



OUR FUTURE IS IN CHILDREN'S EDUCATION

MONDAY
7:30 P.M.

GOOGLE MEET
PHONE # 1-470-250-1042 (PIN: # 802 161 363#)

LIVE STREAM: <https://sites.google.com/wolcottps.org/wps-distance-learning/home-click-on-pages-below/wps-boe-meetings>

BOARD OF EDUCATION
WOLCOTT, CONNECTICUT
JULY 13, 2020

I. Call to Order, Pledge of Allegiance, and Reading of the Mission Statement

The mission of the Wolcott Public Schools is to promote the academic, social, and emotional development of all students to become contributing members of the global community.

II. Approval of Minutes

A. Regular Meeting of June 22, 2020

III. Committee Reports

IV. Communications

A. Thank you cards

V. Business Manager's Report

A. Expenditures

B. Transfers

VI. Superintendent's Report

VII. Old Business

A. Adopt a Policy – Policy #3515 and #1330 Facilities Rental Policy – Final Vote

B. Adopt a Policy – Policy #7551: Naming/Renaming of School Buildings, Components of Buildings, and/or School Grounds – Final Vote

VIII. New Business

- A. Approve Non-Certified Employee Contract(s)
- B. Discussion and Possible Action on Personnel Conduct and Dress Code Policy – Initial Vote
- C. Discussion and Possible Action on Students Dress and Grooming Guidelines – Initial Vote
- D. Discussion and Possible Action on Student Tardy and Release Time Policy – Initial Vote
- E. Discussion and Possible Action on One-to-One Chromebooks – Initial Vote
- F. Amend the 2020 – 2021 School Calendar Revised
- G. Nomination(s)
- H. Consent Agenda
 - 1. Resignation(s)
 - 2. Transfer(s)
 - 3. Dispose of Equipment

IX. Executive Session

Recommended Motion: “that the Board go into executive session for the purposes of discussing the employment contract of a certified employee and discuss the Memorandum of Agreement for the UPSE Local 424 – Unit 118 – Wolcott BOE Paraprofessionals, Library Aides & Security Aides.”

ADJOURNMENT OF EXECUTIVE SESSION

X. Action on Item IX, if necessary

XI. Items for the Next Agenda

XII. Adjournment

Note:

Committee of the Whole 6:15 p.m. Google Meet:

AGENDA

- 1. Business Manager’s Report
- 2. Discussion on Non-Certified Employee Contracts
- 3. Discussion on Personnel Conduct and Dress Code Policy
- 4. Discussion on Students Dress and Grooming Guidelines
- 5. Discussion on Student Tardy and Release Time Policy
- 6. Discussion on one-to-one Chromebooks
- 7. Discussion on 2020 – 2021 School Calendar
- 8. Possible discussion on items that appear on this evening’s BOE Agenda

***BOARD OF EDUCATION
WOLCOTT, CONNECTICUT***

A meeting of the Board of Education was held on Monday, June 22, 2020, on Google Meet. In attendance were: Cynthia Mancini, Chairman of the Board; Paul D'Angelo, Vice Chairman of the Board; Roberta Leonard, Secretary of the Board; Christopher Charette, Kathleen Cordone, Tony Gugliotti, Sean Hughes, Kelly Mazza, and Timothy McMurray, all Board members. Also in attendance: Dr. Anthony Gasper, Superintendent of Schools, Shawn Simpson, Assistant Superintendent; Todd Bendtsen, Business Manager; Matt Calabrese, Principal at Alcott School; Kevin Hollis, Director of Student Services; Bryan MacKay, Assistant Principal at Wolcott High School; Joe Norcross, Principal at Tyrrell Middle School; Alex Pagan, Director of Technology, Erich Urban, Senior Desktop Technician; and Jessica Kenny, Board Clerk.

The meeting was called to order at 7:30 p.m. by Mrs. Cynthia Mancini, the Pledge of Allegiance was recited. Mrs. Mancini then read the Wolcott Public Schools' Mission Statement.

Approval of Minutes:

Motion: by Mrs. Cordone, seconded by Mr. D'Angelo, to approve the minutes of the regular meeting of June 08, 2020.
So voted

Committee Reports:

Ms. Leonard spoke of the Policies that were brought to the Committee of the Whole meeting this evening. Policies included One-to-One Chromebooks, Facilities Rental Policy, Naming/Renaming of School Buildings, Components of Buildings, and/or School Grounds.

Mr. Gugliotti gave an update on the Finance portion of the meeting this evening, the spoke of the Business Manager's Report, and the Water Treatment Bid.

Communications:

Thank you card

Business Manager's Report:**Expenditures:**

Motion: by Mr. Gugliotti, seconded by Mr. Charette, to approve the following expenditures:
To approve expenditures in the amount of **\$641,149.66** paid on June 23, 2020.
So voted.

Transfers:

Motion: by Mr. Gugliotti, seconded by Mrs. Mazza, to authorize the transfer of **\$177,594.10** from fiscal year 2019-2020 as presented, in the Business Manager's Report.

Superintendent's Report:

Dr. Gasper gave updates on the START reopening team. He gave a special thank you to the Board for their support of and participation in the Tyrrell Middle School and Wolcott High School Graduations. He congratulated the Class of 2020. The Superintendent went on to discuss the Governor's lift on gatherings and what it meant for any way of traditional graduation.

The Superintendent went on to discuss the variety of projects that are moving forward. He then spoke of the Policies that were brought to the Board for discussion and possible action this evening. Lastly, he presented the "WPS by the Numbers" which shows what was accomplished during this year and/or purchased for the start of 2020-2021.

Motion: by Ms. Leonard, seconded by Mrs. Mazza, to approve the Superintendent's Report.
So voted.

OLD BUSINESS:**Adopt a Policy – Suicide Prevention - Final Vote:**

Motion: by Mr. Charette, seconded by Mr. Gugliotti, to approve on final vote to adopt on Final Vote a Board Policy #5141.5 and #5141.5R – Suicide Prevention Policy.
So voted.

Adopt a Policy – Sexual Harassment - Final Vote:

Motion: by Mr. Charette, seconded by Ms. Leonard to adopt on Final Vote a Board Policy #5145.5 – Sexual Harassment Policy.
So voted.

NEW BUSINESS:**Discussion and Possible Initial Vote on One to One Chromebook Policy:**

Motion: by Mr. Gugliotti, seconded by Mrs. Cordone to table this item for further discussion.
So voted.

Discussion and Possible Initial Vote of Policy #3515 and #1330 Facilities Rental Policy:

Motion: by Gugliotti, seconded by Ms. Leonard to adopt on Initial Vote a Revision to Board Policy #3515 and #1330 – Facilities Rental Policy as Presented during the Committee of the Whole meeting.
So voted.

Discussion and Possible Initial Vote of Policy #7551: Naming/Renaming of School Buildings, Components of Buildings, and/or School Grounds:

Motion: by Ms. Leonard, seconded by Mr. Gugliotti, to adopt on Initial Vote a Revision to Board Policy #7551, as discussed in Committee of the Whole – Naming/Renaming of School Buildings, Components of Buildings, and/or School Grounds Policy as presented during the Committee of the Whole Meeting.
So voted.

Bid Award – Water System Maintenance:

Motion: by Mr. Hughes, seconded by Mr. Gugliotti to approve the Water System Maintenance bid and award a three-year contract (July 1, 2020 through June 30, 2023), to **J.H. Barlow Pump & Supply Inc.** in the amount of **\$19,488.00** per year.
So voted.

