereafter. This notification must be written in language understandable to the general public and in the parent’s native language or other mode of communication used by the parent, unless clearly not feasible to do so. **Policy #3231.**

- J. The **Health Insurance Portability and Accountability Act (HIPAA)** requires notice of privacy practices which describes how the district may use and disclose protected health information, duties to protect privacy, information about privacy practices and a complaint procedure. *42 U.S.C. §§1320d-1,1320d-2(d)*, **Policy #4112.61.**

Access: [www.hhs.gov/ocr/hipaa/](http://www.hhs.gov/ocr/hipaa/)

- K. The **Children’s Internet Protection Act (CIPA)** requires the adoption and dissemination of a policy (Acceptable Use Policy) pertaining to the safe use of the Internet. ESSA maintains the internet safety policy requirement which mirrors CIPA requirements. *47 U.S.C. §254(h)(5)(B)-(c), 254(1)*, **Policy #5131.81, 6141.321.**

- L. The **Pro Children’s Act of 2001** requires notification that smoking is prohibited in all district facilities. **Policy #1331, #6164.11.** (CT’s P.A. 19-13 also bans e-cigarettes, nicotine delivery systems and vapor products.)

- M. The **Family and Medical Leave Act of 1993** requires employers to post a general notice/poster from the U.S. Department of labor, or in another format so long as it includes all the information in Labor’s FMLA Poster, explaining the FMLA’s provisions and complaint procedures. This general notice must be posted even if no employees are eligible for FMLA leave. The notice must be posted prominently where it can be readily seen by employees and applicants.

The general notice, FMLA leave eligibility notice, rights and responsibilities notice, and the FMLA designation notice shall either be distributed to each new employee upon hiring or be included in employee handbooks or other written guidance concerning benefits or leave rights. Electronic posting is sufficient to meet these requirements. 29U.S.C. §2619, **Policy #4152.6/4252.6.**

- N. The name and contact information of the **COVID-19 Health and Safety Compliance Liaison** is to be posted on the district website.
- O. The **Fair Labor Standards Act** requires the posting of a minimum wage poster in a conspicuous place.

**Notifications Required by State Legislation**

1. Statement of equal opportunity in employment and education (Non-Discrimination/Affirmative Action-10-220). **Policy #0521, #6121.**
2. Attendance policy/absence procedures/make-up procedures, mental health days, and definitions of excused and unexcused absences, grounds for truancy, chronic absenteeism (P.A.18-182, P.A. 21-46, 10-221(b), 10-198a). **Policy #5113, 5113.2.**
3. Conduct/discipline/suspension/expulsion (Code of Conduct) (10-233e as amended). **Policy #5114, 5131, 5144.**
4. Substance use and abuse policies and procedures, (Alcohol, Drugs, Tobacco- 10-221(d) as amended). **Policy #5131.6, #6164.11.**
5. Grading system including class rank/weighted grades, graduation requirements, report cards and progress reports, promotion and retention (10-220g, 10-223a, as amended). **Policy #6146, 6146.1, 6146.11, 5121.**
6. Means to achieve parental involvement including parent conferences (10-221(g)(1)-(3)). **Policy #1110.1.**
7. Pesticide application plans/notification/prior year's use (At beginning of each school year of district's pest management policy, notification prior to every pesticide application to parents/guardians and staff with a registered request for notification; 10-231a et. seq.as amended. Districts without IPM plans are required to provide notice of pesticide applications to be sent electronically. Districts with IPM plans must send notices of pesticide application by any means practicable. District website must provide information on how parents/guardians may register for prior notice of pesticide applications. **Policy #3524.1.**
8. Transportation safety complaints procedure (10-221c). **Policy #3541.5.**
9. Health services including administration of medication, communicable/infectious diseases, immunizations, physical examinations (include information regarding asthmatic inhalers & Epinephrine auto-injectors at school. (10-212(a) as modified by PA 21-6 regarding religious exemptions to vaccinations.). **Policy #5141, 5141.21, 5141.3.**
10. Child abuse, neglect, and sexual assault reporting policy (17a-101i(f)(1)). This policy must be distributed to all school employees electronically. (P.A. 22-87). **Policy #5141.4.**
11. Youth suicide prevention policy and procedures (10-221(e)). **Policy #5141.5.**
12. Treatment of recruiters in the school setting (10-221b, ESEA). **Policy #5145.14.**

