The Regular Meeting of the Board of Education was held on July 17, 2017 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 5:00 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
- Rosa Richardson

**BOARD MEMBERS ABSENT:**
- Mark Palmieri
- Rosemary Russo

**ADMINISTRATORS PRESENT:**
- Neil Cavallaro, Superintendent of Schools
- Anne Druzolowski, Assistant Superintendent
- Matt Cavallaro, Director of Finance

**CITY OFFICIALS PRESENT:**

**STUDENT REPRESENTATIVES PRESENT:**
- There were no Student Representatives present

Chairman Morrissey requested a Moment of Silence for Ralph Eberle a City Councilman who passed away last week. Ralph was the former President of the Citywide PTA and was greatly involved in education. Our thoughts and prayers go out to his wife and his daughter. Thank you.

**B. Public Portion of Meeting**

Chairman Morrissey asked if anyone would like to address the board this evening.

Dwight Knowles, 29 Woodmont Road, West Haven, CT. Mr. Knowles passed out information to the board and stated the following:
I come before you tonight to ask who on the BOE is requesting a credit from Rich Shea for the work he was paid for and did not complete for the High School camera project. He charged for the supply and installation of 32,500 feet of new cable. This installation would have required full time asbestos monitoring and a massive amount of man hours. Instead he installed a small fraction of cable. Is the BOE getting a credit for the work that was not completed?

Is the BOE getting reimbursed for the cost of the Dunn inspection totaling 10,000?

Who is paying for the Chemscope inspection?

Is the BOE getting a credit for the cost of the asbestos plan, monitoring and testing that did not occur?

Who will pay for the State fine that will be levied against the BOE for not following the asbestos work rules?

What is the plan to make the BOE whole?

Are all vendors afforded this kind of special treatment? If other vendors overcharge the BOE and charge for work that was not done are they held responsible?

Can someone on the BOE speak to the plan to make the BOE whole?

The board gave thanks.

There were no other speakers. Public Session closed at 5:05 PM.
REPORTS
Superintendent Cavallaro said we will have the presentation on the budget which is the most important pressing issue with the board tonight. The state has not passed a budget and our budget assumes flat funding from the State of Connecticut. The Governor is bound to operate the state on the same amount of money basically as last year. If you have seen any projections based on an executive order those numbers aren’t set in stone.

C.1.a. Administration/Status of Schools
Superintendent Cavallaro said Matt will begin the budget presentation. Matt Cavallaro said this budget as adopted by the City Council maintains current levels of service and operations. All instructional services are maintained and all existing staff will return. The budget includes contractual increases for staff and services and allows the district to continue with educational goals and objectives. The operating budget adopted by the City Council in May was $1,100,427 less than requested so an early retirement incentive was issued to entice employees who had the years of service to retire so the shortfall could be lessened.

Pat Libero asked if they had enough people retire because it seemed like we had a lot of people retire. Did we get enough people to make a difference? Yes, absolutely. Nine teachers took advantage of the incentive and six of the nine positions were replaced by 1st step teachers and the other three positions were not filled and this resulted in a savings of $498,522.76. Superintendent Cavallaro said we can’t fall in love with these plans because we target a certain type of individual who would fall into the incentive we are offering so we can’t be offering this every year to take us off the hook. We can’t count on incentives. Next year we will look at those eligible to retire and those close to retirement and come up with something but this is not something we can rely on every year. We have offered this three times in the past five years so the pool we can attract is getting smaller and smaller.

Matt said in order to make up the difference that the City Council approved which is $1,100,427 the early retirement, resignations and utilization of grant dollars made up $900,300. The benefits line item was reduced by $100,000 by having the food service budget responsible for the first $100,000 in claims for the food service employees who receive benefits. We were able to save $100,127 because Winkle said they would forego their increase if they were given an extension. This savings assumes that the City Council approves the bid waiver. Superintendent Cavallaro said the board has already approved this and will send a letter to the City Council Chairman tomorrow to make sure it gets on an upcoming agenda so the council can act on it. The total of these savings amount to the $1,100,427 difference.