Amend the 2020 – 2021 Student Handbooks:

Motion: by Mr. Gugliotti, seconded by Mrs. Mazza to amend the 2020-2021 Wolcott Public Schools Student Handbooks to include Policy 5145.5 – Sexual Harassment and Policy #5141.5 and #5141.5R – Suicide Prevention.
So voted.

Leave Request:

Motion: by Mr. Gugliotti, seconded by Mr. Hughes to approve Sarah McOmber, Special Education/Department Head at Wolcott High School, requests a long-term childrearing leave to begin after the completion of her FMLA leave and run until the end of the first semester of the 2020-2021 school year.
So voted.

Nominations:

Motion: by Mr. D'Angelo, seconded by Mrs. Cordone, to appoint the following person(s) as indicated:

1. **Taylor Barberet**- to the position of School Counselor at Tyrrell Middle School effective August 24, 2020;
2. **Lindsey Klein**- to the position of 6th Grade ELA Teacher at Tyrrell Middle School effect August 24, 2020;
3. **Raquel Romano**- to the position 6th Grade Math Teacher at Tyrrell Middle School effective August 24, 2020.
4. **Summer Custodial Help:**
Per Attached List.
5. **Summer 2020 WSSP Nominations:**
Per Attached List.
6. **Stipend Positions 2020 – 2021**
Per Attached List.

Mr. Gugliotti abstained.

So voted.

Consent Agenda

Motion: by Ms. Leonard, seconded by Mr. Charette, to approve the Consent Agenda as presented:

1. **Resignations:**
 - a. **Anthony Goldberg** from the position of 2nd Shift Custodian at Frisbie School effective July 6, 2020;
 - b. **Chuck O'Neil** from the position of Paraprofessional at Wakelee School effective at the end of the 2019-2020 School Year.
- So voted.

Items for the Next Agenda:

The next meeting is on June 13th. Board members can contact the Board of Education Office if you have additional agenda items.

ADJOURNMENT:

Motion by Mr. Gugliotti, seconded by Ms. Leonard, to adjourn the meeting at 7:54 p.m. So voted.

Recordings of all Board of Education Meetings that have been on Google Meet could be found on the Wolcott Public Schools Website: www.wolcottps.org

COMMITTEE REPORTS

July 13, 2020

Committee of the Whole – June 22, 2020

Negotiations Committee – June 29, 2020

***BOARD OF EDUCATION
WOLCOTT, CONNECTICUT***

A meeting of the Committee of the Whole was held on Monday, June 22, 2020, on Google Meet. In attendance were: Cynthia Mancini, Chairman of the Board; Paul D'Angelo, Vice-Chairman of the Board; Roberta Leonard, Secretary of the Board; Christopher Charette, Kathleen Cordone, Tony Gugliotti, Sean Hughes, Tim McMurray and Kelly Mazza, all Board Members. Also in attendance: Dr. Anthony Gasper, Superintendent of Schools; Shawn Simpson, Assistant Superintendent; Todd Bendtsen, Business Manager; Alex Pagan; Director of Technology; Erich Urban, Senior Desktop Technician; and Jessica Kenny, Board Clerk.

The meeting was called to order at 6:30 p.m. by Mrs. Cynthia Mancini. Mr. Simpson and Dr. Gasper gave a presentation on a new Policy – One-to-One Chromebooks for Students. He reviewed what he would proposed as a policy to have every student be assigned a Chromebook for a school year and what it may cost families for insurance on these devices.

Dr. Gasper presented changes to the Facilities Rental Policy and what would need to be changed due the current pandemic.

Dr. Gasper than gave a presentation on the Naming/Renaming of School Buildings, Components of Buildings, and/or School Grounds. The Board had a discussion on some of the wording in the current Policy.

Mr. Bendtsen gave his report on Variable Accounts, oil and diesel accounts, gas and propane, electricity, high cost claims, pending vendor invoices, budget reports, transfers, and outplacements.

ADJOURNMENT:

Motion: by Mr. McMurray, seconded by Mr. Hughes, to adjourn the meeting at
 7:21 p.m.
 So voted.



Communications Folder

Monday, 07.13.2020

Items:

- Thank you Card – Madison Cossette
Julia Hynek
Kathryn Rodrigues
-



I'd like to express my sincere gratitude for the generous scholarship you awarded me. I appreciate your recognition of my academic, leadership, and community service efforts at Wokott High School.

Sincerely,

Madison Cossette



I am writing to express my sincere gratitude for making the Olga Krasnovsky Endowment Fund Scholarship possible. I was thrilled to learn of my selection for this honor and I am deeply appreciative of your support.

Through this generous scholarship, you have lightened my financial burden, which allows me to focus more on the most important aspect of school: learning.

Thank you again,
Julia Hynek

Kathryn Rodrigues
13 Colonial Ct
Wolcott, CT 06716

Wolcott Public Schools
1488 Woodtick Rd.
Wolcott, CT 06716

Dear Mrs. Mancini and Dr. Gasper,

I am writing to express my deepest gratitude for having been chosen as the award recipient of the 2020 Olga Krasnovsky Endowment Fund Scholarship. I am extremely honored, and the award will be a tremendous help as I begin to finance my college education. Thank you so much for both the acknowledgment and the financial assistance this scholarship provides.

Gratefully,

Kathryn Rodrigues
Kathryn Rodrigues

Regular Meeting of the Board of Education – July 13, 2020

RESOLUTION: EXPENDITURES

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

To approve expenditures in the amount of **\$ 393,507.34** paid on July 14, 2020 for fiscal year 2019-2020.

To approve expenditures in the amount of **\$397,648.70** paid on July 14, 2020 for fiscal year 2020-2021.

To approve the August 2020 payroll expenditures in the amount of **\$ 644,500.00** fiscal year 2020-2021.

Regular Meeting of the Board of Education – July 13, 2020

RESOLUTION: BUDGET TRANSFER(S)

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

To authorize the transfer of **\$ 235,364.04** from fiscal year 2019-2020 as presented, in the Business Manager's report.

**The Superintendent's
report will be
presented on
Monday night**

Regular Meeting of the Board of Education – July 13, 2020

RESOLUTION: ADOPT A POLICY – FINAL VOTE

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

To Adopt on Final Vote a Revision to Board Policy #3515 and #1330 –
Facilities Rental Policy.

Business/Non-Instructional Operations

Community Use of School Facilities

The Board of Education recognizes that the school, building and grounds, is a community center and a valuable public resource. The Board is committed to making these facilities available to the community as much as possible under proper and appropriate conditions when such use does not conflict with school activities and functions.

Any use of the school building and grounds by recognized community groups or organizations must be approved by the Superintendent of Schools.

The Superintendent of Schools is authorized to use his/her discretion in approving or disapproving applications under this policy. The decision of the Superintendent may be appealed to the Board of Education.

A custodian must be present when the school building and grounds are being used to insure building security, proper maintenance, and to see that it is used appropriately and left in proper order. Any group or organization may be required to pay any or all maintenance costs, including the hourly rate for custodial services when and if a custodian time extends beyond regular employment hours. If deemed necessary by the Superintendent in order to ensure compliance with federal, state, or local public health orders/recommendations, additional charges for custodial services may be charged, including during regular custodian work hours.

Any group or organization using the school building, grounds, or equipment, is responsible for and must assume the cost of all damages to any school property.

School grounds shall not be available for use after sundown except by permission of the Board.

The possession or consumption of alcoholic beverages and/or illicit drugs on school grounds or property is prohibited.

