

**WEST HAVEN BOARD OF EDUCATION**  
**Budget Meeting**  
**MINUTES**

January 26, 2004

The Budget Meeting of the Board of Education was held at the Blake Building, 25 Ogden Street, West Haven. Chairman John Carrano called the Board meeting to order at 7:00 p.m. The meeting opened with a pledge to the flag.

**BOARD MEMBERS PRESENT:** Anne Heffernan  
Krista Pickering  
Howard Horvath  
Paul Messina  
M. Toni Paine  
George Monahan  
Robert Guthrie

**BOARD MEMBERS ABSENT:** Raymond Collins

**ADMINISTRATORS PRESENT:** Superintendent Paul Tortora  
Assistant Superintendent Neil Cavallaro

Chairman Carrano asked that a MOTION to take Recommend Budget off the table.

Anne Heffernan made A MOTION to open the Budget for discussion; Howard Horvath SECONDED MOTION. Vote to open for discussion unanimously.

Chairman Carrano said he would now turn it over to Superintendent Tortora.

Superintendent Tortora said he would like to recap where we left off. We had two scenarios; we presented the Budget transfers, which were approved. We presented a Budget of 7.6%, which is the top sheet. The bottom sheet reflects removing the two Science Dept masters becoming 612 and having four coordinators, they were Science, Athletics, and Adult Education and Social Studies. So we go from the 7.60% to 7.84%. Some Board members requested a cost Analysis, (see hand-out).

Chairman Carrano asked if there were any questions.

Robert Guthrie asked the Superintendent if this meant the two science dept chairs would be removed.

Superintendent Tortora the two at the high school would stay as is and not be changed 612

The expansion would be removed.

Chairman Carrano asked if this includes everything that goes with it.

The first year is increase is not that much. Because two of the people moving over to another bargaining unit would have to start over on step 2, it starts to equalize by step three.

Anne Heffernan asked regardless of what union, is the Adult Education Salary still for by the state.

Superintendent Tortora said no, she is a full time teacher right now, she would have to

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replace as full time teacher at no reimburse. Her Adult education portion right now is what is reimbursed by the state.

Mrs. Heffernan, so 32% of that position is reimbursed.

Handout for Athletic Office Cost that was requested by Robert Guthrie

Superintendent Tortora: I also did a long-term analysis showing the expenses of adding the two positions over four years. Handout of Cost Analysis of Adult Education.

Handout of Coordinator's Annual Increase to Budget

Mr. Guthrie said to narrow down discussion. This is a package of four coordinator's

This is the long term in pack.

Mr. Messina said we could discuss and go over things we want; we can be here until the City Council approves what we get. The thing is what we would like to see. If we would like to see all four coordinators added in at this time and show the increase. Once the Council tells us the percentage we are getting. That when we will have to go to work. So if is something we would like to see as a group, which will benefit education. Then this is where we have to go, and for us now to sit down and talk about it. If this is what we want to see then this is the number we give to the city council. Once they come back, then it's our job to figure out what we can do.

Mr. Guthrie, of the things I received in the mail. The Athletic Coordinator cross analysis I was trying to find out the final breakout from one union to another, I would like to know the difference in dollars, and what the long term cost will be to the Board of Education by making that switch for the purpose of discussion for tonight. Obviously to continue the debate leaves them in the package and come back when the bottom line is delivered. I wanted

Across analysis as to cost from what it is now, to what it would be.

Mr. Monahan we begin to peek at some of the request on athletic side on the addition of some sports. I see cost breakdown for 2002-2003, and girl's hockey and golf were high on the list. But I see golf is already in here with transportation expense from last year.

Superintendent Tortora, The students pick up there own fees for golf, but golf is a club and we do help out with varies cost for clubs, and they asked for help with transportation.

Mr. Monahan asked if there were any expenses for girl's hockey during this time frame.

I would have assumed they had more transportation then golf.

But they are not on the list.

Superintendent Tortora, asked Garth to check this out.

Superintendent Tortora discussed putting the whole package forward until we get a bottom line.

Chairman Carrano asked for a MOTION to accept Budget Request 2004-2005

MOTION made by Robert Guthrie and SECONDED by Anne Heffernan,

Vote was unanimous

Ken Strong

Spreadsheet handout

If you look at the bottom of this spreadsheet for the Stadium. Where there is a fund balance figure. Unlike the Board of Education, where if we have money remaining at the end of the year the money goes back to City unlike the Board of Food Service, Stadium, are allowed to keep a fund balance. It does not mean they can spend the money. But it is there and if

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requested through the City Council. It can be used. It can also be used if through the year there is a shortage. The Stadium is carrying over thirty thousand fund balance. This is pretty hefty for a small enterprise. Expenditures went up a little, but so did the revenue. This was due to the CIAC games. We did have a balanced budget again.

