

D.I.a.

**WEST HAVEN BOARD OF EDUCATION
October 17, 2016
Regular Board Meeting
Board's Meeting Room**

The Regular Meeting of the Board of Education was held on October 17, 2016 in the Board's Meeting Room on the second floor of City Hall, 355 Main Street, West Haven, Connecticut. The meeting was called to order by James Morrissey, Chairman of the Board of Education at 7:00 p.m. The meeting opened with a pledge to the flag.

**BOARD MEMBERS
IN ATTENDANCE:**

- James W. Morrissey, Chairman
- Robert Guthrie, Vice Chair
- Susan Walker, Secretary/Treasurer
- Patrick Leigh
- Patricia Libero
- Karen Pacelli
- Mark Palmieri
- Rosa Richardson
- Rosemary Russo

BOARD MEMBERS ABSENT:

ADMINISTRATORS PRESENT: Neil Cavallaro, Superintendent of Schools
Matt Cavallaro, Director of Finance

CITY OFFICIALS PRESENT: Kevin McNabola

**STUDENT REPRESENTATIVES
PRESENT:**

- Evelyn Fabian
- Andrew Gordon
- David O'Brien

B. Public Portion of Meeting

Chairman Morrissey welcomed everyone to the meeting and asked if anyone would like to address the board during public session. There were no speakers tonight.

REPORTS

C.1.a. Administration/Status of Schools

Superintendent Cavallaro stated that Dr. Druzolowski attended an Alliance District Workshop in West Hartford today and there was nothing involving curriculum on

tonight's agenda so we didn't think it was necessary to have her come to tonight's meeting.

Last week we were recognized by Energized Connecticut and the United Illuminating Company at their Energy Star Achievement Ceremony. All of our school buildings have done some type of upgrade such as lighting, control system upgrades and energy management system installations. The approximate annual energy reduction is equal to the amount of energy consumed by roughly 92 homes. The greenhouse gas reduction is equal to removing approximately 69 cars from the road for one year and it saves us some money. The U.I. offers incentives and you make them part of your electrical bill and you use the savings to pay for the projects. The roof and solar project at Carrigan are ready to go and we are looking into a solar project at the Rink. We are working with the Mayor's Office and Senator Slossberg's Office to obtain some state bond money. We are possibly looking at adding a fuel cell to the high school project seeing that we have a pool and ice rink on the campus. If we can work this in the project we can become a lot more energy efficient and save money. We are always looking for different ways to become more energy efficient and save money. We passed along this good news to Rob Saley who was very involved in this when he was on the board. Our school district saved one of the most of all the municipalities and Board of Educations in the area. We are trying to work hard to become efficient and save money.

At the request of board member Patricia Libero our ACES Representative we have a regional calendar which our board of education has used for the last several years without having an issue. Pat attended a meeting and she couldn't believe all of the debate and discussion regarding the regional calendar. Pat Libero stated it was mostly from people who only had elementary and had regional middle schools and high schools. Those people were the ones who said that they didn't want to start the Monday before Labor Day they thought it was too much for the little kids who need to be transitioned slowly. Superintendent Cavallaro returned Pat's text while she was in the meeting stating we have had no complaints and Pam Gardner returned Pat's text stating that they had good attendance at the high school. Superintendent Cavallaro said we had good feedback and this new potential calendar resembles a lot of what we did this year. Tammy really works hard on the calendar with both our teacher's union and AFSCME union on this. Now you have 17 Superintendent's inputting on this along with the regional representatives and 17 boards of education so it will probably be difficult to come to a consensus. Pat Libero said the issue was either to start that Thursday and Friday with professional development and have school start Monday or have Monday and Tuesday for professional development and have the kids attend school Wednesday, Thursday and Friday. Those were really the two options and there were only two or three people who voted against it. If we did well with it and Pat stated she likes the fact that we get out early because it is hot in June too so if you are just swapping when the hot days are going to be and if you get out early enough you have a couple of weeks in June and July and most of August so it is not like you have no vacation. Superintendent Cavallaro thinks the majority of teachers and people in our community would say the earlier we get out the better. A further discussion took place.