Parking is restricted to designated parking areas. Parking is prohibited on all grass areas, playgrounds, and those areas designated for emergency vehicles.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

Equal Access Act, 20 U.S.C. ss 4071-4074

Policy adopted: February 26, 2001

Business/Non-Instructional Operations

Community Use of School Facilities

The use of school buildings, grounds, equipment and facilities will be authorized by the Superintendent in conformity with the following regulations governing their use as approved by the Board.

1. Application forms for the use of school facilities must be presented to the Superintendent at least 14 days prior to the date of use.
2. The use of school facilities for school purposes, meeting of students, entertainment by teachers' clubs, alumni associations, parent-teacher associations and other organizations affiliated with the schools have precedence over all others. Requests for school facilities for school programs must be cleared with the building Principal or the Superintendent or both, should the nature of the request so justify.
3. The following users shall not be charged a rental fee or custodial fee:
 - A. School affairs sanctioned by the Board of Education.
 - B. PTA/PTO and other school related meetings.
 - C. Municipal agencies, Boards and commissions of the town.
 - D. Local non-profit organizations.

Where additional staffing or significant extra cleaning (such as but not limited to cleaning required to comply with public health orders and recommendations) is required or when use extends beyond 10:00 p.m., custodial fees shall be charged to users B, C, and D at a rate established by the Board of Education.

Users B, C and D shall pay custodial fees for use of school facilities on Saturdays, Sundays, holidays and those times when school is not in session. If use by B, C, and D groups during regular custodial work hours necessitates additional custodial staffing beyond regular staffing levels, the Superintendent may charge for this personnel as per rates established by the Board of Education. All other users shall pay both facility rental charges and personnel charges.

4. All activities must be under competent adult supervision approved by the Superintendent. In all cases, an assigned school employee must be present when

the school building is being used to insure building security, proper maintenance and to see that it is used appropriately and left in proper order. Any group or organization may be required to pay any or all maintenance costs, including the hourly rate for custodial services when and if a custodian's time extends beyond regular employment hours or if compliance with public health orders and recommendations necessitates additional staffing and/or hours. The group using the facilities will be responsible for any damage to the building or equipment.

5. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent.

6. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.

7. The following activities are prohibited:

A. Use of school property to individuals or organizations whose activities are of a subversive nature.

B. Use of school premises for non-school activities during school hours.

C. Smoking anywhere in school buildings or on school grounds.

D. Use of school buildings for games of chance.

E. Use of school buildings for holding card parties and public dances, except when plans have been approved by the Superintendent.

F. The granting of further use of premises to any person or organization which fails or refuses to pay for any damage sustained by its use.

G. The opening of the school building when the building is normally closed, unless a responsible custodian is provided.

H. Use for activities which engender racial or religious prejudices or which are inimical to democracy.

I. The use of alcoholic beverages.

8. The Board will cooperate with recognized agencies, such as the Red Cross, LEPC and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.

9. Proper liability insurance will be required by all groups given permission to use school facilities, except where this coverage is already provided by the Board.

10. The Board will approve and periodically review a fee schedule for use of facilities.

11. The Board reserves the right to revoke, for cause, permission for use previously granted.

Regulation approved: February 26, 2001

WOLCOTT PUBLIC SCHOOLS**1488 WOODTICK ROAD****WOLCOTT, CT 06716****APPLICATION AND PERMIT FOR USE OF BUILDINGS AND GROUNDS**

*******FORM MUST BE SUBMITTED 14 DAYS PRIOR TO
ACTIVITY*******

| | |
|---|---|
| School Requested _____ | Activity to be Held _____ |
| Day(s)/Date(s) Of Activity _____ | Time of Use: Start _____ End _____ |
| Number of Participants In Organization _____ | Admission Fee To Be Charged? Yes _____ No _____ |
| Anticipated Event Attendance _____ | Event Supervisor _____ |
| PLEASE LIST FACILITIES, GROUNDS AND EQUIPMENT REQUIRED (BE SPECIFIC - ONLY THAT WHICH IS AUTHORIZED WILL BE AVAILABLE FOR USE - SEE SCHEDULE OF CHARGES): _____ _____ | |
| Stage Lighting: Yes _____ No _____ | Sound: Yes _____ No _____ Kitchen: Yes _____ No _____ |

Section I: Restrictions/Regulations

The Wolcott Board of Education reserves to restrict or deny the use of school facilities to any organization found to have abused or damaged any school facility or to have violated any of the rules and regulations governing such use, or for any other justifiable reason. Additional charges will be assessed as necessary if restrictions are ignored and additional costs are created for the Board of Education.

1. Smoking is prohibited in school buildings and on school grounds.
2. No food or refreshments are to be served or consumed in public school buildings unless specifically requested and approved through this application process and permitted by the Chesprocott Health Agency.
3. No food or beverage allowed in gymnasiums, auditoriums or other areas not designated for food consumption.

4. Alcoholic Beverages and Drugs are prohibited on Public School Property.
5. Gambling is prohibited.
6. The use of a school facility does not include school equipment (gymnastic equipment, batting cages, etc.) except that which is already part of the facility or for which permission by the Superintendents of School has been granted.
7. Users of facilities must comply occupancy requirements and insure the occupancy requirements, and insure the occupancy does not exceed the maximum number allowed.
8. Users must contact the Police and Fire Marshal to determine if public safety personnel are required for the event.
9. Subletting or transferring an approved Buildings and Grounds Use is prohibited. A permit is to be used only on the date(s) specified, for the facility and purpose requested.
10. Utilization of the High School Athletic Facilities subject to a curfew of 10:00 p.m.
11. Organizations owing money to the Board of Education for previous school building use will not be eligible for future school building use until that indebtedness is removed.
12. Any applicable other policies and procedures.
13. Users must insure that the facilities and equipment (authorized for use) are used properly and safely. Stage lighting equipment for auditoriums will be operated by school personnel only.
14. The behavior of everyone in attendance must be controlled.
15. Users will insure the facilities are kept as clean and safe as possible during the event.
16. Users will insure that only authorized areas will be used for the event.

Section II: Insurance Liability

Organizations are not covered by the Town of Wolcott or the Wolcott Board of Education's liability insurance. A certificate of insurance for liability and property damage must be submitted (except school related activities) with this Buildings and Grounds Use Application naming the Wolcott Board of Education as an additional insured.

"The Organization" will carry the following insurances for the dates the facilities and grounds are requested.

- Liability insurance coverage for bodily injury and property damage in an amount no less than \$3,000,000 per occurrence, and \$3,000,000 annual aggregate, unless otherwise required.

- If applicable, Automobile Liability Insurance in an amount no less than \$3,000,000. Combines single limit for Bodily Injury and Property Damage.
- Workers' Compensation Insurance required by state law.

NOTE: BE AWARE THAT ADDITIONAL LIABILITY INSURANCE COVERAGE MAY BE REQUIRED DEPENDING ON ACTIVITY.

The Wolcott Board of Education is not responsible for any injuries or for lost personal equipment or belongings.

Section III: Indemnification and Save Harmless Agreement

The organization using the building and/or grounds agrees to indemnify and save harmless The Wolcott Board of Education, its employees, agents and servants, from any liability, claim, expense, cause of action, loss or damage whatsoever, for any injury, including death to any person or property; whether covered by insurance or not, unless such injury or damage is caused by the sole negligence of the Board of Education of Wolcott, its agents or servants.

Section IV: Cancellation of Activity

The Board of Education reserves the right to restrict or deny the use of school facilities by any organization if it appears to be in the best interest of the school or of the Town to do so. The Board of Education may cancel this application at any time for school-sponsored activities or inclement weather.

