

WEST HAVEN BOARD OF EDUCATION
Regular Meeting
July 19, 2004

The meeting of the Board of Education was called to order by Chairman John Carrano at 7:00 p.m. The meeting opened with a pledge to the flag.

BOARD MEMBERS PRESENT:

John Carrano
Toni Paine
Anne Heffernan
Raymond Collins III
Paul Messina
Robert Guthrie
George Monahan
Howard Horvath

ADMINISTRATORS PRESENT

Superintendent Paul Tortora
Assistant Superintendent Neil Cavallaro

PUBLIC PORTION

Chairman Carrano asked three times if anyone wished to address the board. No one spoke so the Public Portion of the meeting was closed.

REPORTS

C.1.

Superintendent Tortora updated the Board on a few items. Beth Sabo was asked when they are taking down the concession stand at Bailey. She said it will be down before school opens in September.

Mr. Tortora said that Mr. Guthrie asked at the last meeting about the generator at Bailey. The front sheet of the Schedule of Projected Expenditures and Revenues shows what has been approved by the City Council. The generator is not there. Page 2 is the original requests. The generator was dropped. This was received on July 14, 2004 from Dick Legg. Update on Capitol Improvements - not many changes.

The 3 major projects are moving along nicely - Haley, Forest, Mackrille. There are some concerns about Kelly's performance at Mackrille. It is not necessary to complete it by September. Two classrooms and the food prep line are in jeopardy. I will keep you posted.

They did step up the masons and work crew. They will be watched every step of the way.

Bids for the concession stand at the stadium and rink. Stadium is the same as last year.

Adult Ed - Driver's Ed bid closed. There were 2 bids. There is a feasibility of going back out to bid.

Raymond Collins asked who has the contract for Drivers Ed.

Mr. Tortora said there is no contract - looks at it and put it out to bid. It caused a little confusion.

Mr. Tortora stated that on August 16th (next Board meeting) at 5:30 he asked Bercham and
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and Moses to come in and working with Neil Cavallaro do a presentation on expulsions.

Paul Messina asked Mr. Tortora about Mackrille. There is a pipe on the side for drainage on Chase Lane. There is no way someone can go there with a mower. Maybe they can plant.

Mr. Tortora said there are other concerns regarding that pipe.

Superintendent Tortora had one more item. I asked John Clifford, Alan Belchak and Chris Everone to attend. They have asked for minor changes in positions: Another custodian at Haley; Potential change in food service position due to a retirement; WHHS-would like to change position to a 2p.m.-10p.m. shift. If you have any questions, they should be able to answer them. John Clifford and I met with the Union. There will be an official posting on the next agenda. I wanted to give you time to think about this and ask questions.

John Carrano asked if there were any questions now.

Anne Heffernan asked John Clifford is there was any feedback from the Union.

Mr. Clifford stated that David Ore signed and agreed to changes. Mr. Ore discussed them with the executive board. They agreed contingent upon Board approval. Some are for safety concerns - some will save money.

Anne Heffernan asked if the union votes.

Mr. Tortora stated the meet with the union and come up with a consensus. Then it is approved by the Board. I meet with John Clifford and Dave Ore and the Executive Board. It is a long, dynamic process.

Robert Guthrie stated that you asked for a meeting for the sports complex and pool. Maybe we can see a chart for usage. Also, regarding the Haley and Forest positions, we were told we were not going to need positions before spring.

Mr. Tortora stated Art pushed the date up. He thinks it will be open in September or October, not March or April.

Mr. Guthrie stated he would like to see a list for the pool and gym.

John Clifford stated that it would not affect the pool. Added to the job description - a person trained to use of the pool. They have 2 custodians during the day when actually a lot of the activity is at night.

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John Clifford stated that right now we have nobody trained to use the pool.

Paul Messina stated a schedule of pool usage would be greatly appreciated.

John Carrano said we will need that before we approve the postings.

Raymond Collins requested a break down of the job description before and after the changes. If I can see it written down I can understand it.

Alan Belchak stated they currently have a 5 hour position. 15-16 years ago there was a full time custodian in the kitchen. I am trying to get this position back by paying it through our budget.

Robert Guthrie stated that who has access or keys can be discussed also.

John Carrano asked if there were any other questions.

Robert Guthrie asked if Paul Tortora can work with Patti Fusco to secure a Teacher of the Year photo for Mackrille.

C.1.a.