The majority of the board’s budget is in salaries and benefits which make up a little under 80% of the entire budget. There is a moderate tuition increase based on trends (2.5%) the unknown variables include outside placements (90%) of the Tuition budget) Homeless provisions (McKinney Vento Act) and DCF placements. Patrick Leigh asked if the 2.5% is just an average percent across the board. What was the high and low? In looking at three years Joe Lucibello said two years ago it was 2.4% and last year 8% because all the
schools went up on their tuitions and we had several high needs students that we had to place at schools with high tuition costs. We see that 2.5% is the average. Patrick asked the number of students outplaced last year compared to this year. It is the same amount within one or two students. It is the needs of the students and the tuition cost not the number of students.

Chairman Morrissey asked if they feel comfortable with the 2.5% number for this year. Yes we are projecting about a 2.5% increase but we are basing it on the past three or four years of tuition cost. Patrick asked when will you get the final numbers for tuition costs for next year. Joe said schools have already informed us if costs are going up or not. We are basing it on the average of all the schools we use. We don’t have any schools with a significant increase.

Matt Cavallaro said getting back to Chairman Morrissey’s question yes, we are confident with the number we budgeted along with other revenues that offset the special education tuition that it will be enough to cover the expenditure of the special education tuition next year. With Transportation if an extension is awarded through the bid waiver process the result will be a $100,000 savings in the next fiscal year. Patrick said and that was his raise right. Yes. The increase in the salary line item is due to contractual obligations. Patrick asked for the total. In the requested budget it was a little over 1.5M and the early retirement incentive saved us $498,522.76 and the other retirements and resignations saved us 401,904.22. We shifted about 200,000 to Federal and State Grants based on administrators etc. who retired and other resignations and replacement saved us 105,790.76 and there was a job that was not replaced at $47,605.00. Patrick asked what job wasn’t replaced. It was a custodial job at the pool. Pat Libero asked who covers that now. Superintendent Cavallaro said the part time maintenance people and there is a night time custodian. We don’t offer physical education classes any more during the day. Patrick asked who covers weekends and events. Our people do but most events are Park Rec Events where they would pay for the custodian because they are not our events. Patrick asked if we rent the pool out. Neil said yes through Park Rec and they secure lifeguards and things like that and they have to pay our custodians.

Matt then went through Contractual Obligations and a breakdown of what each union will be getting as either a raise or as step movement next year and the medical changes. Superintendent Cavallaro said medical changes are subject to negotiations and when the Administrators, AFSCME and CWA Union Contracts are up we will negotiate. Patrick said but we are going to push for the high deductible. We certainly are as soon as we are able to negotiate with those unions. Patrick asked if we have any information on what the savings would be if those groups moved to the High Deductible? There is a possibly a small savings however we have been encouraged to not short change what we budget benefits for as it has gotten the city in a lot of trouble in years past. Patrick understands that but with the advantage of moving plans would there be savings like there was with the teachers. Probably not for the administrators because there are only 26 and the savings would be so small. If AFSCME were to come to the table there would be some potential savings amount and with CWA there is probably less than 10 members at the
BOE section of CWA. It is just getting everybody on the same plan which makes it easier for us to negotiate going forward. A further discussion took place.

With Benefits and Fixed Charges we were able to budget the same amount as last year due to the teachers, paras and nurses unions moving to the High Deductible Health Plan which was approved by the board and the food service budget will now be responsible for the first $100,000 of worker’s claims.

Funding on line items for the Operation of the Plant will remain consistent with the budget that was approved by the board and the administration will continue to pursue funding such as the Alliance Construction grants for small repair projects. Patrick asked if these projects are on hold until the state passes the budget. Superintendent Cavallaro said the status has not changed from the second round. The projects have been approved however the State Bonding Commission has not funded the projects but we have been told there will be another round of funding shortly. Patrick asked if this will change any project’s status? No but the timing of the state putting them on hold isn’t great because these are projects that need to go out to bid in the spring so we can get them done in the summer. A further discussion took place.