Toni Paine asked what lawn services included/

Mr. Everone said it covers the treatment of all the fields, and geese control.

Mr. Monahan asked why the increases in the lawn care service.

Mr. Everone said they added softball field, that they also come and treat all the fields now.

He also stated he did not know what was included in lawn care before his time at the stadium.

Toni Paine asked what Services purchased meant.

Mr. Everone, explained, police, tickets takers, security, etc.

Chairman Carrano: asked with the Notre Dame game falling on the October 31<sup>st</sup>? I know there was a big increase the year we had Notre Dame home. Did it hurt us this year?

Mr. Everone said it did hurt a little, but it also hurt that Notre Dame was not ranked as high this time.

Rentals are colleges or other area towns using our fields. (Football, softball, soccer)

Mr. Monahan asked if we get a percentage from Concessions stand.

Superintendent Tortora explained we get a flat fee.

Mr. Guthrie asked when the baseball fields would be open.

Mr. Everone said there still some things to be done. But hopefully in April.

Mr. Guthrie asked about scheduling for baseball fields, does this fall on to Mr. Everone. The answer was yes.

Mr. Guthrie asked about the UI Company, coming down to measure meter for fields.

Mr. Monahan mentioned a program the UI is running for energy savings and said he would give a contact name to Mr. Everone

Mr. Guthrie asked about getting a copy of the cash management reports from the Rink and Stadium.

Superintendent Tortora said they would get it for him.

Mr. Messina mentioned that there were things done with cash management at the Stadium. That they asked that the Rink follow through with the same procedures.

Chairman Carrano asked for a MOTION to approve the revised budget for Frank

Fitzgerald Field for 2003-2004

A MOTION was made by Anne Heffernan and SECONDED by Toni Paine

Vote carried unanimously

Chairman Carrano asked for a MOTION to approve Frank Fitzgerald Sports Complex requested Budget for 2004-2005

A MOTION was made by Paul Messina and SECONDED by Toni Paine

Anne Heffernan asked if they should revise figure for part time security

Superintendent Tortora said they would have increase revenue. It will be in collation with his revenue.

Chairman Carrano asked for vote. Vote was carried unanimously

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Chairman Carrano compliments Mr. Everone on a job well done.

Food Service:

Superintendent Tortora said just like the Stadium Food Service also has an undesignated fund balance.

Elementary schools are not served an alacart

Middle and High School we still follow procedure that the students are getting a nutrition lunch. We are serving more free and reduced lunches.

I am looking for a change in how we do receiving and storing of food.

I talk to Mr. Tortora, about changing one of the driver's jobs to store keeper/driver. Meaning they will still drive in the summer time.

Mr. Tortora asked Allen to hold off until all Board Members were present to discuss job change.

We will try to keep purchases in line, and update with the postings at City Hall all the accounts are pretty much in line. But account 6725 is hard o keep up with.

We have 400 students with for or reduced lunches.

The Board discussed ways to make sure all children are getting lunch. Using debt cards, or ID cards. The High School uses the student id numbers, the elementary kids, they tend to lose cards. We now are taking deposits for advance payments. Currently we are trying in Forest and Thompson before students enter café the student will get their card with student ID and then they will be collected after they have gone threw the line.

We did go out and try a finger print system. It was one of the policies that did not work. Parents did not want child fingerprint. The system it self was also to slow.

Mr. Monahan asked about free and reduced lunches. Is it only at the parent's request?

Mr. Belchak answered yes, Parents fill out application.

We also get a Grant to serve breakfast.

The board also discussed the changes in the food tree.

We had a transfer out of the custodian position at the High School, because of the size of the program, the amount of deliveries.

Years ago we had an in house custodian; we would like to make a Storekeeper

/Driver

We have two 12 months drivers and one 5-hour custodian. Five-hour custodian left. So there is a position open. Rather than posting that position as is. I would like to post an opening for 1 eight hour Receiver/Storekeeper/Driver in the food Service Commissary at the High School, 12 months a year. And then threw the union, see who bids, hopefully it would be one of our drivers. Then instead of replacing a 12-month driver make it a Custodian/Truck Driver job. So 2 ½ jobs becomes three.

Mr. Messina: The Board of Ed does not put money into Food Service, we vote on the Budget and revisions. But Food Service is separate. The only time we had to put money in was last year. Due to delays and snow days we over see the Budget but we don't put money into.

Mr. Tortora stated that when Allen took over food service, it had a half million-dollar deficit

He has done a very good job of putting accounts back into balance, keeping prices down. Every once and awhile we may have a problem. But they are far and few.

