



## MEMORANDUM

**FROM:** Carrie A. Swain, Clerk  
Board of Education

**DATE:** September 26, 2017

**TO:** Michael J. Dalton, City Clerk

**SUBJECT:** Notice of Committee Meetings – Thursday, September 28, 2017,  
5:30 p.m., Waterbury Arts Magnet School, Media Center  
Notice of Regular Meeting – Thursday, October 5, 2017, 6:30 p.m.,  
Waterbury Arts Magnet School, Atrium

The Committees of the Board of Education will meet on Thursday, September 28, 2017, 5:30 p.m. Waterbury Arts Magnet School, **Media Center**, 16 South Elm Street, Waterbury, CT.

### AGENDA

#### SILENT PRAYER

#### PLEDGE ALLEGIANCE TO THE FLAG

1. Committee on Finance/5 minutes ~ Request approval of the submission of the Consolidated Two-year Federal Grant Application [BFC: G2/04] – L. Riddick Barron.
2. Committee on Finance/10 minutes ~ Connecticut Department of Emergency Services and Public Protection School Security Competitive Grant Program, Round III (FY 2017) [BFC: n/a] – L. Allen Brown, J. Herman.
3. Committee on School Facilities & Grounds/2 minutes ~ Use of school facilities by school organizations and/or City departments [BFC: n/a].
4. Committee on School Facilities & Grounds/3 minutes ~ Use of school facilities by outside organizations and/or waiver requests [BFC: n/a].
5. Superintendent's Notification to the Board/5 minutes: [BFC: n/a]
  - a. Athletic appointments effective immediately:  
Marrone, Jennifer – Assistant Volleyball Coach, KHS.  
Sinani, Ramazan – JV Soccer Coach, CHS.
  - b. Grant funded appointments effective immediately:  
Acosta, Joel – Recreation Specialist, 21<sup>st</sup> Century Learning Center Grant, \$12.00 p/hr, non-union and without benefits.  
Campbell, Cassandra – Recreation Specialist, 21<sup>st</sup> Century Learning Center Grant, \$12.00 p/hr, non-union and without benefits.  
Carter, Simona – Afterschool Facilitator, CHS VOICES Program, two days p/week @ \$22.69 p/hour, funded by Turnaround Funds.  
Lewis, Emory – Afterschool Facilitator, CHS Boys Council Program, two days p/week @ \$28.29 p/hour, funded by Turnaround Funds.  
McCormick, Catherine – Prevention Specialist, Gilmartin School, 10 months p/yr, \$18.14 p/hr, non-union with benefits governed by UPSEU #69, funded by Title I.  
Salgano, Michelle – Recreation Specialist, 21<sup>st</sup> Century Learning Center Grant, \$12.00 p/hr, non-union and without benefits.



#1

**SUMMARY**  
**CONSOLIDATED TWO YEAR FEDERAL GRANTS**  
**2017 – 2019**

**2016-2018**  
**\$10,486,823**

**2017-2019**  
**\$12,041,983**

**Title I Part A – Improving Basic Programs,**

*Public schools are still ranked according to poverty percentages and divided into poverty bands or per poor pupil amounts. High schools with fifty percent poverty or higher have a separate poverty band. Funds are allocated to schools for Title I Literacy and Numeracy staff, coaches, facilitators, tutors, parent liaisons, hall monitors, and truancy/ prevention specialists. The Early Childhood Education staff and program operations are partially funded with the Title I funds. Professional Development funds are provided for school wide programs and align with the State and District Improvement Plans and Every Student Succeeds Act (ESSA). Set aside funds are also provided for transporting the remaining Public School Choice students, Professional Development and support for homeless students. The Family Engagement set aside funding emphasizes Professional Development and family and community partnerships. Funds are also set aside for Focus and Turn Around schools. The private school entitlement is also included for tutors, educational materials, professional development and family involvement.*