Whenever school is not in session due to emergency situations (snow days, power failures, or other circumstances which may make the facility inaccessible) or when early dismissal is necessary due to an emergency situation as described above, the activity shall be canceled. This applies to PTA/PTO's, Wolcott Park and Recreation Department, all scouts, women's and men's service clubs, adult education, youth sports, etc.

Whenever use of any field is permitted, it shall be subject to a determination by the Supervisor of Buildings and Grounds and Maintenance that the field is suitable for play, is not in an unsafe condition, or is subject to damage due to inclement weather.

I/We have read and understand the rules, regulations and applicable terms established by the Wolcott Board of Education governing the use of public schools and their facilities and agree to comply with said rules and regulations.

| | |
|--|---|
| Name: _____ Phone #: _____ | |
| (H) _____ (W) _____ | |
| Organization: _____ | |
| Address: _____ | |
| Applicant's Signature: _____ Date: _____ | |
| Police Required: Yes _____ No _____ | Fire Personnel Required: Yes _____ No _____ |
| **FOR OFFICE USE ONLY** | |
| Superintendent: _____ | Facilities: _____ |
| Business Manager: _____ | Food Services: _____ |

COPIES: FILE ☐ SCHOOL SECRETARY ☐ HEAD CUSTODIAN ☐

SUPERVISOR BLD/GRNDS ☐ FOOD SERVICES ☐

☐ ORGANIZATION ☐

Revised/Approved: 10/23/00

Revised/Approved: 12/12/16

Revised/Approved: 10/23/17

WOLCOTT PUBLIC SCHOOLS

Wolcott, Connecticut

USE OF FACILITIES CHARGES

WAIVER REQUEST

Name of Organization:

Applicant Name:

Activity or Event

Day, Date, Time of Activity/Event:

Reason for Waiver Request:

FOR OFFICE USE ONLY

Rental Fees: _____

Personnel Fees: _____ (Approximate)

Equipment Fees: _____

Signature: _____

Date: _____

Board of Education Chairperson

[] Approved: [] Denied:

Use of School Facilities

Policy

The Wolcott Board of Education, cognizant of the significant financial investment of the community in school facilities, encourages their fullest possible use for educational, cultural, civic, social, and recreational purposes (other than occupancy in connection with federal, state and municipal elections) provided such use does not infringe upon the primary purpose of complying with the statutory and traditional education needs.

1. The Wolcott Board of Education reserves the right to restrict or deny the use of school facilities by any organization if it appears to be in the best interests of the school or of the town to do so.
2. The Wolcott Board of Education reserve the right to deny the use of school facilities to any organization found to have abused or damaged any school facility or to have violated any of the rules and regulations governing such use.

Rules and Regulations

The Wolcott Board of Education establishes and approves the following rules and regulations governing the use of school facilities:

1. School functions conducted under the direction of Principals and/or teachers have precedence in the use of school buildings. Applicants who hold a permit for the facility **MUST agree to surrender such use at any time necessary for the use by the school.**

Priority of Eligible Organizations:

- a. Town government functions, such as hearings, meetings, and voting take precedence over all others.
- b. School sponsored activities.
- c. Allied school activities (Adult Education, Parent Teacher Association, etc.).
- d. Park & Recreation Commission sponsored activities.
- e. Community organizations on a non-profit basis.
- f. Community organizations requesting use for a profit making activity.

2. All requests from outside and school personnel must submit an **"Application For Use of Buildings and Grounds"** giving all necessary information as may be required for consideration by the Superintendent of Schools.

3. **The person/activity supervisor who signs this form and the "Application For Use of Buildings and Grounds" form, with the organization he/she represents, will be held responsible and liable for any injury to persons and for Injury to, or loss of, town or private property in connection with such use.**

4. Fees for rental of the school facilities and/or custodial charges will be assessed according to the category. Group II and Group III are payable in advance. (Made payable to the Wolcott Board of Education, Special Account).

5. Sufficient police and fire protection service maybe required by local town ordinances. Parking coverage maybe requested to enforce the legal capacity and fire zones. The expense for such service shall be the responsibility of the person or organization granted use of the building.

6. If the applicant requires use of the school kitchen, a cafeteria employee must be present and compensated for his/her time. The expense for such service shall be the responsibility of the person or organization granted use of the building.

7. The use of a school facility will be evaluated at the conclusion of each event. Any disregard of the regulations or abuse of the facility may result in the refusal of any future requests by the sponsoring organization.

8. All youth programs (under the age of eighteen) **must** be conducted with sufficient adult supervision.

Activities Not Permitted

1. Activities advocating the overthrow of the United States or the State of Connecticut, or of local governmental agencies.

2. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment of the schools.

3. Any purpose in conflict with school activities.

4. Commercial advertising.

5. Fundraising campaigns except as permitted by board of education policy or by special action of the board of education.

6. Activities which are discriminatory in nature.

Use of School Facilities

Policy

Restrictions

The Wolcott Board of Education reserves the right to deny the use of school facilities to any organization found to have abused or damaged any school facility or to have violated any of the rules and regulations governing such use.

1. Organizations owing money to the Department of Education for previous school building use will not be eligible for future school buildings use until that indebtedness is removed.
2. **Alcoholic beverages and drugs** are prohibited on public school property.
3. No food or refreshments are to be served or consumed in public school buildings unless specifically requested and allowed on the application form.
4. Smoking is prohibited anywhere within any school building.
5. Gambling is not permitted.
6. Subletting or transferring a permit is prohibited. A permit is to be used only on the date(s) specified, for the facility and purpose requested.
7. The use of a school facility does not include school equipment (gymnastic equipment, batting cages, etc.) except that which is already part of the facility or for which permission by the Superintendent of Schools has been granted.
8. Utilization of the High School Football Field shall be subject to a curfew of 10:00 PM.

Insurance Liability

Organizations are not covered by the Town of Wolcott or the Wolcott Board of Education's liability insurance. A certificate of insurance for liability and property damage must be submitted (except school related activities) upon approval of the application. Liability should be in the amount of \$1,000,000 bodily injury or property damage with the Wolcott Board of Education named as an additional insured.

The Wolcott Board of Education is not responsible for any injuries to any individual or for lost personal equipment or belongings.

Cancellation of Activity

Whenever school is not in session due to emergency situations (i.e. snow days, power failures, or other circumstances which may make the facility inaccessible) or when early dismissal is

necessary due to an emergency situation as described above, the activity shall be canceled. This applies to PTA/PTO's, Wolcott Park and Recreation Department, all Scouts, women's and men's service clubs, adult education, youth sports, etc.

Whenever use of any field is permitted, it shall be subject to a determination by the Supervisor of Buildings and Grounds that the field is suitable for play, is not in an unsafe condition, or is not subject to damage due to inclement weather.

Acknowledgment of "Use of School Facilities"

I/We have read and understand the rules and regulations established by the Wolcott Board of Education governing the use of public schools and their facilities and agree to comply with said rules and regulations.