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Chairman Carrano asked for a MOTION for approval of Revised Budget for 2003-2004

for Food Service

A MOTION was made by Anne Heffernan and SECONDED by Howard Horvath.

Toni Paine was not present for vote. Raymond Collins was absent Vote carried with 7.

The Board discussed reduces and free lunches. Making sure all children who need the assistants is getting it.

Krista Pickering: Also how do we know if children are eating the lunches served? The lunch ladies are looking. If a child forgets their lunch money. Allen makes sure that the child gets fed.

Toni Paine asked you verify income.

Mr. Belchak said they have to bring in proof of income.

Chairman Carrano: We charge \$1.75 in Elementary, what do we get from the government

\$2.10 -

Chairman Carrano asked how many paid lunches

Mr. Belchak said about 960

The Board discussed raising the price to \$2.00. Free lunch you get \$2.29 from Gov.

Chairman Carrano asked for a MOTION for approval of Requested Budget for 2004-2005

A MOTION was made by Anne Heffernan and SECONDED by Toni Paine. Raymond Collins was absent, and vote went carried with 8

## Ice Rink

Superintendent Tortora: You should have a three-year spreadsheet for the rink. Green is the Operating, yellow witch is the refinishing. As you Pete Dixon is out recovery from Surgery again. So this gets a little bit difficult. I asked Garth to give us at least every other month of reporting so we could at least track things in Pete's absence and get a handle on all of this. What we did for the yellow column for this year. Try to reduce expenditures as much as we can for obvious reasons. We try to anticipate the electricity. We adjusted the rink manager. Because part of Pete's salary is paid from an insurance carrier and part is paid by us and the substitute is paid by us. So we went line by line and decreased about fifty seven thousand dollars in expenditures, we think this is fairly accurate. But I will tell you of all the accounts right now. This one we are kind of just putting back together. Not because of any reason other then, Pete was working with us about ten hours a week helping us out and now he is at zero hours. So, that is pretty much it in expenditures. We are really not sure on the revenue side. Garth has gone threw some transcripts and has tracked about two hundred and six thousand. I will tell you we are trying to get a good grip on that, Garth has contacted some of the vendors just to try and get a sense of addition ice time. A lot of this is off set

By variances in public skating. You can see that in the year 2000, public skating was really popular, ten thousand; it has diminished over the years. In the year 2002, it was three thousand. I talk earlier some of the concessions, and frankly the rink is one that has had a lot of competition n top of that vendors have just stopped applying. We talked about the skate shop

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and the sports shop. I know we need to do that but Pete has not been back long enough to address this issue. It will still be a priority as soon as Pete is back on his feet. I really don't have a lot to say. I wish I did. We contribute some funds, and again I don't want you to think this is a reflection on the personnel there. There are been a lot of competition with ice and its an expense sport. We may just be seeing a decline there. The bottom line its say contingents

We have asked two or three years in a row for the city to kick in. They have not. They have always kicked it out of the budget. But they have funded the building well, with a compressor and repairs we are grateful for that. But the Board of Education has kicked in since the year 2000, with ninety six thousand the first year and a one thirty nine the second year and one thirty the third year, we are expecting one thirty to one forty this year. We do help out everyone and the rink needs help. We have gone threw concerns relative to advertisement space. I think you will find once John get the rink stabilized. It hard to have someone like Pete who knew the Rink so well, absent. So once we get our end together. I sure we will be looking at all the other pieces and hopefully Pete will be back.

Anne Heffernan asked if at one time the rink was Board Ed/Park Rec.

Superintendent Tortora and Mr. Messina said the rink has always been Board of Ed.

Chairman Carrano said he received a call from Joe Esposito, about a

conversation with someone who would like to rent out the skate shop area. Chairman Carrano mentioned that they had previous conversation about an entrance from the outside of the rink.

Toni Paine said the store would have to be accessible

Chairman Carrano stated that Mr. Guthrie had a good point about accessibility from the outside in order to entice a business owner.

Mr. Guthrie said basically if the rink is closed so is the business. That they had discussed turning that section corner office/store room around and making a second entrance. So even if the rink is closed. You can still go there and buy what you need.

Toni Paine asked if we could get an estimate.

Mr. Messina stated that these areas are not large and this would take a lot of space.

Mr. Guthrie said unless they look at combining the two spaces and potentially closing the back wall, minus a small area for a service window.

Mr. Messina mentioned that they also had talked about giving the vendor, the skate sharpening for the Phy. Ed Dept at the High School.

Superintendent Tortora stated that right now John and Harry were trying to get things straightened at the rink and that maybe when Pete returned this could be a priority for him.

Mr. Guthrie stated that a pro shop is expected on the premises. For skate sharpening, laces, tape, etc.