13. Inform parents, guardians at the middle and high school level of the availability of vocational, technical and technological education and training at technical high schools and agricultural sciences and technology education at regional agricultural science and technology education centers. (10-220d). This information must also be posted on the district's website, and the district must require school counselors to provide the information to middle and high school students as well as their parents. (P.A. 22-125). **Policy #5145.14.**
14. Offer to meet with parents/guardians after a child has been assessed for possible placement in special education and before PPT meets to discuss the PPT process and parental concerns about the student. (10-76b).
15. Provide parents/guardians with State Department of Education information and resources relating to IEPs as soon as a child is identified as requiring special education. (10-76b as amended).
16. Homework policy (10-221(b)). **Policy #6154.**
17. Exemption from AIDS instruction (10-19(b)). **Policy #6164.12.**
18. Bullying/cyberbullying policy *at the beginning of each school year*, (including annual notice to students about how to make a bullying or teen dating violence report and the Safe School Climate Plan; 10-222d as amended). Notify parents/guardians of affected students electronically the results of any investigation into such acts. **Policy #5131.911.**
19. Promotion, placement, retention (10-223a). **Policy #5123.**
20. Pledge of Allegiance policy (10-230(c)). **Policy #6115.**
21. Psychotropic drug use policy (10-212b). **Policy #4118.234/5141.23.**
22. Green cleaning program policy and statement of the names & types of environmentally preferable products use, where applied, schedule for application and contact person for more information; must notify staff and if requested, parents/guardians of enrolled students. (10-220, 10-231a-231d). **Policy #3524.2.**
23. Plan for managing students with life-threatening food allergies. This is also required to be posted on district/school websites. Include language regarding use of Epipens by trained school bus drivers(10-212c). **Policy #5141.25.**
24. Notification to parents/guardians of preschool special education students who reach age 5 or 6 of their legal right to hold their child back from entering kindergarten for a year. **Policy #5112.**
25. Coaches and other "qualified school employees" to notify a student athlete's parent/guardian when he/she is removed from play due to a concussion or suspected concussion, within 24 hours of removal but to make a reasonable effort to provide such notice immediately after the student's removal. (PA 14-66). **Policy #5141.7.**
26. Information posted on the district's website pertaining to interdistrict magnet schools. (10-220d). **Policy #5117.2.**
27. Information posted on district's website pertaining to Board of Education aggregate spending on salaries, benefits, supplies, equipment, tuition, services, and other items for each district school (PA 13-247). **Policy #3432/3433.**
28. Information posted on district website on a quarterly basis of the Board's current and projected expenditures as required by PA 19-117.
29. Information to be provided concerning the district's sudden cardiac prevention program (PA 14-93). **Policy #5141.28.**
30. Information pertaining to the sexual abuse and assault awareness and prevention program and notification to be provided regarding the ability to opt out of the program in total or portions (PA 14-196 as amended). **Policy #5145.511.**