Name _____ Phone Number _____

Address _____

Applicant's Signature: _____ Date: _____

Regulation approved:

Schedule of Rental Charges of Use of

Public School Facilities and Sites

| | |
|--|---|
| Group I Activities conducted for the direct benefit of school children, Board of Education sponsored activities and official Town of Wolcott meetings, such as: <ul style="list-style-type: none">a. Town of Wolcott hearings, meetings and votingb. School sponsored programs, plays, concerts, and athletic events, etcc. Parent Teacher Associations and Parent Teacher Organizationsd. Boy Scouts and Girl Scoutse. Park and Recreation Departmentf. Approved community organizations which present approved children's activitiesg. Adult Education programsh. Wolcott Public Works Department (Police, Fire and Highway Department) | Group I No facility rental charge. A custodial charge will be in effect whenever the activity utilizes a custodian outside of his/her normal work schedule. The charge will be: Monday through Saturday, custodian rate of time and one half and Sunday will be double time. Whenever a school kitchen is to be utilized by any group, Food Service personnel must be present at a rate of time and one half. A surcharge of \$75 will be in effect for the use of the Wolcott High School Football Field lights. |
|--|---|

| | |
|---|---|
| Group II Wolcott Community group/organizations whose activities are unrelated to school, children or education, such as: <ul style="list-style-type: none"> a. Women's and men's service clubs b. Political groups c. Non-profit organizations that support in-part the Wolcott Public Schools | Group II No facility rental charge. A custodial charge will be in effect. Custodian rate will be: Monday through Saturday, custodian rate of time and one half and Sunday will be double time. Whenever a school kitchen is to be utilized by any group, Food Service personnel must be present at a rate of time and a half. A surcharge of \$75 will be in effect for the use of the Wolcott High School Football Field lights. |
| Group III All other organizations and all non-Wolcott organizations or groups such as: <ul style="list-style-type: none"> a. Religious groups b. Dance studios c. For profit organizations | Group III Facility rental fee plus custodial services. Custodian rate will be: Monday through Saturday, custodian rate of time and one half and Sunday will be double time. Whenever a school kitchen is to be utilized by any group, Food service personnel must be present at a rate of time and one half. A surcharge of \$150 will be in effect for the use of the Wolcott High School Football Field lights. |

| | Frisbie/Tyrrell | Wakelee | Alcott | Wolcott High School |
|-------------------------|------------------------|----------------|---------------|----------------------------|
| Cafeteria (Each) | \$100.00 | \$100.00 | \$100.00 | \$100.00 |
| Kitchen | \$50.00 | \$50.00 | \$50.00 | \$50.00 |
| Classroom | \$25.00 | \$25.00 | \$25.00 | \$40.00 |
| Library/Resource Center | \$25.00 | \$25.00 | \$25.00 | \$75.00 |
| Lecture Room | - | - | - | \$75.00 |
| Gymnasium | \$100.00 | \$200.00 | \$100.00 | \$300.00 |
| Locker Room (Each) | - | \$25.00 | \$25.00 | \$50.00 |
| Auditorium (Production) | - | - | - | \$400.00 |
| Auditorium (Rehearsal) | - | - | - | \$100.00 |

| | | | | |
|-------|---|---|---|----------|
| Field | - | - | - | \$300.00 |
|-------|---|---|---|----------|

In addition to the fees listed above, the Superintendent may implement additional charges to cover the costs of additional personnel that are necessary to ensure the user group's compliance with local, state, and/or federal public health orders and recommendations as defined in Section III below.

WOLCOTT PUBLIC SCHOOLS

1488 WOODTICK ROAD

WOLCOTT, CT 06716

APPLICATION AND PERMIT FOR USE OF BUILDINGS AND GROUNDS

Date of Application _____ School Requested _____

Day(s)/Date(s) of Activity _____ Activity to be Held _____

Anticipated Event Attendance _____

Number of Participants in Organization _____

Admission to be Charged? Yes _____ No _____

Time of Use: Start _____ End _____

Type of Activity _____

Event Supervisor _____

Facility, Grounds, and Equipment Required (Be Specific - Only that which is authorized will be available for use:

Section I: Restrictions

The Wolcott Board of Education reserves to restrict or deny the use of school facilities to any organization found to have abused or damaged any school facility or to have violated any of the rules and regulations governing such use, or for any other justifiable reason. Additional charges will be assessed as necessary if restrictions are ignored and additional costs are created for the Board of Education.

1. Smoking is prohibited in school buildings and on school grounds.
2. No food or refreshments are to be served or consumed in public school buildings unless specifically requested and approved through this application process and permitted by the Chesprocott Health Agency.
3. No food or beverage allowed in gymnasiums, auditoriums or other areas not designated for food consumption.
4. Alcoholic Beverages and Drugs are prohibited on Public School Property.

5. Gambling is prohibited.
6. The use of a school facility does not include school equipment (gymnastic equipment, batting cages, etc.) except that which is already part of the facility or for which permission by the Superintendent of Schools has been granted.
7. Users of facilities must comply with occupancy requirements and insure the occupancy requirements and insure the occupancy does not exceed the maximum number allowed.
8. Users must contact the Police and Fire Marshal to determine if public safety personnel are required for the event.
9. Subletting or transferring an approved Buildings and grounds Use permit is prohibited. A permit is to be used only on the date(s) specified, for the facility and purpose requested.
10. Utilization of the High School Athletic Facilities subject to a curfew of 10:00 p.m.
11. Organizations owing money to the Board of Education for previous school building use will not be eligible for future school building use until that indebtedness is removed.
12. Any applicable other policies and procedures.

Section II: Insurance Liability

Organizations are not covered by the Town of Wolcott or the Wolcott Board of Education's liability insurance. A certificate of insurance for liability and property damage must be submitted (except school related activities) with this Buildings and Grounds Use Application naming the Wolcott Board of Education as an additional insured.

“The Organization” will carry the following insurances for the dates the facilities and grounds are requested.

- {Liability Insurance coverage for bodily injury and property damage in an amount no less than \$1,000,000 per occurrence, and \$1,000,000 annual aggregate, unless otherwise required.
- If applicable, Automobile Liability Insurance in an amount no less than \$1,000,000. Combines single limit for Bodily Injury and Property Damage.
- Workers Compensation Insurance as required by state law.

NOTE: BE AWARE THAT ADDITIONAL LIABILITY INSURANCE COVERAGE MAY BE REQUIRED DEPENDING ON ACTIVITY.

The Wolcott Board of Education is not responsible for any injuries to any individual or for lost personal equipment or belongings.

Section III: Indemnification and Save Harmless Agreement

The Organization using the building and/or grounds agrees to indemnify and save harmless The Wolcott Board of Education, its employees, agents and servants, from any liability, claim, expense, cause of action, loss or damage whatsoever, for any injury, including death to any person or property; whether covered by insurance or not, unless such injury or damage is caused by the sole negligence of the Board of Education of Wolcott, its agents or servants.

To obtain permission to use a facility, written application shall be made two weeks in advance of the date desired. The application shall show:

1. The date or dates desired
2. The starting and ending time of the activity
3. The amount and type of space needed
4. The amount and type of equipment needed
5. The name of the organization
6. The name, address and telephone number of the responsible representative

Such applications shall be addressed to: Business Manager, Wolcott Public Schools, 1488 Woodtick Road, Wolcott, CT 06716.

The application for use of a facility shall bind the applicant and the group represented to be responsible for:

1. Conduct of the participants and/or guests
2. Return of any equipment or fixtures to their proper place
3. Replacement or repair of any damaged equipment or fixtures
4. Payment of any bill rendered within fifteen-day period
5. Adherence to state statutes and local ordinances
6. Any specific requirement deemed appropriate for the particular activity

7. Where determined necessary, provide a certificate of insurance with the Wolcott Public Schools as an additional named insured in the amount deemed adequate by the Superintendent of Schools or his/her agent.