Mr. Monhan said it sounds like there is a conflict right now, do we have the space.

Toni Paine's stated that we are only look for an extension of another store.

Mr. Messina stated we do get look over for events because we don't have a sport shop on site.

Chairman Carrano brought up DECA

Assistant Cavallaro, said he had discussed this, but it was not feasible for students to run a store the hours that it would in tale

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Chairman Carrano said we need to look in to advertising around the stadium

Mr. Messina knows of a company and will talk to Mr. Capone.

Mr. Messina said he didn't now what Shelton Rink is like. But West Haven is one of the only Rinks where you can sit on both sides. People talk about lets just build another Rink. But if you go to any other Rink they have one side. West Haven is nice because we have two sides.

Mr. Guthrie stated that Shelton is a nice Rink, but only has half the sitting capacity.

Mr. Horvath said he heard Rink time is hard to get. If this is the case, are we charging the right prices.

Superintendent Tortora said we did do an analysis of West Haven verses other towns.

See enclosure from Pete Dixon dated November 18, 2003.

On the bottom of spreadsheet you will see increase for the year 2002.

There is a lot of competition; the problem with the Ice Rink is you are in competition you have the High School programs, private schedules.

We need to get more creative; Mr. Guthrie looked at advertising, also using the Rink in the summer during shut down.

Mr. Monahan said Mr. Dixon said we are supplying the youth hockey with quality time and at the lowest rates.

Mr. Messina said our youth hockey at one point was at around 500 and is down to below 200.

That is a lot of ice time and teams.

Mr. Messina stated that Park Rec. does pay a fee, but nowhere our expense.

Superintendent Tortora told Mr. Monahan that this budget is based on a ten-month schedule.

He would like see about Park Rec doing street hockey

Mr. Monahan asked about the two month shut down, how much time is required to thaw, repair and re-freeze.

Superintendent Tortora said about a month.

Chairman Carrano stated that if the ice had not come down as fast as it did. The bottom line could have been a lot worse.

Anne Heffernan made a MOTION to accept the revised budget for the Edward L. Bennett Rink for 2003-2004, MOTION was SECONDED Toni Paine

Chairman Carrano asked for discussion

Mr. Guthrie said he feels uncomfortable approving the revised Budget when the manager of the rink says he will not accept any responsibility for his own budget.

Without having that, I know it's not normal to have a mid-year audit, but to accept a revised budget when the manager of the facilities won't accept responsibility

Toni Paine said she didn't think he was the one requesting the revisions.

Toni asked who is responsible.

Garth said he feels confident that with the figures.

Superintendent

Chairman Carrano said he agrees with Mr. Guthrie we need a starting point with Garth. Has an audit been done?

Mr. Monahan also agrees that the letter from the rink manager is scary

Mr. Guthrie said if the gentlemen responsible for the rink will not take responsibility, why should he.

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Toni Paine said the revision were not presented by Mr. Dixon

Mr. Guthrie said he understands that, but there are not contract for revenue. There are no signed contractes.

Toni Paine said she thought Mr. Clifford was looking into it.

Mr. Messina, yes, but as of today they have not found any.

How can we approve something we are not sure about?

Superintendent Tortora said it would take a few weeks to contact the vendors.

Chairman Carrano said back to the original question, who is going to take responsibility for the budget. Is Mr. Clifford willing to take responsibility?

Mr. Messina said we need more information.

Superintendent Tortora, normally the contracts should be in place and copies to the superintendent he has not seen any yet.

Toni Paine said when they were preparing last year for the repairs, didn't they have to approve because Mr. Dixon said the contracts had to be in by March? Garth said he believed it was May, but they did need to know something by March.

Mr. Monahan, asked that a letter be sent to Mr. Dixon with a request that he define his concerns more specifically. Find out exactly what his position is. Superintendent Tortora would like to send letter showing what our records show and would he confirm.

Mr. Monahan said he would like it a matter of record, if he is divorcing himself of future responsible, then I would like have it on record that he is responsible prior to the date of his letter. Let's get it on record of what his responsibility was up to the date of leave.

Superintendent Tortora said we have until the end of the year for revisions

Anne Heffernan rescinded MOTION to approve 2003-2004 Revised Budget for Bennett Rink

Toni Paine SECONDED the MOTION

Anne Heffernan asked for a MOTION to approve requested Budget for Bennett Rink for 2004-2005 as presented by Garth Sawyer.

No one SECONDED, MOTION died.

Chairman asked about the increase in custodial cost. Garth explained that during the shut down, the custodian were used other places and charged to other accounts.

Chairman Carrano asked fro a MOTION to adjourn

MOTION to adjourn was made by George Monahan and SECONDED by Paul Messina at 8:45 P.M.