Karen Pacelli said that a lot of the summer camps don't start right after we get out and her concern would be for parents who will need day care to take care of their kids. Neil said that was a little bit of an issue this year because we were out so early but normally it is fairly well coordinated. They run a seven week program and they try to do it so there is not too much time at the beginning. Neil referred this to Rosa Richardson who used to work in the Park Department. Rosa said normally in the city of West Haven you only have one week of day camp before the next fiscal year and that is how it is budgeted so even if we did get out on June 6th we would not be able to start our camp programs until the week of the 25th and that would be an issue. Superintendent Cavallaro said this is not for this coming year it will be for 2017/2018. Rosa stated that the city's recreation budget allocates one week in the prior fiscal year and then six additional weeks in the July 1 new fiscal year and that budget hasn't changed in the 24 years she was in that department so this could lead to issues. Superintendent Cavallaro said these are legitimate concerns and how we keep kids busy in the summer should be a factor. Superintendent stated we are looking at starting school the 28th with professional days the 24th and 25th or school starts the 30th with professional days the 28th and 29th. Superintendent Cavallaro said since this was just brought up tonight he suggests we add it to the next agenda and have all board members seek some input and we will get input from our administration. Ultimately we will go with whatever ACES decides but Pat needs information to take back to the committee on the 10th so the board meeting on the 7th will be fine for our recommendation. Rosa stated that the choices we have available are not going to impact the issues that we would see forthcoming anyway as it is only two days. Patrick asked what we consider a full day of school is it 4 hours. Superintendent Cavallaro said no, at one time you had to do four hours of instruction per day to count as a school day but the State has since amended the law because they don't want the kids to be kept in school if a bad snow storm is coming just for the sake of getting the day in. Once the kids arrive in school it counts as a full day of school. Patrick said so long as you attended that day regardless of when the dismissal it is considered a full day. Correct and that law change several years ago. Superintendent Cavallaro said we will get this on the next agenda and any feedback is certainly welcome. Chairman Morrissey said he has not had one complain this year with the calendar and there were no phone calls about this either.

Superintendent Cavallaro stated we are starting Parent Visiting Day earlier this year because November is so chopped up with holidays and we feel it is more important to talk to parents as the school year is starting because most kids who pass the first marking period have a better chance of passing the year so Parent Visiting Day starts next week so each one of our levels has a day off next week Monday through Thursday.

Superintendent Cavallaro said we had a meeting last week on the Building Project for WHHS where we were supposed to pick a construction manager and come up with a date to update the board but that process has been delayed. Most of this was done in executive session and we are down to a couple of candidates and we are making sure we follow the process correctly but we have not yet picked a construction manager. We expect this to be done shortly because the intent is to break ground sometime this summer. You deserve an update but unfortunately we can't give you an update yet as we are still in the middle

of that process. Superintendent Cavallaro said he has finished his report and Matt Cavallaro has worked hard on his presentation.

Rosa Richardson stated she was rather disappointed when she reviewed the agenda not to see a new hire for Susan Misur's position. She thought it was said that there were two very viable candidates. Superintendent Cavallaro said that we have solicited applications and have done some interviews but at this point the Chairman and I thought that we would look and see if we could save a little bit of money.Rosa interjected so that position is not going to be filled? Everyone knows my feelings on this but Superintendent Cavallaro understands that at this point while he can fill it he also knows that the board controls the purse and you have to fund the position as well. Rosa said she thought we were all in agreement that it was a very viable position. Chairman Morrissey said at this point we are going to have Matt give his presentation tonight on the budget and as we said at the meetings back in March and April we are heading into tough times and if we can save money anywhere I think that is very critical at this point and it is up to the board to decide if we want to fill that position but.Rosa asked if anyone is managing that position right now by keeping the website updated. Superintendent Cavallaro said the short answer is not to the degree it was but we have done an OK job of getting out the information that needs to get out. We have been fortunate that we haven't had any emergency situations.but someone is prepared to do that in the event of a situation.yes, for an emergency we will do what we can to get the messages out and Neil said he has talked with Jim and we are going to make better use of the school messenger system and utilize the telephones more as things go on and we will do what we can. Neil feels this is an important position but understands where we are right now and again.I do too but I thought that we as a board considered it a very viable position. Chairman Morrissey said all positions are viable but unfortunately I'm saying there is only so much money to go around at this point. If security was involved or something like that then that would be something we would have to really look at but in talking with the Superintendent and I'm not going to speak on your behalf but I think there is not a sense of urgency to fill that position at this point. I want to get more clarification as to where we stand with our budget and I sat in meetings last March, April and May and we have some financial issues that we have to look at before we keep on filling positions one at a time and if I thought it was so critical, not just me, but that is my own personal opinion.Rosa said with all due respect it is the board.my personal opinion is what I said and if this board feels that it is very critical that we do fill it then we will fill it. In talking with the Superintendent he felt that we can get along with what we have right now with our resources basically. If there is a major emergency he would be able to get the word out to our parents and I believe the former PR person has back logged a lot of information that she has provided us. Right now there is nothing on the horizon that is so critical that we have to fill this position at this particular time. Superintendent Cavallaro said he would ask the board once we make a decision one way or the other, and you kind of caught him just in time, if I were to offer the position remember that person will leave another job so six months down the road I would prefer we make a decision now rather than have somebody leave a job to come here and then we find out we can't fund it later on. I think that is critical that you have to commit to the position at some point is what I am saying or not commit to it. There has been no formal offer and I certainly haven't