31. District plans and procedures that establish monitoring and reporting of the use of physical restraint and seclusion as required by PA 15-141 and amended by PA 18-51. **Policy #5144.1.**
32. Include information pertaining to the use of exclusionary time out. **Policy #5144.1** and **Policy #5144.2.**
33. Required posting on district website information about the district's alternative education programs. Such notification is to include the program's purpose, location, contact information, staff directory, and enrollment criteria as required by PA 15-133. **Policy #6172.**
34. Parent's ability to opt out their children from emergency epinephrine administration. **Policy #5141.21.**
35. Information that the Board of Education is required within five business days of executing a contract with a software contractor or information storage contractor that involves student personally identifiable information to post notice of such contract on the Board's website. (PA 16-189, PA 18-125). The notice, which must include a copy of the contract, must state the date of contract execution, its start date, a brief description of the contract and its purpose, state what student generated content, student information or student records may be collected under the contract and indicate that the parent/guardian of a student affected by the contract may choose to opt their student out of participation in the contract's execution. On or before September 1 annually, the Board of Education must electronically notify students and their parents/guardians of the website address where information pertaining to the contract is posted. **Policy #3520.13.**
36. Information that the Board of Education, upon the notice of a breach of security by a contractor (PA 16-189 as amended by PA 18-125) is required, within two business days, to notify students and their parents/guardians whose student information, student records or student generated content was involved in such breach. The notice of the breach is required to also be posted on the district's website. The Board is required to maintain and update as necessary a website with information relating to all contracts entered into pursuant to this policy. **Policy #3520.13.**
37. Sign to be posted on school premises indicating that smoking, including the use of electronic cigarettes is prohibited by state law. (PA 15-206 and PA 19-13).
38. Information pertaining to the posting of the telephone number of DCF's child abuse hotline, "Careline" and the Internet address that provides information about the Careline in each district school in a conspicuous location frequented by students and in various languages most appropriate to students at each school. (PA 16-188). **Policy #5141.4.**
39. Distribute to parents of children receiving special education services in grades 6 through 12, inclusive, once per year at a PPT meeting the "Transition Bill of Rights" notifying parents/guardians of their rights regarding the transition planning process. The "Transition Bill of Rights" is available on the [SDE Bureau of Special Education/Secondary Transition](#) web page.
40. Inform parents/guardians of their right to exempt their child from the district's firearm safety program, if the district offers such a program. (PA 19-5). **Policy #5142.**
41. Post on the district's website a plain language explanation of the rights and remedies afforded to parents/guardians available under C.G.S. 10-4a and 10-4b. (PA 19-166). **Policy #5131.911.**
42. Notify the parent/guardian of a child identified as gifted/talented regarding the manner of identification, the staff member in charge regarding such program(s), the person at SDE that can be contacted regarding gifted/talented programs and the names of associations/groups providing support to such identified children. (PA 19-184). **Policy #6172.1.**



43. Post in each school in a prominent and accessible location information (poster) concerning the illegality of sexual harassment and remedies available to victims of sexual harassment. In addition, provide, not later than three months after an employee's start date with the District, a copy of the information concerning the illegality of sexual harassment and remedies available to victims of sexual harassment to each employee by electronic mail with a subject line that includes the words "Sexual Harassment Policy" or similar, if the District has provided an e-mail account to the employee, or if the employee has provided the District with an e-mail address. Also post the information on the district's website. (Note: *The Board can also fulfill this requirement by providing a link to its employees by e-mail, text message or in writing, of the information posted by The Connecticut Commission on Human Rights and Opportunities (CHRO) on its website.*) There is also a two-hour training requirement for all employees. (P.A.10-16). **Policy #4118.112/4218.112.**
44. Notify parents of the availability of remote parent-teacher conferences. (P.A. 21-46). **Policy 1110.1.**
45. Notify students/parents/guardians of district policy regarding the charging of meals. (P.A.21-46). **Policy #3542.43.**
46. Provide information regarding any availability of a remote learning option. (P.A. 21-46). **Policy #6112.**
47. Inform parents/guardians of any planned administration of a social-emotional learning assessment to students (P.A. 21-95) **Policy #6142.102.**
48. Distribute electronically, starting with the 2022-23 school year, the guidelines developed pursuant to the Governor's task force on justice for abused children, to all school employees, board members, and the parents and guardians of students enrolled in the district. (P.A. 22-87).
49. Distribute electronically, starting with the 2023-24 school year, information on DCF's sexual abuse and assault awareness and prevention program, to all school employees, board members, and the parents and guardians of students enrolled in the district. (P.A. 22-87).
50. Prior to a PPT meeting, if the parent, guardian, pupil, or surrogate parent requests the student's school paraprofessional attend the meeting, adequate notice must be provided to the paraprofessional so that he or she may prepare for the meeting. Training regarding the role of the paraprofessional at such a meeting must be provided to the paraprofessional if he or she so requests. (P.A. 22-116).
51. Post on the district's or each individual school's website, and make available for public inspection at a regularly scheduled board meeting, the results of the inspection and evaluation created pursuant to the uniform program of inspection and evaluation of indoor air quality of certain school buildings under C.G.S. 10-220(d)(2). (P.A. 22-118).
52. Post on the district's website, and on the website of each individual school (if available), and make available for public inspection at a regularly scheduled board meeting, the results of any inspection or evaluation created pursuant to the uniform inspection and evaluation of each school building's HVAC system under C.G.S. 10-220(d)(3). (P.A. 22-118).