There has been no change from the BOE approved budget for Purchased Services. There is sufficient funding to maintain the quality of current educational programs under Instruction. Based on the final passage of a State Budget adjustments will be made as necessary.

Pat Libero said we eliminated an administrator and we eliminated secretarial and maintenance. We don’t have any money but I would love to see the Communications position put back in because the website is not kept up the way it should be. Pat loves the way Susan used to use twitter and to get the kids involved. We had a lot more coverage in the papers and were wondering if there was a grant we could get for that position or if there were something we could do. This is a viable position and I feel she gave us a lot of positive coverage and a lot of the kids were showcased and parents were aware of snow days and things that were happening in the schools. In this day and age it is an important position. Superintendent Cavallaro said we are looking into an alternate now and we are in the process of setting up a meeting with UNH to see if there is some way to work in an intern or get some kind of part time help for now. Hopefully down the road if that doesn’t materialize there is the potential for more savings because there may be some money down the road and we will see some savings by August when we finalize our staffing. Pat asked if this position could be covered by a grant. Dr. Druzolowski said not in any of the ones we have right now.

C.1.b. Student Representatives’ Report
There are no student reports during the summer.

C.1.c. Board
Rosa Richardson put a motion on the table for discussion and approval. Rosa made the motion that the board approves requiring Superintendent Cavallaro to find the necessary funds for hiring the Communications position.

I am appealing to my fellow board members, Chairman Morrissey and our Finance Chair to task Superintendent Cavallaro with finding these funds. I understand that we are in difficult times financially but I am optimistic based on our recent retirements and new hires that we can find a way to bring this much needed position back. Since Susan Misur’s departure we have lost out on many opportunities to boast about our academic achievements, school functions and awesome arts programs just to name a few. We usually had at least a couple of articles in our community newspaper weekly. Additionally there have been occasions where incidents had occurred during the school day and Susan was always right there to insure that parents and staff were notified immediately. This no longer exists without this position and it is very important to the staff, board members and the community as a whole.

Pat Libero seconded the motion
Discussion: Patrick Leigh agrees with the motion but would also like Chairman Morrissey’s idea of using an intern. Patrick would vote yes if we can task it both ways to see if the intern position works out and if it doesn’t then push forward with finding allocating funds for an actual hired position. Rosa said in all her experience with interns there has always been a supervisory role associated with that. Even if it requires a part time position I am sure there are going to be some funds that are going to be needed to supervise that intern. That makes sense so yes I would definitely vote yes for that.

Chairman Morrissey spoke with Councilman Quagliani last week and he works at UNH. I put out the idea of a possible partnership with UNH for an internship with the students. He and Neil spoke today about the possibility of setting up a meeting with the department head Bruce Barber. At this point I would like to have the opportunity to at least set up a meeting and talk about it. Neil said if the internship isn’t feasible we can see if they have candidates in line. He doesn’t see any harm in sitting down and meeting with him.

Chairman Morrissey said we have a university right up the street that has a communications department and I think this would be a win/win situation for UNH and the BOE to come up with some interns who would be able to do the job. They would receive credit for being an intern and we would get the value of a basically free position. Money is very tight here and I see it getting worse as time goes on. I agree with Rosa a Communications person is important but unfortunately times are tough and there are other needs also that we should address. Chairman Morrissey would like to have a meeting with UNH and the department head and come up with an idea of running an internship through the BOE. The Twilight League hires interns from UNH to do stats and things like that and they get credit for that.

Rosa Richardson said just for clarification Mr. Chairman I am putting on the floor is a motion that we ask him to find the funds I am not saying we are going to hire somebody I am saying in the time between now and two weeks from now when you meet with Councilman Quagliani you are giving him an opportunity to find the funds necessary in
the event that funds are going to be required. Chairman Morrissey is concerned because if we do find the funds and we do approve this job and then the budget gets tight again I would hate to see a person lose their job after a year or two. A further discussion continued. Rosa said we do have a motion on the floor with a second so we can either accept Superintendent Cavallaro’s yes somehow some way we can if we want to and I can withdraw my motion or we can go through with a role call vote.