asked anybody to leave a position but what I am saying is that when I do or when the board does just look beyond today and this budget where the job is funded and think ahead to the next budget. Pat Libero said she liked that position and thought that she did a lot of positive things for us. She gave us a lot of positive PR with the student of the week, she showcased people, information got out quickly, people liked that the information go out quickly with the bus accident at Mackrille last year, snow days, where the busses were and she posted on face book. There are a lot of things that she did and we have cut down our secretarial staff and haven't filled positions so she is not sure how you will get that kind of efficiency by laying it on somebody else who already has another job and that would be her concern. This information going out to everyone was very positive for us as a school system and being transparent to people. Pat feels people have come to rely on this and once things she has back logged start to fall off she is not sure who we will get to do this because we have been eliminating positions so it is not like we have a plethora of people to give them something else to do.Chairman Morrissey said and we don't have a plethora of money either.... you are right and I understand that but as a consideration I think she did a lot of positive PR for the school system. Chairman Morrissey said he thinks this whole board would agree she did a great job there is no question about it and it is not really about Susan it is about who is going to be coming in if we in fact are going to fill the position. In talking with the Superintendent at this point it wasn't critical that it had to be filled at this time and that is all we talked about. Mark Palmieri said in the past as chairman there were a couple of meetings where parents did come and complain about the communication and that is when that position more or less came about so I understand everything everyone is saying here regarding money and communication but it settled a lot of people down because there were three or four meetings in a row where people were coming so I just am throwing this out to you. Rosemary Russo said she does think that keeping parents and families informed is very important and probably one of the most important things we have to do as far as families are concerned. I am also concerned that if we are talking about the position and letting people know immediately I think we could find someone in the system who could post on face book that busses are being held up and that doesn't take a lot of time out of their job. She is also concerned due to the email that Matt sent out that there is no more spending. If there is no more spending for teachers to be able to get toner or paper she would much rather spend the money \$45,000.00 on paper, toner or whatever else it is they can't spend it on. I think we need to be a little bit cautious and maybe look at assigning people different duties that Susan did perform for a while anyways until we know how the budget falls. Superintendent Cavallaro said he thinks this is a perfect segue into Matt's presentation. Student Rep Andrew Gordon said Susan Misur's position covered a lot of student actions which he thought was really important. This was a very important asset to the theatre department and getting their show information out. Andrew wanted to share how important this was and how students valued her and her job needs to be taken care of for their sake. The board thanked Andrew.

Superintendent Cavallaro said this is a perfect time to introduce Matt. Matt's idea was to break this down into two reports and talk to you about where we are tonight and where we are going because with Jim and Patrick Neil knows there is a sense of urgency to start looking ahead a little bit towards next year so we will talk about where we are and expect

there will be a part two of this budget presentation at the next meeting. Neil asked Matt to talk about the spending freeze and how we typically conduct business.