### **Recommended Notifications**

In addition to the above required due-process notifications, the CAFE Policy Service also recommends that students, parents/guardians be notified of the following: (via student/parent handbooks, district and school websites, and notifications at various opportune times during school year)

1. Missions statement, statement of educational goals, educational philosophy, and vision statement of school and/or district. **Policy #0000.**
2. Admission/placement of students, (including placement of former home-schooled students). **Policy #5111, 5122.3.**
3. Student dismissal precautions/leaving school grounds. **Policy #5142.4.**
4. Dress code. **Policy #5132.**
5. Distribution of materials by/to students. **Policy #1140.**
6. Extracurricular activities including eligibility requirements, compliance with CIAC regulations. **Policy #6145.2.**
7. Student publications, productions (regulation of, censorship). **Policy #6141.31.**
8. Student fees such as club dues, security deposits, student accident insurance, parking fees, damaged books and equipment etc. **Policy #6161.21.**
9. Field trip requirements and procedures. **Policy #6153.**
10. Property, lockers and equipment including responsibility for loss or damages; care of property by student. **Policy #6161.2.**
11. Search and seizure issues including lockers, desks, strip searches, and cars in parking lots, canine sniffer use, video surveillance, metal detectors, breathalyzer use. **Policy #5145.12, 5145.124, 5145.122, 5145.123, 5131.111.**
12. Harassment policies, including sexual and peer, and the name(s) of person designated to receive complaints concerning discrimination or harassment. **Policy #5145.51, 5145.5, 4118.112.**
13. Textbook care and obligations. **Policy #6161.2.**
14. Visitors to schools. **Policy #1250.**
15. Classroom observations. **Policy #1250.1.**
16. Student automobile use on school grounds. **Policy #5131.3.**
17. Opt-out provision and procedures for controversial curriculum/procedures, including animal dissections. **Policy #6144.1.**
18. Student organizations and equal access (use of school facilities by students-limited, open, or closed forum). **Policy #6145.**
19. Regulations, discipline concerning use of district/school computer networks, websites. **Policy #6141.321, 6141.322.**
20. Emergency school closing procedures, including safety and accident prevention. **Policy #6114.4, 6114.6, 6114.7.**
21. Fund raising procedures/restrictions. **Policy #1314, 1324.**
22. Transportation rules etc. **Policy #3541 et seq.**
23. Technology-related issues: acceptable computer use policy and agreement, electronic devices including but not limited to cell phone use, laser pointers, I-Pods, cyberbullying, sexting, social networking sites, BYOD program, etc. **Policy #6141.323, 6141.325, 6141.326, 6141.327, 6141.328.**