Use of each facility will be dependent upon the presence in the building of a qualified employee for security, health, and/or safety purposes during the entire time the facility is being used. When such employees are not available on a basis as shown below, or when the activity is of such a nature as to require a special security officer or other employee for health and safety reasons, the using group shall pay for such employee in addition to any other charges. The security officer and special employees assigned are responsible to:

1. Security Officer

- a. Assist members of groups using school facilities in the replacement and arrangement of furniture and equipment. This requirement would include returning the same furniture and equipment to its normal place or station at the conclusion of the meeting or activity
- b. Secure the building at the conclusion of the meeting or activity
- c. Care for any type of housekeeping function deemed necessary to assure the use of said facility the following morning
- d. Provide any other specific requirement deemed appropriate for the particular activity

2. Light Panel Supervisor, Light and Stage Assistant, Projectionists

- a. Perform duties as outlined by the assigning administrator

3. Cafeteria Assistant

- a. Perform duties normally expected of a person assigned to prepare and/or operate equipment in the service of the Board. It should be understood that the person assigned shall be required to thoroughly clean all equipment used during the course of any activity

4. Health and Safety Compliance Officer (as required under public health orders or recommendations)

a. Ensures use of facility and state in which facility is left after its use is compliant with any/all public health orders and recommendations issued at the local, state, or federal level(s).

Schedule of Availability of Support Staff

| | Free Basis | Charge Basis |
|----------------|---------------------|--|
| Schools | 8:00 AM to 10:30 PM | Weekends, holidays, vacations, and school days. 10:30 PM to 8:00 AM school days |

The Police Chief shall determine the number of police officers required for each activity.

The applicant and the group represented shall be responsible for paying all charges for building security, for police protection, and for special rental charges. Groups generating the same charge may share such charge. The following schedule of charges shall apply:

NOTE: Charges may be assessed during Free Basis time if the building use involves a large number of people, food is being served, or moving and/or housekeeping requirements are considered above normal.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

Regulation approved: May 22, 2001

Regulation revised: XXXX

Regular Meeting of the Board of Education – July 13, 2020

RESOLUTION: ADOPT A POLICY – FINAL VOTE

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

To Adopt on Final Vote a Revision to Board Policy #7551 – Naming/Renaming of School Buildings, Components of Buildings, and/or School Grounds Policy.

Construction**Naming/Renaming of School Buildings, Components of Buildings, and/or School Grounds**

It is the responsibility of the Board of Education to name school buildings, components of buildings and school grounds. The decision will be based upon its assessment of the special significance of a name or, in the case of an individual, exceptional service to the children of Wolcott. Such recognition requires substantial support and comprehensive review.

In the naming of a previously unnamed building or space, the Board shall establish a sub-committee as described below to receive community input and to make a recommendation. The names of buildings that are not regularly used by students shall be generic (i.e.: Maintenance Building) and shall be the sole responsibility of the Board of Education.

Individuals to be considered shall have served in the continuous employ of the Wolcott Board of Education for an extended period, usually in excess of ten years, with the name being submitted after separation from compensated service for a minimum period of one (1) year; or be a non-employee of the Wolcott Board of Education who has made an exceptional contribution to the children of Wolcott for an extended period. In the case that the individual is an elected or appointed representative from a local, state, or federal government post, the individual must be at least one (1) year separated from such service. Particular attention shall be given to local individual.

The Board of Education will determine when a component of a building is of sufficient nature to be assigned a name. A proposal to name a component of a building shall meet additional criteria: the component shall be representative of a curricular discipline and the individual shall be recognized as appropriate to that component.

The process shall be initiated by action of the Board of Education or by presentation to the Board of a petition representing the signatures of one hundred (100) registered voters of the Town of Wolcott. Once initiated, the Chairperson of the Board of Education shall select a sub-committee for the purpose of reviewing the proposal. The sub-committee shall consist of the following minimum representation:

The Chair of the Board of Education (ex officio)

The Superintendent of Schools (ex officio)

(1) member of the Board of Education at-large

(1) member of the Board of Education's Facilities Committee

(1) administrator

(1) teacher

(1) parent of a student enrolled in the Wolcott Public Schools

(2) residents of the community not represented above

The Board of Education shall make public notice of the formation of the subcommittee and its charge for the purpose of encouraging representative communication. The initiator of the request shall bring before the subcommittee the following documentation/exhibits.

For an individual:

- evidence of outstanding achievement
- resume of public service
- ten (10) letters of recommendation

For a name other than that of an individual:

- * a written presentation of the special significance of the name

The sub-committee shall validate the documentation and meet with any and all individuals or groups it deems appropriate. It shall present its recommendation to the Board of Education in accordance with Board of Education bylaws and policies.

Once an individual has been recognized in this manner, it will be the policy of the Board not to rename the facility. Should substantial evidence be provided that would indicate that such recognition is no longer appropriate, a subcommittee of similar structure as outlined above would be established for review. Action to remove this recognition would require a minimum of seven affirmative votes of the membership of the Board of Education.

Policy adopted: April 9, 1979

Policy revised: February 26, 2001

Policy revised: December 13, 2010

Policy revised: XXXX

Regular Meeting of the Board of Education – July 13, 2020

RESOLUTION: APPROVE CONTRACTS

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

TO APPROVE THE FOLLOWING CONTRACTS:

| | | |
|-----------------------|----------------------------------|------------------|
| Andrew Bundock | Desktop Technician | 2020-2023 |
| Erich Urban | Senior Desktop Technician | 2020-2023 |
| Nancy Cyr | Career Center Specialist | 2020-2023 |

(See attached)

Regular Meeting of the Board of Education – July 13, 2020

RESOLUTION: ADOPT A POLICY – INITIAL VOTE

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

To Adopt on Initial Vote a Revision to Board Policy #4218.23 – Personnel – Certified/Non-Certified Conduct and Dress as Presented During Committee of the Whole.

Regular Meeting of the Board of Education – July 13, 2020

RESOLUTION: ADOPT A POLICY – INITIAL VOTE

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

To Adopt on Initial Vote a Revision to Board Policy #5132 – Students – Dress and Grooming Guidelines as Presented During Committee of the Whole.

Regular Meeting of the Board of Education – July 13, 2020

RESOLUTION: ADOPT A POLICY – INITIAL VOTE

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

To Adopt on Initial Vote a Revision to Board Policy #5113.12 – Students –Tardy and Release Times as Presented During Committee of the Whole.

Regular Meeting of the Board of Education – July 13, 2020

RESOLUTION: ADOPT A POLICY – INITIAL VOTE

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

To Adopt on Initial Vote a Board Policy – One-to-One Chromebook Policy as presented during the Committee of the Whole Meeting.

Regular Meeting of the Board of Education – July 13, 2020

RESOLUTION: AMEND THE 2020 – 2021 SCHOOL CALENDAR

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

To Amend the 2020 – 2021 Wolcott Public Schools Calendar as presented during the Committee of the Whole Meeting.

Regular Meeting of the Board of Education – July 13, 2020

RESOLUTION: NOMINATION(S)

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

TO APPOINT THE FOLLOWING PERSON(S) AS INDICATED:

1. **Marissa Brevetti**- to the position of Instrumental and General Music Teacher at Tyrrell Middle School effective August 24, 2020;
2. **Shelby Palmer**- to the position of Pre-Kindergarten Teacher at Tyrrell Middle School effective August 24, 2020;
3. **Daniel Solla**- to the position of Paraprofessional at Wolcott High School effective August 26, 2020;
4. **Kelly Gunneson**-to the position Freshman Volleyball Coach at Wolcott High School for the 2020-2021 Fall season;
5. **WHS Fall Volunteers 2020 – 2021**
Per Attached List.
6. **Summer 2020 WSSP Nominations:**
Per Attached List.
7. **Stipend Positions 2020 – 2021**
Per Attached List.