Matt Cavallaro said he will talk about the spending freeze first. This is sent out every year around this time and it is a procedural move it is not a hard freeze. When you have 500 plus teachers all ordering things at the beginning of the year at the same time the purchase orders come in at the same time to be paid and we only have two people paying those bills so it starts to get overwhelming to make sure you are paying correctly what has come in and what is still out and we haven't received yet so it is more of a procedural move. If a teacher or anyone every contacted us saying they needed paper or toner we would 100% make that purchase. Patrick Leigh said previous to this move how would a teacher make an order; is there a chain of command. Yes we have an RO/PO system a request order and a purchase order system that any teacher can access on line on our website....so it is not vetted first they can just go in and sign.....no then it goes to the workflow so what typically happens is that the teacher would make a purchase and he or she would bring it to their school secretary who would approve it with the principal first and then they would put the RO in and the requisitions would flow to the principal who puts their approval on it and it would come to me and I would make sure there is money available and move it along to the superintendent or assistant superintendent and they would make sure it is well within the curriculum and they would send it back to me and I would make it into a purchase order and then that would go to the company for the order to be filled. Patrick asked so what is the difference between what was going on to what you are doing now. Now they are not freely available to enter an RO they need to have prior approval from myself or the superintendent or assistant superintendent before they make the request to make an order. They could still go to the principal and the principal would go to you. Yes we are just eliminating them from getting in the system and putting in a requisition for an order before it is approved by me, the superintendent or assistant superintendent. What are you basing your approval on is it need? The approval is not changing we always base it on need; if it makes sense, if it is needed for the curriculum and the day to day aspect of the teachers. There is nothing changing on what we will buy. Basically this is just a procedural move that we do every year. Karen asked if every school has their own budget. Yes they do. Do you get your orders in after school starts or do they place them before school starts. We let the teachers start ordering in May or June 1st. We give them a week or two before they leave for summer break to put their orders in for the next fiscal year and we wouldn't put the orders in until July when the new year starts. Patrick asked what set it off this time around. Timing it comes around this time every year. Do you know what the actuals are for year to date today? Yes it is in here for the presentation. Did you compare it to last year? Yes it is right on par with the spending we did last year. Matt will touch on this in his presentation which follows.

Matt started with the teacher hiring that started over the summer. There were 22 employees who left under retirements and resignations and we had 11 new hires for a savings just under 1.1M. This money has not been spent and it is our goal to move this money to other areas of the budget that will need some assistance.

We do foresee some additional staffing needs in the future. ACES is looking at ways to create new programs for Special Education to help up control the tuition costs and save money. We may need more Special Education Teachers, Additional Paras and the possibility of a Learning Lab type setting at Bailey. Superintendent Cavallaro said Tony Cordone and Karen LaFo are here and they have approximately 7 to 10 kids with needs who could possibly be better served in a learning lab. Dr. Cordone there are 7 to 10 kids who are in questionable placement at this time. There is an issue with space and there also has been a discussion going on amongst the existing special Ed people about the possibility of a pull out program to satisfy the needs of those kids without an additional hire. There is nothing definite at this time. Patrick Leigh asked what a pull out program is. For a student experiencing difficulties in a classroom a special needs person would pull that person from that class and work with them in a smaller setting. Karen Pacelli asked the difference between a resource room and learning lab. For our district a learning lab is a full time special education classroom placement and a resource room is a place where a child goes to get extra help in language arts, math or whatever their deficiency is in. Another potential area of need would be at the high school with a Bio-Medical teacher. This is year two of this type of program and the popularity of these classes has really spiked. Patrick asked if this is something a current science teacher could take on or is there a need for special certifications. We currently have a student teacher at WHHS now who will be certified in both physics and chemistry so the goal would be to secure their services prior to the end of the year. This is a shortage area and a growing area for us. Patrick asked if this means the retirement position wouldn't be filled and this would go in instead. In a perfect world you never have too many physics or chemistry teachers even if the person weren't going to retire we would find good use and expand some of the biomedical programs and course offerings to students which are extremely popular. Patrick said he is thinking of the cost savings. Neil understands you are talking about it from the savings I'm saying from the savings but more importantly from an educational perspective. This is someone who is as good as I'm told they are we should do what we can to look deep in our budget and try to come up with the money to hire this person. A further discussion took place.