**\$1,140,659**

**\$1,298,409**

**Title IIA – Teacher and Principal Training and Recruiting,**

*Professional Development funds support training, curriculum writing and mentoring and assistance with newly hired teachers. Funding is also used for the salaries of the Human Resource Assistant, respective staff and five new hires. Funds are also transferred to Title I to align with Every Student Succeeds Act (ESSA). The private school entitlement is also included for Professional Development only.*

**\$11,627,482**

**\$13,340,392**

**GRAND TOTAL FOR ALL GRANTS**



#2



# Waterbury Public Schools

Louise Allen Brown, J.D., M.P.A., Grant Writer

September 26, 2017

Honorable Board of Education  
City of Waterbury  
236 Grand Street  
Waterbury, CT 06702

**Re: School Security Competitive Grant Program – Round 3 (FY2017)**

Dear President Brown and Board of Education Commissioners:

The Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, is accepting applications for a third round of competitive grants from the above-named grant program. The purpose of the grant is “to provide funds to improve security infrastructure in schools, eligible child care centers and preschools.” This grant would cover 79.29% of the project costs, and a local match of 20.71% is required. Additional information about this grant program follows in my Grants Highlights document.

The district Security and School Safety Coordinator John Herman has recommended security upgrades that include: digital radios (750) and base stations (32) at each of the schools; interoperable radios with capability to allow communication with first responders (42) at each school and at the Chase Building and Harper Avenue locations; additional cameras to cover areas not covered now, and some camera system upgrades (10 schools); and card access door upgrades and card readers (70 units). The project cost for these items is \$1,322,959.

Chief Financial Officer Doreen Biolo has been working with the City budget office to secure the 20.71% local matching funding required for this program. With a projected total cost of \$1,322,959 the local match is approximately \$ 273,985. The match funding is expected to be provided from City funds, not district funds.

The deadline for proposals is October 2, 2017. I respectfully request your approval to apply for this competitive grant.

Very truly yours,

A handwritten signature in cursive script that reads "Louise Allen Brown".

Louise Allen Brown  
Grant Writer

cc: Dr. Kathleen M. Ouellette  
Doreen Biolo  
John Herman

## SECTION J. ALLOWABLE PROJECT EXPENSES

Please note that this is a **REIMBURSEMENT ONLY** grant program. If awarded, the applicant must purchase the approved items using its own procurement and bidding processes and submit for reimbursement.

If awarded funding, following project completion and payment of vendors, a reimbursement form must be submitted to DESPP. The Reimbursement Procedure and Forms may be found on our website at the following link: <http://www.ct.gov/demhs/cwp/view.asp?a=1939&q=548938>.

### **Equipment and equipment related training:**

The following equipment items may be purchased under this program (Drop down menu on Budget Tool).

Improvements to the security infrastructure at the school including but not limited to:

- installation of surveillance cameras
- penetration resistant vestibules
- ballistic glass
- solid core doors
- double door access
- computer controlled electronic locks
- entry door buzzer systems
- scan card systems
- panic alarms or systems
- the purchase of portable entrance security devices, including but not limited to metal detector wands and screening machines
- real time interoperable communications
- multimedia sharing infrastructure
- vendor costs for the training of personnel in the operation of security enhancements obtained under this grant (vendor training costs should be explained in the project narrative and rolled into the overall project line item on the budget)

**Note:** Most municipalities can utilize State Contracts. To see if any of the eligible items are currently on state contract, see the Department of Administrative Services (DAS) web site: [www.das.state.ct.us](http://www.das.state.ct.us). Contract listings can be found under the Procurement Banner.

Other items may be allowable under this program, questions regarding additional eligible items may be directed to [schoolsecuritygrant@ct.gov](mailto:schoolsecuritygrant@ct.gov).

Decisions on eligibility will be made in accordance with the School Safety Infrastructure Standards contained in the **Report of the School Infrastructure Safety Council dated November 2015.**

**School Security Competitive Grant Program (2017)**  
**CT Dept. of Emergency Services & Public Protection**  
**Louise Allen Brown, August 23, 2017**

**Grant Highlights**

**Purpose of Grant:** The purpose of this competitive grant is “to provide funds to improve security infrastructure in schools, eligible child care centers and preschools.” (RFP, p. 4)

**Eligible Applicants:** Local School Districts, Regional Educational Service Centers, State Charter Schools, Technical High Schools, Incorporated or Endowed High Schools or Academies approved by SDE.