Neil Cavallaro stated I would like to point out that I tried to finish certified hiring by tonight but sometimes there are last minute retirements. We are on a good track to have all positions filled by the next meeting.

Mr. Carrano asked about the CMT's.

Mr. Cavallaro stated that he spoke to Ann Valanzuolo. She was very concerned. They will meet in September with Reading Teachers when everyone is back.

Mr. Carrano stated it is important to understand how to get it fixed.

Mr. Cavallaro asked that 04-136, new teacher hire be removed. The person had accepted the job then declined.

Paul Messina made a MOTION to remove 04-136. The motion was SECONDED by Toni Paine. The MOTION was passed.

Mr. Carrano asked if there were any Board Reports or Committee Reports.

Howard Horvath thanked the Board for the beautiful flowers and card.

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Robert Guthrie asked about the meeting to discuss music and the update for math.

Neil Cavallaro said they can do music at the next meeting. He would like John Clifford and Mary Janacek for the math therefore he would like to move it to September.

John Carrano asked if there were any other questions.

D.1 Approval of Minutes

A MOTION was made by Toni Paine. SECONDED by George Monahan. Discussion - Robert Guthrie stated that he and Mr. Monahan were both present before the Athletic Committee Meeting was called to order.

John Carrano stated they would make a change to say Mr. Monahan, Mr. Guthrie and Mr. Collins were present.

Anne Heffernan stated she was sorry to miss the meeting, she was on vacation. Hopefully it can be rescheduled.

Mr. Carrano stated that they need to take up that topic. It does not take a special meeting.

Mr. Carrano took a vote to approve the minutes. The minutes were APPROVED.

D.2. Resignations (Certified)

A MOTION was made by Robert Guthrie. SECONDED by Anne Heffernan.

George Monahan stated 1 clearly stands out - Mrs. Galligan. She taught 38 years. We were fortunate to have her. She did a wonderful job. Fortunately my daughter had her this year. This is a disappointment. I am not 100% sure she was ready to give up her time. It is terrible to think that outside factors in the building would cause this. I hope not. I will vote in favor, but will make it a personal mission to watch that building.

Anne Heffernan stated that Mrs. Galligan was her kindergarten teacher.

Raymond Collins stated his son was fortunate to have her.

Neil Cavallaro said that she was his teacher also.

The MOTION was passed.

D.3 Leave of Absence (Certified)

A MOTION was made by George Monahan. SECONDED by Paul Messina. The MOTION was passed.

D.4 New Hires (Certified)

A MOTION was made by Raymond Collins. SECONDED by Paul Messina. The MOTION was passed with 04-136 removed.

E. New Business

04-137 - 2003-2004 Budget Transfers for Ken Strong Stadium.

Paul Tortora turned the floor over to Garth Sawyer and Chris Everone and stated they were extremely accurate.

Garth Sawyer stated the green column is the budget we are working off. Yellow -estimating what will be final numbers. Revenues are posted by City Hall. They are not fully posted. It takes about 1 month to post.

Mr. Tortora stated there was a small receivable on the revenue side. Please follow up.

Mr. Sawyer stated he would.

Anne Heffernan asked if it was \$145.00 for part time security. Chris Everone answered yes.

Garth Sawyer stated the yellow column is this year activities. Because of extra games this will be higher.

Mr. Tortora asked Chris Everone to share the electricity with the Board.

Chris Everone stated he spoke with a gentleman from the UI. He stated that it cost \$1.00 per bulb for 1 hour. 64 lights for the football field; 20 lights for the softball field.

Mr. Tortora asked how the rates were for practice vs. events.

Chris Everone said a typical rental is \$150.00 for practice on the football field. A football game costs \$600.00 with lights. This takes care of all expenses.

Toni Paine asked about how many hours for a game.

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Chris Everone said probable 4 hours. High School is longer. Semi pro may be 3 hours.

Mr. Tortora asked if an analysis was ever done.

Chris Everone said Hamden High was outrageous. People love coming to West Haven. A lot of town give the field for nothing to other towns.

Howard Horvath asked if we are covered for electricity. Chris Everone replied we are covered.

Mr. Horvath asked if we should go up.

Mr. Tortora stated the revenues are coming and are covering all expenses.

Mr. Horvath asked Mr. Tortora if we should leave it as is.

Mr. Tortora stated we are solvent every year. It has been in pretty good shape.

Mr. Guthrie stated get the rentals for Hamden and Kennedy Stadium in Bridgeport for comparison.

George Monahan stated if we are breaking even, who benefits, the people who rent?