Matt gave information on Special Education Tuition. We are responsible for educating special education students from the ages of 3 to 21 and the pupil services staff actively looks to bring back students to the district when the correct program is available to control costs. The average tuition cost for our high need students is \$116,135.00. The average tuition increase in Private Outplacement facilities is 4% and we have no control over this because they are private entities that provide services that these kids desperately need. Patrick asked Neil if there is any legislation currently for capping tuition amounts or capping their percentage increase per year. Neil said there is none that he knows of but the trend has been in areas like transportation and DCF placement is because the state doesn't have the money they are passing that back along to the municipality. Patrick said if these 4% increases keep happening when we receive our cost share money at the beginning of the year it won't cover it eventually so we need to make sure that the legislation is aware of this. Matt and Neil agree and they have seen it with DCF placements and for homeless kids who have been attending school in West Haven.

Patrick understands this but these places will go up as much as they want because there are no caps. Rosa said as well as the U.I. A further lengthy discussion took place on the budget, line items, grants, claims, excess cost share etc. with Kevin McNabola, Superintendent Cavallaro, Matt Cavallaro and board members all of whom will continue to work together on the budget. Matt Cavallaro said at the next meeting we will discuss the budget process for 2017/2018.

C.1.b. Student Representatives' Report

The report is attached at the end of the minutes. Thank you.

C.1.c. Board

Rosa Richardson read to a second grade class for the Literacy Kickoff at Mackrille and had so much fun with them. She was not able to make Literacy Night because she was ill but heard it was very well attended and everyone enjoyed themselves.

Patrick Leigh attended the Walk In at Washington School. The whole thing was a success. The students ready their essays and it was a real nice ceremony that he liked a lot.

Susan Walker attended the CABA Legal Issues Workshop and they covered things such as bullying, the definition and what you have to do to prove it. They also covered videotaping, the legal standpoint of that, and also superintendent's evaluations. It was very interesting and Bob Guthrie also attended with me.

Bob Guthrie said he had the opportunity to attend the CABA Legal Issues Workshop and also chaperone a school field trip to Treat's Farm in Orange and they were very kind and accommodating to our schools and our kids. Bob also was a guest reader like Rosa and it is always nice to get the thank you cards from the kids for coming in to read to them. CABA is having their upcoming conference in November and we are entitled to two delegates to vote for the CABA Officers on November 18 and 19th. You have to be present one of the two days to vote. Marylou will handle this with CABA once the members are chosen. Chairman Morrissey said Bob Guthrie would like to attend and Susan Walker also wanted to attend so they will be the voting members for this.

Chairman Morrissey wanted to bring up the 6:00 PM meeting time. Superintendent Cavallaro said he wanted to let Jim know that the survey was put out for two weeks on our website and the vote was 6 to 1 in favor literally we only had 7 votes. This is certainly the board's decision to make. Bob Guthrie said for the purpose of committee meetings this puts you at an earlier time and committee meetings will have to be at 5:00 PM or after the regular board meeting. Chairman Morrissey asked the board members if they would agree to hold committee meetings on a different night if they needed to; sure, absolutely as long as they are noticed. Superintendent Cavallaro said committee meetings are more informal and still open to the public but you can do them whenever you want basically. Rosa said you just have to have public notice. Yes correct. Chairman Morrissey said we have to send this notice to the City Clerk's Office also. Neil said Marylou can handle that and we wouldn't start it right away we can get this information up on the

website to advertise it a little bit. We can wait until January 1st so we can get through the year and we can make our 6:00 PM Committee Meetings until January. Beginning in January 2017 Board Meetings will begin at 6:00 PM. This information will be put on the 2017/2018 Board Meeting Schedule which is done in December and given to Debbie Collins, City Clerk.

D.1. Approval of Minutes

D.1.a. West Haven Board of Education Regular Board Meeting held in the Board of Education Meeting Room, City Hall, 355 Main Street, West Haven, CT on September 19th at 7:00 PM.

Chairman Morrissey asked for a motion to approve the minutes D.1.a.
Rosa Richardson made the motion to approve the minutes
Bob Guthrie seconded the motion
Discussion: None
All board members were in favor.
Minutes are approved.