**Reimbursement Grant ONLY:** The applicant must purchase the approved items using its own procurement and bidding processes and submit a request for reimbursement to this grant program. [Most municipalities can utilize State Contracts, when eligible items are on the state contract list.] (RFP, p. 13)

**Grant Period:** January 1, 2013 to June 30, 2018. [Reimbursement for some projects already completed in this time period are permissible.]

**Match Funds Required:** Local school districts must contribute a percentage of the grant budget equal to the difference between the district’s reimbursement rate and 100%. Waterbury’s reimbursement rate for this grant is 79.29%. (RFP, p. 21) Therefore, the matching funds required will be 20.71% of the grant budget.

**Program Funds:** Ninety percent of funds will be awarded to eligible public school applicants. Ten percent of funds available will be awarded to eligible non-public schools, eligible child care centers and preschools.

**Allowable Project Expenses:** See list attached. (RFP, p.13)

**Required at Time of Application:** For each school for which funds are requested, a Safe Schools Checklist (a portion of the NCEF Safe Schools Facilities Checklist) is required at the time of application. NEW Checklists are required for Round 3. (RFP, p. 2) Also, a Waterbury Plan of Conservation and Development is required to be up to date. (RFP, p. 3, 8) Also, School Security and Safety Plan Sign Off Sheet, unless provided prior to reimbursement, see RFP pp. 6, 12)

**Funding Priorities/Applicant Ranking:** Priority will be given to applicants who have never received funding in the past. Of applicants with the greatest need for security infrastructure, first priority will be given to applicants that have no security infrastructure at the time of the school building security assessment. Succeeding priority will be given to applicants who are priority school districts. (RFP, p. 23)

**Prior to Receiving Reimbursement:** Prior to receiving reimbursement from the State for grant expenses, grant awardees must show that 1) It “has conducted a uniform security assessment of its school security using the NCEF Safe Schools Facilities Check List (Full Assessment) at each school that receives funding. 2) The security assessment must be conducted “under the supervision of the district’s local law enforcement agency” using the Safe Schools Facilities Check List. 3) [It] has submitted to DEMHS, a Security and Safety plan that meets the standards of the School Security and Safety plan Template for the schools under its jurisdiction, as well as certification that the Security and Safety Plan was exercised regularly. A plan must be in place and submitted for each school that receives funding under the grant.” (RFP, p. 5)

COMMITTEE ON SCHOOL FACILITIES & GROUNDS

#3

**WORKSHOP:** Thursday, September , 2017 (WAMS)  
**BOARD MEETING:** Thursday, October 5, 2017

TO THE BOARD OF EDUCATION  
WATERBURY, CONNECTICUT

LADIES AND GENTLEMEN:

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

<b>GROUP</b>	<b>FACILITIES AND DATES/TIMES</b>
V. Vicenzi	Rotella café: Tues., Oct. 10 <sup>th</sup> 6:00-8:00 pm (UPSEU meeting)
Human Resources	Maloney café: Tues., Oct. 17 <sup>th</sup> 4:00-8:30 pm (testing)
C. Lamb	Kennedy café: Sat., Oct. 14 <sup>th</sup> 8:00am-12:30 pm (testing)
J. Farrell	WAMS café: Wed., Nov. 15 <sup>th</sup> 5:00-9:00 pm (school fundraiser)
T. King-Johnson	WAMS atrium: Tues., Oct. 24 <sup>th</sup> 2:15-5:00 pm (Hispanic Heritage event)
C. Fidanza	Duggan café: Oct. to June Thursdays 2:15-4:30 pm (Girls Inc. )
White Collar Union	Rotella café: Thurs., Oct. 19 <sup>th</sup> 6:00-9:00 pm (annual membership meeting)
N. Delidowski	Crosby café & aud.: Sat., Nov. 11 <sup>th</sup> 7:30am – 6:00pm (Ct. Debate Assoc. competition)