Mr. Tortora stated we are making money, not breaking even.

Mr. Monahan stated \$600.00 for football game, including lights and staff. How much profit do we make?

Chris Everone stated renters pay for police, fire, ambulance. We only pay his part time help for clean up.

George Monahan asked if those fees are above the \$600.00.

Chris Everone said the \$600.00 pays for the lights and my people.

Paul Messina said part time people get minimum wage. If we chase one group away the field will sit idle and we will make no money. He wanted to commend Chris Everone for his perseverance in trying to get someone from the UI to explain.

Mr. Carrano asked if there were any other questions. The MOTION passed.

04-138 - A MOTION was made by Toni Paine. SECONDED by Paul Messina

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Garth Sawyer stated this is a normal year with regular games. We usually know by December if extra games will bump expenses and revenues. They offset each other.

Robert Guthrie asked what project are we losing this year.

Chris Everone said we probably won't get all 6 final football games this year. Rentals are hit and miss - don't know what you would get this year.

Mr. Guthrie asked about rentals for baseball and softball.

Chris Everone stated that baseball is good - American Legion loves it here. Softball CIAC State game definitely will be held. Also baseball. A gentleman in the semi pro is trying to start a Wooden Bat League. He will let Chris know in February.

Neil Cavallaro asked if that would depend on if we have lights. Chris Everone said yes.

Mr. Tortora stated nice job to Garth Sawyer and Chris Everone. He would like side accounts for next year.

Robert Guthrie stated given the increased property usage, can you handle it with the staff you have.

Chris Everone said right now it is ok. He would like a 5 or 8 hour person there. Baseball field wasn't finished at the beginning of the season. He would be interested in a full time position.

Robert Guthrie asked if the whole complex is not used until March.

Chris Everone said yes, the winter is closed - February all closed.

George Monahan stated that Chris Everone and his staff did a great job getting the stadium ready for all 6 playoff games last year. Maybe a deal can be made for this year.

Chris Everone said they don't want West Haven to play their own game at West Haven, but thinks they saw a huge increase in money. It is possible for a deal. He told them we bailed them out 2 years in a row. Also bailed them out in softball when their field was under water.

Mr. Carrano asked if there were any more questions. 04-138 PASSED unanimously.

Chris Everone stated he gets many compliments on the new bleachers.

Mr. Carrano noticed the handicapped areas as well during graduation.

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Chris Everone noted we lost about 500 seats on the home side due to the improvements.

Mr. Carrano stated 500 seats worth not having someone fall down and get hurt.

04-139 2003-2004 Transfers for Food Service A MOTION was made by Raymond Collins. SECONDED by George Monahan.

Discussion: Garth Sawyer said it was the same premise as the stadium - green column working off; white-year to date and yellow-revised. PO's go to City Hall to process and post. We must deal with delays. Expenditures are good. Revenues take about 1 month to clear.

Mr. Alan Belchak stated they must try to find out why they are not getting the support of the staff. Also, half days they are not serving lunch. Out of a potential 170 serving days, they only served 152. Neil Cavallaro and Paul Tortora will work with food service. At West Haven High School they found that the sandwich line was not moving fast enough therefore they established a second line.

Howard Horvath stated we want to increase the number of participants. Is the cost equivalent to revenues.

Alan Belchak said we have a 15-18% profit margin.

Sharfi Farhana stated the process is slow - you just get your lunch and the bell rings. The cost is cheap enough but could we speed it up.

Alan Belchak said most students get a sandwich, that line is long. We did increase it to 2 lines. He would evaluate what students like and serve it faster. If a sandwich is ready-made, the student doesn't want it.

Sharfi Farhana stated many walk by the cafe to get to class. You have about 4 minutes to change classes. If you can grab a sandwich and go, it could increase sales.

George Monahan stated he would like to follow up regarding sandwiches. Perhaps an option to pre-order a sandwich-fill out a slip before you leave homeroom.

Alan Belchak stated they can get orders ready ahead.

Mr. Carrano said they must do something.

Alan Belchak has comparisons (not with him) to show other area towns. For instance, East Haven went up on their prices. We are now low.

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Mr. Carrano said if you look at the trend, it was \$228,000 now \$174,000. That's huge. We were doing something right.

Alan Belchak said they also did not serve during exam testing and CAPT testing - 6 days

straight.

Mr. Tortora stated that the other problem is milk.

Alan Belchak said we have a new vendor - Guida won the bid. It is 3 cents less. At the end of the year it was 23 cents for a pint of milk. Originally it was 14 cents.