D.2. Resignations (Certified)

D.3. New Hire: (Certified)

16-68 Michael C. Martin, 55 Pleasant Avenue, East Haven, CT 06512
Technology Education Teacher – Bailey Middle School
Effective: October 6, 2016
Salary: \$45,905 Step 3 BS

Chairman Morrissey asked for a motion to approve D.3 New Hire: (Certified) Item 16-68
Patrick Leigh made the motion to approve
Mark Palmieri seconded the motion
Discussion: Neil said the issue was getting this individual the proper certification for the job which was done.
All board members were in favor
Item 16-68 is approved

D.4. New Business

16-69 Approval of an 8th grade enrichment excursion to Boston, Massachusetts from June 1st to June 2, 2017. (One night two day trip) from 7:00 AM June 1st to 6:00 PM June 2nd.

Chairman Morrissey asked for a motion to approve D.4 New Business Item 16-69
Rosa Richardson made the motion to approve
Bob Guthrie seconded the motion
Discussion: Karen Pacelli asked if there was something put in place for families that can't afford the cost of this. Neil said by law you can't deny a child and there are some

PTA funds that are used and there are fund raising activities that go on. Dr. Cordone said you can work off your individual cost with the fund raising part. Patrick Leigh asked what the cost was. Mr. Bohan said we are looking at about \$425. Mark Palmieri said he would like a report about the bus that will be taking the students to MA and also the bus driver. He would like to know the last time the bus has been serviced etc. for safety reasons. You can review it you don't have to bring it to me but he would just like this done. Susan Walker thought it was good that the Newport portion of the trip was cut off because having been on that trip many, many times she thinks concentrating more on the history that you get up in Boston is better.

All board members present were in favor

Item #16-69 is approved

F. Informational

Chairman Morrissey asked for a motion to adjourn.

Mark Palmieri made the motion

Robert Guthrie seconded the motion

All board members present were in favor

The meeting adjourned at 9:02 PM

Respectfully submitted,

Marylou Amendola

Board Secretary

The Student Report can be found at the end of the minutes.

BOE Student Report
October 17, 2016

On Wednesday, WHHS will be running on a special schedule so that grade 9 can take the PSAT 8/9 and sophomores and juniors will be taking the PSAT. Seniors will be engaged in special senior activities including their class picture.

During Fire Prevention Week, West Haven High School partnered with the West Haven Fire Department to present the nonprofit Home Fire Sprinkler Coalition's Fire Sprinkler Initiative with a side-by-side demonstration to educate on the power of home fire sprinklers. WHHS was one of only five high schools in the nation to participate in this activity. The demonstration observed by WHHS students showed the need for legislation to have sprinkler systems installed in all new one and two family houses. Mr. Dan Shine and construction students built the structures that were used in the demonstration.

We invite one and all to attend the Children's Theater performance on Saturday at 10am and 11:30am. The show is called Capes and Crowns.

The Soderman Bowl, WHHS vs NDWH is this Friday night at Veteran's Field.

The EVOLutions after-school program has recently started up again at the Peabody Museum.

The Academic Integrity Committee is planning to read to 3rd graders during the first week of November.

September 28th was the Homecoming Pep Rally on the gym. There was a lot of energy and good times amongst the students and staff attending. A whole school pep rally, featuring the powder puff game, is scheduled for October 28th.

The sophomores have completed the Fitness Test with their PE Teachers, and on October 13th, The United States Marines Corps teamed up with the PE Department for a day of fitness related activities. Students participated in strength & muscle training, cardiovascular endurance, and team building activities.

The Peer Advocates held their annual retreat on October 6-7th.

Auditions were held recently for the fall play, "One Night Only..well maybe two" which will be held on December 1 and 2, 2016.

The College Career Fair was held on October 5th with over 115 colleges, trade schools and military representatives attending.

On October 14th, WHHS traveled to UCONN for a group tour.

Saturday, October 29th is the Fall Festival Extravaganza at WHHS. The fun begins at 8am with a breakfast for prospective students and their families in the cafe and continues at 9:30 with the Second Annual Blue Devil Car Show and Fall Festival. There will be a Chalk Art Contest and Trick or Trunk - all free of charge. Food trucks, games, fun, crafts, vendors and more. The final event of Fall Fest is Open Skate from 6-7:30 with the Hockey Team at Bennett Rink. Don't miss out on this fun day. We are still accepting vendors for the festival, participants for Trick or Trunk, and contestants in both the car show and chalk art contest.