(See attached)

**Wolcott Public Schools
Human Resources**



FORMAL RECOMMENDATION TO SUPERINTENDENT

This form is to be used for all applicants applying for positions within Wolcott Public Schools

Name: Marissa Brevetti

Address: 212 Foster Drive Willimantic, CT 06226

Phone: 860-920-3337

Position title for which candidates applied: Instrumental & General Music

Location of position for which candidate applied: Tyrrell Middle School

Interview Committee Chairperson Signature: _____

Date: _____

Principal's Signature (If Applicable): _____

Date: 8-23-20

Below this line to be completed by HR.

HR Department Signature: _____

Position: _____

☐ New

☒ Replacement (for) Jeremiah Regimbald
6/30/20

☐ Transfer (from)

☐ Stipend

Education Level: N/A HS AS BA/BS MA/MS 6th Year PhD

Step: N/A 2 3 4 5 6 7 8 9 10 11 12 13

Pay Rate Approved: _____

Stipend Amount: _____

Number of Daily Hours/FTE: 1.0 FTE

Educator Certification Code: _____

Union: N/A WEA WPSAC CSEA UPSEU AFSCME AFSCME AFSCME UPSEU
Nurses Para Cstdn FdSrv C.O. Secy.

Account to be Charged: 1-1000-

Benefits: N/A Yes No Per Contract

TEAM Required: N/A Yes Year 1 Year 2 Year 3 No

Anticipated Tenure Date: _____ N/A

Board of Ed Approved/Denied _____

Start: _____

Wolcott Public Schools
Human Resources



FORMAL RECOMMENDATION TO SUPERINTENDENT

This form is to be used for all applicants applying for positions within Wolcott Public Schools

Name: Shelby Palmer

Address: 10 Monce Road Burlington, CT 06013

Phone: (860) 751-8979

Position title for which candidates applied: Special Education Teacher- Pre School

Location of position for which candidate applied: Alcott

Interview Committee Chairperson Signature: Kara Bane Date: 6/30/2020

Principal's Signature (If Applicable): _____ Date: _____

Below this line to be completed by HR.

HR Department Signature: Mary Kearney

Position:

☒ New

☐ Replacement (for) Click here to enter text.

☐ Transfer (from) Click here to enter text.

☐ Stipend

Education Level: N/A HS AS BA/BS MA/MS 6th Year PhD

Step: N/A 2 2.5 3.5 4.5 5.5 6.5 7.5 8.5 9.5 10.5 11.5 12.5 13

Pay Rate Approved: _____

Stipend Amount: _____

Number of Daily Hours/FTE: 1.0 FTE

Educator Certification Code _____

Union:

N/A WEA WPSAC NURSES CILU CILU AFSCME AFSCME
AFSCME Para Secr. Cstdn FdSrv C.O.

Account to be Charged: 1-1000-

Benefits:

N/A Yes No Per Contract

TEAM Required:

N/A Yes Year 1 Year 2 Year 3 No

Anticipated Tenure Date: _____

Board of Ed Approved/Denied

7/13/2020

Start:

8/24/2020

**Wolcott Public Schools
Human Resources**



FORMAL RECOMMENDATION TO SUPERINTENDENT

This form is to be used for all applicants applying for positions within Wolcott Public Schools

Name: Daniel Solla

Address: 54 Andrews Rd., Wolcott, CT 06716

Phone: (203) 525-1901

Position title for which candidates applied: Paraprofessional

Location of position for which candidate applied: Wolcott High School

Interview Committee Chairperson Signature: [Signature] Date: 6/30/2020

Principal's Signature (If Applicable): _____ Date: _____

Below this line to be completed by HR.

HR Department Signature: [Signature]
Position: ☒ New

☐ Replacement (for)

☐ Transfer (from)

☐ Stipend

Education Level: N/A HS AS BA/BS MA/MS 6th Year PhD

Step: N/A 2 3 4 5 6 7 8 9 10 11 12 13

Pay Rate Approved: \$15.93/hr Stipend Amount: _____

Number of Daily Hours/FTE: 6.5 hrs/day Educator Certification Code: _____

Union: N/A WEA WPSAC CSEA UPSEU AFSCME AFSCME AFSCME UPSEU
 Nurses Para Cstdn FdSrv C.O. Secy.

Account to be Charged: 1-1000-

Benefits: N/A Yes No Per Contract

TEAM Required: N/A Yes Year 1 Year 2 Year 3 No

Anticipated Tenure Date: ____/____/____ N/A

Board of Ed Approved/Denied 7 / 13 / 2020

Start: 8 / 26 / 2020

**Wolcott Public Schools
Human Resources**



FORMAL RECOMMENDATION TO SUPERINTENDENT

This form is to be used for all applicants applying for positions within Wolcott Public Schools

Name: Kelly Gunneson
Address: 764 Devonwood Drive, Cheshire, CT 06410
Phone: 203.415.7889

Position title for which candidates applied: Freshman Volleyball Coach

Location of position for which candidate applied: Wolcott High School

Interview Committee Chairperson Signature: _____ Date: 7.1.2020

Principal's Signature (If Applicable): _____ Date: 7.1.2020

Below this line to be completed by HR.

HR Department Signature: _____
Position: _____

☐ New

☐ Replacement (for) Dale Bartlett

☐ Transfer (from)

☒ Stipend

Education Level: N/A HS AS BA/BS MA/MS 6th Year PhD

Step: N/A 2 2.5 3 3.5 4.5 5.5 6.5 7.5 8.5 9.5 10.5 11.5 12.5 13

Pay Rate Approved: _____ Stipend Amount: \$3,221.00

Number of Daily Hours/FTE: 2020-2021 Season Educator Certification Code: _____

Union: (N/A) WEA WPSAC CSEA UPSEU AFSCME AFSCME AFSCME UPSEU
Nurses Para Cstdn FdSrv C.O. Secy.

Account to be Charged: 1-1000-

Benefits: (N/A) Yes No Per Contract

TEAM Required: (N/A) Yes Year 1 Year 2 Year 3 No

Anticipated Tenure Date: ____/____/____ N/A

Board of Ed Approved/Denied 7/13/2020

Start: 8/24/2020



WHS ATHLETICS

**457 Boundline Road
Wolcott, CT. 06716
(203)879-8173**

To: Superintendent/Board of Education
From: Tanya Adorno, Athletic Director

I would like to submit the following names to serve as Volunteers for the 2020-2021 Fall Season:

| | |
|----------------|------------------------------|
| Anthony Bell | Football Volunteer Assistant |
| Ryan Caggiano | Football Volunteer Assistant |
| Kevin Nicol | Football Volunteer Assistant |
| Jason Prescott | Football Volunteer Assistant |

Thank you for your consideration of this request.

Sincerely,

**Tanya Adorno
WHS Athletic Director**

Wolcott Public Schools

Superintendent of Schools
Anthony J. Gasper, Ed.D.

1488 WOODTICK ROAD • WOLCOTT, CONNECTICUT 06716
TELEPHONE (203) 879-8183 • FAX (203) 879-8182



Assistant Superintendent
Shawn Simpson

Business Manager
Todd W. Bendtsen, C.P.A.

Director of Student Services & Alt Programs
Kevin Hollis

Summer 2020 WSSP Nominations – July 13, 2020

Teaching Staff

Charles Guerrero
AnnaMarie Barrett

Security Aide

John Kiely

Substitutes:

Alyssa Gierdra
Elissa Cibelli
Janice Gallagher
Justin Savarese
Michael Terry

Wolcott Public Schools

Superintendent of Schools
Anthony J. Gasper, Ed.D.