Approved:

\_\_\_\_\_  
John Theriault

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

SCHOOL PERSONNEL USE ONLY

DATE: 9-11-17

TO: SCHOOL BUSINESS OFFICE

FROM: Valerie Vicenzi

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

NAME OF SCHOOL REQUESTED: Rotella

Auditorium     Gymnasium     Swimming Pool     Café/Rooms

DATES REQUESTED: October 10, 2017

FROM: 6 am TO: 8 am

FOR THE FOLLOWING PURPOSES:

union meeting  
(UPSEU)

Valerie Vicenzi  
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

SEP 22 2017

DATE: 9-22-17

TO: SCHOOL BUSINESS OFFICE

FROM: Human Resources

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

NAME OF SCHOOL REQUESTED: Maloney

Auditorium

Gymnasium

Swimming Pool

Café/Rooms

DATES REQUESTED: Tuesday, Oct. 17, 2017

FROM: 4:00 am/pm

TO: 8:30 am/pm

FOR THE FOLLOWING PURPOSES:

Exam

Cherise Lamb  
APPLICANT  
SM

Please note the following provisions:

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

SCHOOL PERSONNEL USE ONLY

SEP 22 2017

DATE: 9-22-17

TO: SCHOOL BUSINESS OFFICE

FROM: Human Resources

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

NAME OF SCHOOL REQUESTED: Kennedy

Auditorium     Gymnasium     Swimming Pool     Café/Rooms

DATES REQUESTED: Sat. Oct. 14<sup>th</sup> 2017

FROM: 8:45 am/pm    TO: 12:30 am/pm

FOR THE FOLLOWING PURPOSES:

Exam

Cherrie Lamb  
APPLICANT  
sm

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.

Please give form to Nicole Steck

SEP 22 2017

SCHOOL PERSONNEL USE ONLY

DATE: 9/22/17

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS Taimie Farrell

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

NAME OF SCHOOL REQUESTED: Waterbury Arts Magnet

Auditorium

Gymnasium

Swimming Pool

Café/Rooms

DATES REQUESTED: 11/15/17

FROM: 5 am/pm

TO: 9 am/pm

FOR THE FOLLOWING PURPOSES:

Ready Glaze Fire Pottery

NJHS Fund Raiser

  
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.

Please give form to Nicole Steck

SEP 22 2017

SCHOOL PERSONNEL USE ONLY

DATE: 9.21.17

TO: SCHOOL BUSINESS OFFICE

FROM: WAMS - Tracy King Johnson

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

NAME OF SCHOOL REQUESTED: WAMS

Auditorium     Gymnasium     Swimming Pool     Café/Rooms

Atrium

DATES REQUESTED: 10.24.17

FROM: 2:15 am/pm 5 am/pm

FOR THE FOLLOWING PURPOSES:

Hispanic Heritage Month Event

Tracy King Johnson  
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.

SEP 14 2017

SCHOOL PERSONNEL USE ONLY

Date:

9/14/2017

TO:

School Business Office

FROM:

Duggan School

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

NAME OF SCHOOL REQUESTED: Duggan School

- Auditorium
- Gymnasium
- Swimming Pool
- Café

DATES REQUESTED: (Thursday) 10/2017 - 6/2018

Time: 2:15 - 4:30

FOR THE FOLLOWING PURPOSES:

Girls Inc.

Carla Vidanza  
Applicant

Please note the following provisions:

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



*Book*

SEP 19 2017

SCHOOL PERSONNEL USE ONLY

DATE: 9-19-17

TO: SCHOOL BUSINESS OFFICE  
FROM: White Collar Union  
Melissa Stark, Pres.

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

NAME OF SCHOOL REQUESTED: Rotella

Auditorium     Gymnasium     Swimming Pool     Café/Rooms

DATES REQUESTED: Thursday, Oct. 19<sup>th</sup> 2017  
FROM: 6:00 am/pm TO: 9:00 am/pm

FOR THE FOLLOWING PURPOSES:

Annual Membership Meeting

MS  
APPLICANT  
*/SM*

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.