Mr. Cavallaro asked how we were doing with free lunch applications.

Alan Belchak said we picked up doing it at the High School.

Mr. Tortora stated everyone will work with you to decrease the number of non-serving days - put our heads together and come up with something.

Raymond Collins asked how much of a hit we took from Culinary Arts Class.

Mr. Belchak state that food was not offered to students.

Mr. Carrano stated it would be a great idea to get 3 student representatives to discuss lunch. It is also a good idea to have sandwiches made to order ahead.

Mr. Tortora stated as honors courses grow, kids give up their lunch for 8 periods of class.

Mr. Monahan said sandwiches to go is a good idea, even for teachers.

Mr. Carrano asked if there were any other questions. 04-139 PASSED unanimously.

04-140 2004-205 Operating Budget for Food Service. A MOTION was made by Toni Paine. SECONDED by George Monahan.

Discussion: Garth Sawyer said the blue column was submitted by Alan Belchak and I to City Council and approved.

John Carrano said it look like the elementary schools were stable. Middle and high schools were pretty aggressive re income - \$30,000, Bailey; \$33,000, Carrigan

Garth Sawyer said the revenues aren't there. Increase expenses and revenues - will be serving more meals.

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Mr. Tortora asked if there was any word on Federal subsidies.

Mr. Belchak said we sent orders to Washington - able to take cheese, beef. Goldkist won the bid. There was a delay so we had to buy outside market. Our orders are in place already.

Toni Paine said there has been an substantial increase in beef, chicken and dairy. Will that affect us?

Alan Belchak said we have already locked in our prices. They buy beef and put it away and sell it to us for \$2.05 for 36 pounds.

Paul Tortora asked where are we with a true peanut butter substitute.

Alan Belchak said we have sunflower butter. I have samples if you like. All nurses received samples.

Mr. Carrano asked if peanut butter is a big seller.

Mr. Belchak said yes. On Friday we do tuna in a cup. We can offer peanut butter every day if we had it.

Toni Paine asked if the price is comparable.

Alan Belchak said it is \$1.35 per case - very cheap. It is high in calories, but less carbs than peanut butter.

Mr. Carrano asked if there were any other questions. 04-140 PASSED unanimously.

04-141 Approval of Education Specifications to Molloy School. A MOTION was made by Robert Guthrie. SECONDED by Paul Messina.

Discussion: Mr. Guthrie asked if the existing gym is being remodeled to become the All Purpose Room.

Mr. Tortora said Molloy doesn't have a full blown kitchen.

Mr. Guthrie asked if we have funding.

Mr. Tortora replied yes.

Mr. Guthrie asked if any thought was given to the parking situation.

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Mr. Tortora stated we are considering it - there will be an increase but not dramatic.

Mr. Guthrie asked if there were enough spaces for staff and visitors.

Mr. Tortora said the State is looking for classrooms, gyms. The next phase we can look at that.

Mr. Guthrie said he was hoping the architect was looking at enough spaces for staff and visitors.

Mr. Tortora said the next step would be the Building Committee will meet with Board members. Then we voice concerns. Our building projects have gotten better and better. On the other hand we do need to pay attention to parking. There are certain areas at Haley with a pitch and beyond that it is not safe.

John Carrano asked what is circulation space.

Paul Tortora replied hallways, passing areas, stay put areas.

Mr. Carrano asked if there were any other questions. 04-141 PASSED unanimously.

F. Informational

Mr. Carrano asked all members if they had anything for Informational.

Sharfi Farhana stated that the Chairman asked what we learned from our experience. One thing was Parliamentary Procedure. The Board meeting for Chess was held without Robert's Rules and it was disorganized. Captain Jim is the president of Connecticut State Chess Association. She thanks the Board for this. Also she learned to appreciate our town. All girls at Girl's State had so many complaints about their towns. We keep things under control. West Haven offers so much more than other towns. They do not have student representatives at their Boards of Education. Thank you for doing a good job.

Mr. Tortora stated that we don't look so bad on the outside.

Mr. Carrano thanked Sharfi Farhana.

Robert Guthrie would like to mention 2 items. At the meeting regarding expulsions, he would like the total number of expulsions with costs. Also, the name of Molloy School is still Anna V. Molloy. Washington School is to have window replacement.

A MOTION to adjourn the meeting was made by Paul Messina. SECONDED by Anne Heffernan. The meeting was ADJOURNED at 8:35 p.m.