Susan Walker said can we table it until the next meeting so they can find out the information from UNH.

Rosa said at this time I would like to withdraw my motion and ask that discussion be brought up on the next agenda. Pat Libero seconded this. All board members were in agreement.

Bob Guthrie asked the status of our current projects is there any impact to opening day? Superintendent Cavallaro said no. The roofing project which is the major project seems to be going very well. We are starting a cooler project at Savin Rock soon. The only delays are the projects that were approved during the second round of the Alliance DAS Funding because the bond commission hasn’t funded the project. The projects have been approved but have not been funded yet. They did start the abatement process on the gym today. It is the beginning of phase II for the renovation project on the high school. There should be no disruption of services at the high school.

Bob is requesting the Chair and Superintendent to have a Policy Meeting before the next board meeting. Due to state statute there are some policies we are obligated to accept. There is one policy that the staff is recommending we change regarding Homebound before the start of the school year. Yes Superintendent Cavallaro will do this.

Bob also asked the board members to think about the current goals you would like to see for the Superintendent because we have to set goals and evaluate the current goals and start fresh for the new year.

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 Monday, June 19, 2017 at 6:00 PM.

Chairman Morrissey asked for a motion to approve the Regular Meeting minutes D.1.a. Rosa Richardson made the motion to approve the minutes Patrick Leigh seconded the motion Discussion: Bob Guthrie abstained as he did not attend this board meeting. All board members were in favor Minutes are approved
D.2. Resignations: (Certified)

17-43 Carol Kerzner, Library/Media Specialist – Pagels
   Effective: June 30, 2017
   Reason: Retirement

Chairman Morrissey asked for a motion to approve item 17-43
Rosa Richardson made the motion to approve
Karen Pacelli seconded the motion
Discussion: Sue Walker said she worked for this system for a very long time and those of you who knew her know she had such bad arthritis and I don’t know how she did the job all those years; she is amazing. Rosa Richardson wished her well and hopes she will be able to enjoy some quality time.
All board members were in favor
Item 17-43 is approved

17-44 Valerie Jerrild, Elementary Teacher Grade 1 – Forest
   Effective: Immediately
   Reason: Personal

Chairman Morrissey asked for a motion to approve item 17-44
Karen Pacelli made the motion to approve
Rosa Richardson seconded the motion
Discussion:
All board members were in favor
Item 17-44 is approved

17-45 Peter Hamasian, Boys Varsity Soccer Coach - WHHS
   Effective: Immediately
   Reason: Personal

Chairman Morrissey asked for a motion to approve item 17-45
Karen Pacelli made the motion to approve
Rosa Richardson seconded the motion
Discussion:
All board members were in favor
Item 17-45 is approved

D.3. New Hire: (Certified)

17-46 DeAnna R. Paolino, 53 Strathmore Road, West Haven, CT 06516
   Social Worker – Washington School
   Effective: August 24, 2017
   Salary: Step 1 BS+60 $48,424 plus Stipend $5,761.34
D.3.  New Hire: (Certified) Continued

17-47 Travis C. McHugh, 4 Peck Avenue, West Haven, CT 06516
   Science Teacher – Chemistry - WHHS
   Effective: August 24, 2017
   Salary:   Step 1 BS+30 $45,333

17-48 Sara Jones, 129 Andrews Street, Meriden, CT 06451
   Special Education Teacher – Preschool – Haley School
   Effective: August 24, 2017
   Salary:   Step 1 BS+30 $45,333

17-49 Katherine Law, 751 Jones Hill Road, West Haven, CT 06516
   Elementary Teacher – Carrigan Intermediate School
   Effective: August 24, 2017
   Salary:   Step 1 BS+30 $45,333