SEP 27 2017

SCHOOL PERSONNEL USE ONLY

DATE: 9/21/17

TO: SCHOOL BUSINESS OFFICE

FROM: Nicholas Deledowitz

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

NAME OF SCHOOL REQUESTED: Crosby High School

Auditorium     Gymnasium     Swimming Pool     Café/Rooms

DATES REQUESTED: November 11, 2017

FROM: 7:30 am/pm    TO: 6:00 am/pm

FOR THE FOLLOWING PURPOSES:

Connecticut Debate Association Competition being hosted by Crosby High School

Nicholas Deledowitz  
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.

#4

# COMMITTEE ON SCHOOL FACILITIES & GROUNDS

**WORKSHOP: Thursday, September 28, 2017 (WAMS)**

**BOARD MEETING: Thursday, October 5, 2017**

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

**LADIES AND GENTLEMEN:**

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

<b>GROUP</b>	<b>FACILITIES AND DATES/TIMES</b>
Region 14	Crosby pool: 12/4/17-3/16/18 Mon. thru Fri. 5:00-7:00 pm
Suzi Greene	(Nonnewaug H.S. swim practice)
Sunshine Dance	Kennedy aud.: Sat., June 2 <sup>nd</sup> & Sun., June 3 <sup>rd</sup> 10:00am-5:00pm
S. Tetreault	(Dance recital)

**REQUESTING WAIVERS:**

Wtby. Knights	Career Academy gym: Sat., Oct. 7 <sup>th</sup> 10am-1:30pm
S. Clements	(cheerleading practice) (\$294.)

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

Bouley Manor Neighborhood Assoc.	Chase café/rm.: Oct.,2017 to Dec.,2018 6:00-8:00 pm
L. Mills	one Thursday each month for meeting.
Girl Scouts of America	WSMS parking lot: Sat., March 3 <sup>rd</sup> . 7am – noon
Allison Mangles	(girl scout cookie delivery)

**MONIES COLLECTED TO DATE:**

**\$ 5,031.25**

**Approved:**

\_\_\_\_\_  
**John Theriault**

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

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

Yeshiva Chaba

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

SEP 21 2017

CONTRACT#

APPLICANT Suzi Greene NAME OF ORGANIZATION Region 14  
ADDRESS 5 Minortown Road, Woodbury CT 06798 TELEPHONE # 203-263-6418  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Crosby DATES Monday - Friday 12/4/17 to 3/16/18 ROOM(S) pool/locker rooms  
OPENING TIME 5:00 pm CLOSING TIME 7:00 pm PURPOSE swim practice (note: on days Crosby and Wallace do not have meets)  
ADMISSION (if any) - CHARGE TO BE DEVOTED TO -

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

SIGNATURE OF APPLICANT Suzi Greene DATE 9-21-17

PERSON(S) NAME, ADDRESS & PHONE NUMBER RESPONSIBLE FOR SUPERVISION:  
Mark Forte, 17 Good Hill Rd Woodbury CT 203-910-6675

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. MF (PLEASE INITIAL)

SCHEDULE OF RATES: CUSTODIAL FEES: \$75/hr plus 1 hr service  
RENTAL FEES: \_\_\_\_\_  
MISCELLANEOUS FEES: \_\_\_\_\_

SECURITY DEPOSIT \$ 1000 INSURANCE COVERAGE YES 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.

12/4/17  
TS  
3/14/18  
Mark Forte

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.