24. Child nutrition including special dietary needs and the district's food allergy plan. **Policy #5141.25.**
25. Assignment to teachers &/or classes. **Policy #5122.**
26. Emergency action response plan for appropriate use of school personnel to respond to incidents involving sudden cardiac arrest or life threatening emergencies on school grounds and at athletic events (Use and location of AEDs as amended by PA 14-93). **Policy #5141.27, 5141.28.**
27. Student concussions, Concussion Education Plan requirement for students and parents. **Policy #5141.7.**
28. Weapons and dangerous instruments policy and consequences. **Policy #5131.7.**
29. School Governance Councils – overview, implementation, election process etc. **Policy #1110.3.**
30. Non-traditional means to earn academic credits for graduation including online course work- permitted for graduation credits, credit recovery, mastery based performance (PA 13-108). **Policy #6172.6.**
31. Advanced placement course program. **Policy #6141.5.**
32. Educational opportunities for children of parents in the military as a result of Connecticut's involvement with the Interstate Compact on Educational Opportunity for Military Children (10-15f). **Policy #5118.21.**
33. Information about Student Success Plans (grades 6-12). **Policy #6146.**
34. Information about biennial security and vulnerability assessment of schools (PA 13-3). **Policy #5141.6, 3516, 3517.**
35. Information about fire and crisis response drills. **Policy #6114.1.**
36. The role and responsibilities of school security and safety committees. **Policy #5141.6, 4148.2.**
37. Information pertaining to school security and safety plans. **Policy #5141.6.**
38. Information about pool safety for aquatic activities and Pool Safety Plans. **Policy #6142.63.**
39. Information pertaining to required physical activity of minimum of 20 minutes in elementary schools and such activity not to be deprived as a punishment or used as a form of punishment. **Policy #6142.61, 6142.10, 5144.4.**
40. Information about alternative to participation in or observing animal dissection. **Policy #6163.31.**
41. Notification about the availability of the board of education's policy manual on the district website.
42. Information pertaining to the policy and procedures allowing emergency administration during regular school hours of epinephrine for students who do not have a prior written parental authorization or prior written order of a qualified medical professional. **Policy #5141.21.**
43. Information that a child diagnosed with asthma or an allergic condition may possess, self-administer or possess and self-administer medicine administered through the use of an asthmatic inhaler or an EpiPen or similar device in the school at any time and on school transportation vehicles, per PA 18-185. **Policy #5141.21.**
44. Information pertaining to the administration of antiepileptic medications to students. **Policy #5141.21.**

45. Notice about the requirement that a parent/guardian of a student who will enroll in a magnet school in the following school year or who has been placed on a waiting list for the magnet school to give written notice of the enrollment to the “home” district (PA 15-5). **Policy #5117.11.**
46. Information regarding statewide proficiency/mastery assessment program. **Policy #6146.2.**
47. Information regarding the district’s policy pertaining to transgender and non-conforming youth. **Policy #5145.53.**
48. Information regarding the district’s distance learning program due to a health-based school closure should be posted on district and/or school websites. **Policy #6172.61.**
49. Information regarding how to access the board of education’s electronic meetings, with the agenda of such meetings and how to provide public comment should be posted on the district’s website as well as other conventional means. **Bylaw #9321.2.**



236 Grand Street  
Waterbury, CT 06702

(203) 574-6761

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

July 15, 2022

Ian Ring  
5 Francis Dr.  
Wolcott, CT 06716

Dear Mr. Ring:

We are pleased to receive your acceptance of our offer of temporary and at will employment for the position of Temporary Maintainer I - FEMA (Req #2022505) for the Department of Education.

In this position your starting compensation will be \$15.54 per hour for a total of 40 hours per week. Please be advised that this offer is for a period of time not to exceed twelve (12) months in duration.

Your first day reporting to the Department of Education will be July 21, 2022.

We look forward to working with you.

Again, welcome to the City of Waterbury.

Sincerely,

  
Scott Morgan  
Director of Human Resources

SM/sd

cc: Board of Education  
Dr. Ruffin, Supt. of Schools  
Mike Konopka, School Inspector  
file