1488 WOODTICK ROAD • WOLCOTT, CONNECTICUT 06716
TELEPHONE (203) 879-8183 • FAX (203) 879-8182

Business Manager
Todd W. Bendtsen, C.P.A.

Assistant Superintendent
Shawn Simpson



Director of Student Services & Alt Programs
Kevin Hollis

2020 – 2021 STIPEND NOMINATIONS – July 13, 2020

✚ CATEGORY D = \$650.00 Stipend

- Peer Tutoring Club Advisors (TMS) *Christine Bove-Virr, Nina Mascetti-Johnson*

✚ DISTRICT:

Elementary School Head Teacher - \$6500

- Alcott – *Bethann Sickles*
- Wakelee – *Kate McCasland*

Other District:

- Adult Education Director – *Donna Calabro (\$7,026)*
- Athletic Coordinator (TMS) – *Brett Distasio (\$6,000)*

Regular Meeting of the Board of Education – July 13, 2020

RESOLUTION: CONSENT AGENDA

Resolution from Dr. Anthony Gasper, Superintendent of Schools, to the Honorable Board of Education of the Town of Wolcott, making recommendation

TO APPROVE THE CONSENT AGENDA AS PRESENTED:

1. Resignations:

- a. **Alyssa Burksa** from the position of Paraprofessional at Tyrrell Middle School effective immediately.
- b. **Ellen Hughes** from the position of Paraprofessional at Frisbie School effective July 13, 2020;
- c. **Melissa Green** from the position of Paraprofessional at Wakelee School effective June 23, 2020;
- d. **Arlene Mainwaring** from the position of Paraprofessional at Tyrrell Middle School, for the purposes of Retirement, effect July 7, 2020;
- e. **Paula Palazzo** from the position of Paraprofessional at Alcott School effect with the close of the 2019-2020 school year.

2. Transfer(s):

- a. **Danielle Schweikher** from the position of .45 Math Interventionist at Wakelee School to the position of 1.0 Math Interventionist at Wakelee School effective August 24, 2020.

3. Dispose of Equipment:

- a. To give Wolcott High School's CTE Department permission to dispose of the following items that are no longer in working condition:
 - Refrigerator/Freezer combination located in the back storage room of B121
 - 25 ripped, stained banquet chairs located in B116/118
 - Washer used by the CTE department but located in the Life Skills Room
- b. To give Wolcott High School's Construction Shop permission to dispose of the following items that are non-functioning or non-repairable:
 - 1 Delta 891 00166 Wood Lathe non-functioning (non-repairable)
 - 1 Powermatic 645206 Wood Lathe non-functioning (non-repairable)
 - 1 Delta 09G70504 Drill Press non-functioning (non-repairable)
 - 1 Delta 2008 40 1C1106 24" Wood Planer non-functioning**
 - ** (obsolete/ parts unavailable, technicians for repair are no longer available for this machine)

(See attached)

Resignation

Burksa, Alyssa <aburksa1@wolcottps.org>

Tue 6/30/2020 3:26 PM

To: Treen, Tammi <TTreen@wolcottps.org>

Dear Tammi,

I apologize for missing your recent phone call. I have recently accepted a teaching position in Waterbury and will be resigning from my paraprofessional position at TMS. Please let me know if you will need a formal letter or if this email will suffice.

Thank you,
Alyssa Burksa

From: Hughes,Elizabeth <ehughes1@wolcottps.org>
Sent: Monday, June 29, 2020 12:30 PM
To: Hollis, Kevin <KHollis@wolcottps.org>; Ramalhete, Rosa <rramalhete@wolcottps.org>
Subject: Resignation

Hey there,

I just spoke with Rosa and unfortunately today is my two week notice. I loved every minute of working with the Wolcott School system and I am so appreciative for the opportunity you provided me. I will miss the staff and the kids enormously.

Thank you again.

Ellen

Dear Deborah Osvald,

Please accept this letter as formal notification that I am resigning from my position as special education paraprofessional at Wakelee Elementary School, effective June 23, 2020.

It has been an honor to have been offered a position with the school system that has given me so much over the years. I was very much looking forward to working this past school year and was saddened I did not get the opportunity to, due to the extenuating circumstances. However, it is my time to finish my college education and unfortunately my class schedule does not allow me to do both.

Thank you again for the opportunity and I hope that we will have the chance to collaborate in the future.

Sincerely,

Melissa Green

decision to retire

Mainwaring, Arlene <amainwaring1@wolcottps.org>

Tue 7/7/2020 12:38 PM

To: Gasper,Anthony <AGasper@wolcottps.org>

Cc: Kenny,Jessica <Jmorytko@wolcottps.org>

Dear Dr. Gaspar,

I am writing to inform you that I will be retiring as of July 7, 2020 as a para educator at Tyrrell Middle School. I have spoken to Joe Norcross and told him of my decision. It has been an honor to work for the Wolcott Board of Education and I will miss colleagues and students very much.

Thank You in Advance,

Arlene Mainwaring

06/11/2020

Paulina A. Palazzo
91 Brooks Hill Rd
Wolcott, CT 06716
(203)641-9148

Rosa Ramalhete
Supervisor of Special Education
Wolcott Public School District
1488 Woodtick Rd
Wolcott, CT 06716
(203)879-8183

Dear Rosa Ramalhete:

I have had the pleasure of serving on the Wolcott Public School staff in the capacity of a special education paraprofessional for the past three years. During this time I was able to work at the Frisbee School as part of the ABC Program and at Alcott School as part of the preschool program. I have greatly enjoyed my time working for the Wolcott Public School District. However, I will not be returning to my position for the 2020-2021 school year. My family will be permanently relocating out of state this summer. It is with a heavy heart that I am officially resigning as of the end of this 2019-2020 school year. Please contact me if you have any questions or concerns. Extend my warmest wishes to the preschool staff!

Sincerely,

Paulina A. Palazzo

Paulina A. Palazzo

**Wolcott Public Schools
Human Resources**



FORMAL RECOMMENDATION TO SUPERINTENDENT

This form is to be used for all applicants applying for positions within Wolcott Public Schools

Name: Danielle Schweikher

Address: 293 Greenwood Drive Cheshire CT 06410

Phone: 203-525-6433

Position title for which candidates applied: Math Interventionist

Location of position for which candidate applied: Wakelee Elementary School

Interview Committee Chairperson Signature: _____

Date: 4/23/2020

Principal's Signature (If Applicable): _____

Date: _____

Below this line to be completed by HR.

HR Department Signature: _____

Position:

☐ New

☐ Replacement (for)

☒ Transfer (from) .45 Position

☐ Stipend

Education Level: N/A HS AS BA/BS MA/MS 6th Year PhD

Step: N/A 2 3 4 5 6 7 8 9 10 11 12 13

Pay Rate Approved: _____

Stipend Amount: _____

Number of Daily Hours/FTE: 1.0 FTE

Educator Certification Code: _____

Union: N/A WEA WPSAC CSEA UPSEU AFSCME AFSCME AFSCME UPSEU
Nurses Para Cstdn FdSrv C.O. Secy.

Account to be Charged: 1-1000-

Benefits:

N/A

Yes

No

Per Contract

TEAM Required:

N/A

Yes

Year 1

Year 2

Year 3

No

Anticipated Tenure Date: _____

N/A

Board of Ed Approved/Denied

7/13/2020

Start:

8/24/2020