2017-2018  
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: Sunshine Dance NAME OF ORGANIZATION Sunshine  
Shelia Tate

ADDRESS 34 Main St (street), Waterbury (city) CT (state) 06705 (zip code) TELEPHONE # 203-574-5438

SCHOOL REQUESTED Kennedy DATES June 2 + 3 2018 ROOM(S) Additional & cafeteria

OPENING TIME 10 AM CLOSING TIME 5 pm PURPOSE Dance Recital

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 400 CHILDREN 200

SIGNATURE OF APPLICANT Shelia Tate DATE \_\_\_\_\_

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

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

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

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

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

SECURITY DEPOSIT \$ 500.00 INSURANCE COVERAGE YES NO

OK PLEASE READ THE FOLLOWING CAREFULLY

- APPLICATION MUST BE RECEIVED AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY.
- A COPY OF YOUR INSURANCE MUST ACCOMPANY YOUR APPLICATION ( IF APPLICABLE)
- IF SCHOOL IS CANCELLED FOR SNOW OR ANY OTHER REASON - ALL ACTIVITIES ARE CANCELLED ALSO.
- THERE WILL BE NO ACTIVITIES DURING SCHOOL OPEN HOUSE.
- CANCELLATIONS MUST BE MADE AT LEAST 48 HOURS IN ADVANCE OR YOU WILL BE CHARGED.
- POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452
- CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).
- KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)
- PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.
- IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

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

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

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

CONTRACT# \_\_\_\_\_  
SEP 27 2017

APPLICANT XXXXXXXXXXXXXXXXXXXX NAME OF ORGANIZATION XXXXXXXXXXXXXXXXXXXX

ADDRESS 209 W. 11th St (street) Waterbury (city) CT (state) 06702 (zip code) TELEPHONE # XXXXXXXXXXXX

SCHOOL REQUESTED XXXXXXXXXXXX DATES 10/1/17 ROOM(S) XXXXXXXXXXXX

OPENING TIME \_\_\_\_\_ CLOSING TIME \_\_\_\_\_ PURPOSE XXXXXXXXXXXX

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

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

SIGNATURE OF APPLICANT XXXXXXXXXXXX DATE 9/27/17

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

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

SCHEDULE OF RATES: CUSTODIAL FEES: \$42.00 / hr. plus 1 hr. service

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

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

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

PLEASE READ THE FOLLOWING CAREFULLY

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- POLICE AND FIRE PROTECTION MUST BE ARRANGED AND/OR CANCELLED BY THE RENTER. PLEASE CALL EACH DEPARTMENT FOR INFORMATION. POLICE DEPT. 574-6963 FIRE DEPT. 597-3452
- CALL THE SCHOOL CUSTODIAN AT LEAST ONE WEEK PRIOR TO YOUR ACTIVITY FOR ANY ARRANGEMENTS RE: PA SYSTEM, LIGHTING, ETC. (FOR WHICH THERE WILL BE AN EXTRA CHARGE).
- KITCHEN FACILITIES CAN NOT BE USED BY GROUPS WITHOUT SUPERVISION - PLEASE CALL THE FOOD SERVICE DEPT. AT 574-8210 TO ARRANGE FOR A FOOD SERVICE PERSON (FOR WHICH THERE WILL BE AN EXTRA CHARGE)
- PLEASE SEE REVERSE FOR ADDITIONAL RULES AND REGULATIONS.
- IT IS AGREED THAT REGULATIONS ADOPTED BY THE BOARD OF EDUCATION FOR USE OF SCHOOL BUILDINGS WILL BE RIGIDLY ENFORCED.

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

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


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

APPLICANT/ORGANIZATION: Reading Knowledge Co.

Please check below specific item(s):

Building Usage Fees       Custodial Fees

SCHOOL/ROOMS REQUESTED: 5th 2nd

DATE(S): <u>09/27</u>	TIMES: <u>10:00-11:00</u>
DATE(S): _____	TIMES: _____
DATE(S): _____	TIMES: _____
DATE(S): _____	TIMES: _____
DATE(S): _____	TIMES: _____
DATE(S): _____	TIMES: _____

9/26/17  
Date

S. Clement  
Signature

**OFFICE USE ONLY**

List total cost of fees being requested to be waived:

\$ _____	\$ <u>294.</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

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

SEP 22 2017  
CONTRACT#

APPLICANT Laraine Mills NAME OF ORGANIZATION Bouley Manor Neighborhood Assoc.  
ADDRESS 66 Hinsdale Ave, Waterbury, CT 06705 TELEPHONE # 203-753-7172  
(street) (city) (state) (zip code)  
SCHOOL REQUESTED Chase Elem. DATES See attached ROOM(S) Gym on 1st Floor in Room  
OPENING TIME 6pm CLOSING TIME 8pm PURPOSE Monthly Association Meeting  
ADMISSION (if any) None CHARGE TO BE DEVOTED TO \_\_\_\_\_  
APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 20-25 CHILDREN None  
SIGNATURE OF APPLICANT Laraine Mills DATE Sept. 22, 2017

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

Charles Coretto, Jr., 93 Rhye St, Waterbury CT 06705 203-759-7176  
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. CC (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

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

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## BOULEY MANOR NEIGHBORHOOD ASSOCIATION

September 21, 2017

Dear Members of the Board of Education,

The Bouley Manor Neighborhood Association (BMNA) was formed in 2012 and for the past 5-1/2 years we have held our meetings at the Waterbury Christian Fellowship (former Knights of Columbus building) on Dube Lane. Unfortunately, they just advised us that they have changed their policy and are no longer allowing outside organizations to use their facilities. So, we are looking for a new place to call home for our meetings.

The BMNA is requesting your permission to use a room at Chase Elementary School on Meriden Road. We want to stay as close to the Bouley Manor area as possible and feel Chase would be a perfect nearby place with off-street parking and I believe it is handicap accessible at the gymnasium entrance.

Our meetings are held on the second Thursday of each month September through June (no July and August meetings) from 6:30 p.m. to 8:00 p.m. (BMNA officers arrive around 6:00-6:15 p.m. to set up the room and stay a little later to clean up). Average monthly attendance is 20-25 people. We occasionally do "coffee and" at a meeting but do not need kitchen facilities as we bring everything with us. Some guest speakers give slide presentations so we need access to electrical outlets and a screen (or a clear, light-colored wall). We have our own projector.

2017 Meetings:            October 12, November 9, December 14

2018 Meetings:            January 11, February 8, March 8, April 12, May 10, June 14,  
September 13, October 11, November 8, December 13

An exception to the attendance will be at our October 12, 2017, meeting as we are hosting a "Meet and Greet" event (this is not a debate, strictly social) for the local candidates from all three parties in Districts 4 and 5 who are running for office this year. We anticipate 50+ people to attend. We will be announcing the "Meet and Greet" in the newspaper and elsewhere as soon as we have secured a new meeting location.

I can be reached at 203-753-7172 (home) if you need more information or have any questions.

Thank you for considering our request.

Laraine Mills  
Recording Secretary  
On Behalf of the BMNA Executive Board



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 Allison Youngs / Tasha J. Jenson NAME OF ORGANIZATION Girl Scouts of Connecticut

ADDRESS 171 Graftonville Avenue Suite 102, Waterbury, CT 06705 TELEPHONE # (203) 757-1340  
(street) (city) (state) (zip code)

SCHOOL REQUESTED WAT 596 Middle DATES March 3, 2018 ROOM(S) Parking lot - ~~all day~~

OPENING TIME 9 AM CLOSING TIME 12 PM PURPOSE Girl Scout Cookie Delivery

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

APPROXIMATE NUMBER OF PEOPLE TO BE PRESENT: ADULTS 150 CHILDREN 0

SIGNATURE OF APPLICANT [Signature] DATE 9/14/17

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

Allison Youngs 171 Graftonville Avenue Suite 102, Waterbury, CT 06705 (203) 757-1340

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SCHEDULE OF RATES: CUSTODIAL FEES:

RENTAL FEES:

MISCELLANEOUS FEES:

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

PLEASE READ THE FOLLOWING CAREFULLY

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

SCHOOL BUSINESS OFFICE

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White-Permittee

Goldenrod-School Business Office

Pink-Principal

Blue-Custodian

This court will take place in all weather including snow. The driveway and parking lot will need to be cleared of snow/ice.