17-50 Rosalind Baldwin BSN, 15A Linden Avenue, Branford, CT 06405
   School Nurse – Savin Rock School
   Effective: August 24, 2017
   Salary:   Step 2 $44,074.47

17-51 Ludmilla Gentile BSN, 28 Lenore Drive, Madison, CT 06443
   School Nurse - Float
   Effective: August 24, 2017
   Salary:   Step 2 $44,074.47

17-52 Roberto Pistone, 110 Burban Drive Unit A, Branford, CT 06405
   EL Teacher – West Haven High School
   Effective: August 24, 2017
   Salary:   Step 1 BS $41,232.00

17-53 Gabrielle Giaquinto, 114 Hickory Street, West Haven, CT 06516
   Assistant Girls Soccer Coach – West Haven High School
   Effective: 2017-2018 Sports Season
   Salary:   $2,100.00

17-54 Salvatore Fiorillo, 22B Jefferson Circle, Clinton, CT 06413
   Assistant Football Coach – West Haven High School
   Effective: 2017-2018 Sports Season
   Salary:   $3,500.00

17-55 Caitlin Morrissey, 305 Country Hill Drive, West Haven, CT 06516
   4th Grade Teacher – Savin Rock
   Effective: August 24, 2017
   Salary:   Step 1 BS + 30 $45,333.00
D.3. New Hire: (Certified) Continued

17-56 Michelle Zentarski, 490 Jones Hill Road, West Haven, CT 06516
   Special Education Inclusion Teacher - Washington
   Effective: August 24, 2017
   Salary: Step 1 BS $41,232.00

17-57 Nicole Guadagnoli, 785 Dennis Drive, Orange, CT 06477
   1st Grade Teacher – Savin Rock
   Effective: August 24, 2017
   Salary: Step 1 BS $41,232.00

17-58 Mindy Khamvongsa, 184 Main Street, Apt#2, Milford, CT 06460
   2nd Grade Teacher – Savin Rock
   Effective: August 24, 2017
   Salary: Step 1 BS + 30 $45,333.00

17-59 Lauren Smith, 668 Wheeler Road, Monroe, CT 06468
   3rd Grade Teacher – Forest
   Effective: August 24, 2017
   Salary: Step 1 BS + 30 $45,333.00

17-60 Meghan Abate, 47 Guilford Court, East Haven, CT 06512
   1st Grade Teacher - Washington
   Effective: August 24, 2017
   Salary: Step 1 BS + 30 $45,333.00

17-61 Dianna Bresh, 151 Bellevue Avenue, West Haven, CT 06516
   3rd Grade Teacher - Washington
   Effective: August 24, 2017
   Salary: Step 1 BS $41,232.00

17-62 Caitlin N. Cusano, 29 Overhill Road, Milford, CT 06460
   4th Grade Teacher – Washington
   Effective: August 24, 2017
   Salary: Step 2 BS + 30 $49,454.00

Chairman Morrissey asked for a motion to approve items 17-46 – 17-62 inclusive
Bob Guthrie made the motion
Karen Pacelli seconded the motion
Discussion: Chairman Morrissey abstained on item #17-55
All board members were in favor
Items 17-46 – 17-62 inclusive are approved
Superintendent Cavallaro gave a brief update. Right now we have three certified openings. We received a Language Arts resignation from Bailey today and are expecting one from Savin Rock and we have an ELL position that has been open and we are trying to fill.

Chairman Morrissey said on item 17-54 West Haven should be changed to Clinton. Thank you.

D.4. New Business

17-63 Adoption of the Operating Budget for Fiscal Year 2017 – 2018

Chairman Morrissey asked for a motion to approve item 17-63
Rosa Richardson made the motion to approve item 17-63
Bob Guthrie seconded the motion
Discussion:
All board members were in favor
Item 17-63 is approved

F. Informational
Chairman Morrissey asked for a motion to adjourn
Rosa Richardson made the motion
Karen Pacelli seconded the motion
All board members present were in favor
The meeting adjourned at 5:47 PM

Respectfully submitted,

Marylou Amendola
Board Secretary